


Printing a Requisition Form for Outpatient Specimen Collection

Quick Reference Guide

If the patient requires specimens collected as an outpatient, a requisition form must be provided. This ensures all tests are performed, allows the collector to identify the encounter the order was placed on, and enables patients to seek pathology both internally and externally.

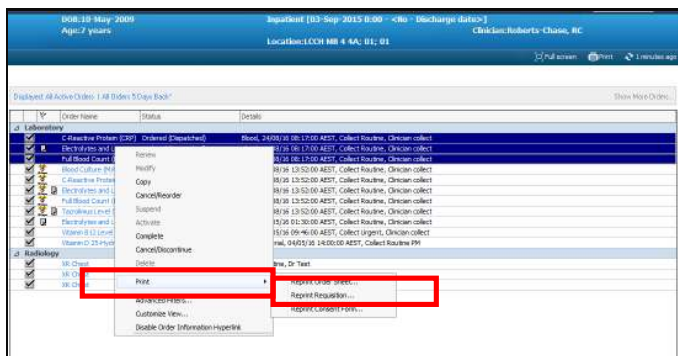
How to Print a Requisition Form for Outpatient Specimen Collection

1. Click on the **Orders**  section in the menu of the patient's medical record
2. Locate order/s. Select multiple orders by holding down the Ctrl button on the keyboard and using the left mouse button to click.

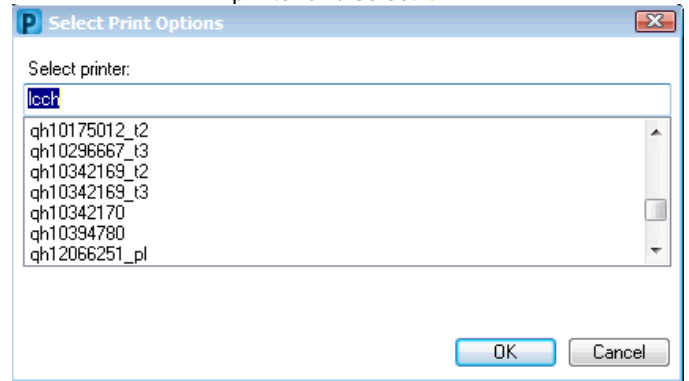
	Order Name	Status	Details
Laboratory			
<input checked="" type="checkbox"/>	C-Reactive Protein (CRP)	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/>	Electrolytes and Liver F...	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect
<input checked="" type="checkbox"/>	Full Blood Count (FBC)	Ordered (Dispatched)	Blood, 24/08/16 08:17:00 AEST, Collect Routine, Clinician collect

3. Right click on the order/s and selected **Print** and then **Reprint Requisition**

If you have ordered multiple orders in the same ordering session (you have signed off all the orders at the same time), and you select one order and print the requisition form, all orders ordered in that session will display on the form.



The **Select Printer Options** will display. Select the closest printer and select **OK**.



NB. Do not print a requisition form for medical imaging that will be performed at Lady Cilento Children's Hospital,