


Printing a Requisition Form for Outpatient Specimen Collection



To select multiple orders to print, hold down Ctrl on your keyboard and use the left mouse click to highlight multiple items.



If the patient will have specimens collected as an outpatient, it is imperative to print and provide the requisition form to the patient. This ensures all tests are performed, allows the collector to identify the encounter the order was placed on, and enables patients to seek pathology internally and externally.

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
Coagulation Studies (COMS)	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Ceruloid Level	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Electrolyte and Liver Enzy...	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Erythrocyte Sedimentation	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Full Blood Count (FBC)	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Prostate Specific Antigen (E...	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Prostate Electrolytes (PEP)	Ordered (Scheduled)	Blood_Venous 27/08/15 12:29:00 AEST, Collect Routine
Full Blood Count (FBC)	Ordered (Discontinued)	Blood 27/08/15 13:00:00 AEST, Collect Urgent

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.

Renew	08/15 12:29:00 AEST, Collect Routine
Modify	12:20:00 AEST, Collect Urgent
Copy	12:40:00 AEST, Collect Urgent
Cancel/Reorder	
Suspend	
Activate	AEST, Stop date 25/08/15 14:32:00 AEST
Complete	AEST, Stop date 25/08/15 14:29:00 AEST
Cancel/Discontinue	AEST, Stop date 25/08/15 13:53:00 AEST
Delete	AEST, Stop date 25/08/15 11:36:00 AEST
Print	<ul style="list-style-type: none"> Reprint Order Sheet... Reprint Requisition... Reprint Consent Form...
Advanced Filters...	
Customize View...	
Disable Order Information Hyperlink	

4. The Select Printer Options will display. Select the closest printer and select **OK**. The window will remember the last printer used.

Select printer:

- pah10141733_t2
- pah10141733_t2**
- pah10141896_t3
- pah30834711_t2
- pah30834711_t3
- pahloan01_t2
- qh10271159
- qh10296669_t1

OK Cancel