



Printing a Requisition Form

This document outlines the process for printing a Lab Requisition out of SuccessEHS. It is imperative that a lab requisition is generated from SuccessEHS for all patients that utilize a Susquehanna Health Facility in order to ensure that the results are received through the interface.

1. From the **SuperBill** verify that the patient has testing that needs to be performed → Lab, Pathology, or Radiology.
2. Discuss with the patient if they utilize a Susquehanna Health Lab or not. If they **do not** utilize a Susquehanna Health Lab, continue following the same process as previously performed to print out the lab, pathology, or radiology order. If they **do** utilize a Susquehanna Health Lab, you will need to perform the following steps to get the Requisition Form.
3. With the Patient Chart open in **Clinical Console** choose the **Requisition** tab

The screenshot shows the SuccessEHS Clinical Console interface. On the right side, there is a vertical sidebar with various tabs: Facesheet, Encounters, Orders, Problem List, Medications, Vitals, Immun Schedule, Growth Charts, Documents, Patient Alerts, Flowsheets, Specified View, **Requisitions** (highlighted with a red arrow), and PNG. The main window displays the 'Requested Tests' section, which includes a table with columns: Date Time Pro, Test, Req ID, Provider Name, STAT, LIS Group, and Billable. Below the table are buttons for 'Create Requisition' and 'Unselect All'.

4. Under the **Requisitions** Tab you will see **Requested Tests**: and all of the tests that have been ordered will display. Verify the correct patient's chart is open, select all tests for the Date of Service you are working with (select multiple test by holding your **Ctrl** Key and clicking each test). Choose **Create Requisition**

This is a close-up screenshot of the 'Create Requisition' button located at the bottom of the 'Requested Tests' section in the SuccessEHS interface. A red arrow points directly to the button.

- The **Requisition Confirmation** window will open. All information required will be pre-populated, select **OK**. Should information be missing the Bill To: should be Patient and Lab Vendor should say **LAB VENDOR**

- All orders should be linked, but should you receive an error message as shown below, select **No** and contact IT to have the test linked. You can create a requisition for all of the labs that are linked by de-selecting the test that is not linked. **Note: If the unlinked lab is a critical test that cannot wait for the mapping to be resolved, please print the lab slip utilizing the regular lab order report so that the patient can still have the lab drawn. It is crucial that all labs that can be requisitioned are requisitioned in order to ensure proper processing at the lab facility.**

- If there are no issues, the Requisition Form will automatically print to your printer and should look similar to the below document:

How to Print a Duplicate Requisition Form:

Note: If a patient loses their **Requisition Form** you will need to print a duplicate form. You cannot generate a new requisition form. To print a duplicate form you will need to open the patient's chart go to **Orders → Choose the Order → Select Order Details → Print Order Reports → Requisition**