

## ISC – Reconciling Lab Requisitions

The Outstanding Requisitions, Referrals and Orders section of Accuro allows the reconciliation of requisitions.

### Tracking Requisition Forms

Requisition forms must first be saved to the 'Requisition Forms' category of the Form Editor to enable the tracking functionality.

### Generating a Requisition

Once a form from this category is completed and saved to a patient chart, it will display in the Encounter Note section of the EMR with a red X symbol (unreconciled).

The screenshot shows a patient record for Shannon Test, a 12-year-old female. The interface includes tabs for Day Sheet, Encounter Notes, Virtual Chart, Encounter Summary, Medications, Ocular History, and Patient Information. A lab requisition for '\*WJ Lab requisition' is displayed, with a specific entry for '2019-Jul-03: \*WJ Lab requisition' by provider Elaine Bland, marked as unreconciled with a red X icon.

### Viewing outstanding requisitions for a patient

Outstanding requisitions for a patient can be quickly viewed using F7 to view Patient Tasks, also in the lower left corner of the encounter note in tracking items.

The screenshot shows the 'Patient Tasks (F7)' window for patient Shannon Test. It displays 'Tasks to Complete' as 'None' and 'Outstanding Requisitions, Referrals and Orders' for '2019-Jul-03: \*WJ Lab requisition'. A sidebar on the left shows 'Tracking' with '(0) Labs' and '(1) Referrals and Orders'. The main panel shows details for the '\*WJ Lab requisition', which is 'ORDERED' by Elaine Bland on 2019-Jul-03 (0 days old), with an 'Open...' link.

All outstanding requisitions can also be viewed in a master list either using the outstanding referrals, requisitions and orders quick action key – or by accessing via the main start menu.

Outstanding Requisitions, Referrals, and Orders

Search

Providers  Type  Status   Include Reconciled Orders  Show requisitions older than 6 months

Provider	Patient	Type	Order	Age	Order Date	Status	Description	Specific	Location
Bland, Elaine	Test, Shann...	*WJ Lab requisition		0	2019-Jul-03	ORDERED			

### Reconcile a requisition

There are 3 quick ways to reconcile the requisitions indicating that the result has been received and is considered complete. It has been decided that the NIC will be responsible for reconciling incoming results when they are initially received and reviewed at the station.

1. Load patient – selecting F7 – clicking on requisition and then reconcile on the window on the right.
2. A right click on the saved form in the encounter note and selecting reconcile
3. From the Referrals and orders area in the bottom left of the encounter note – click on the looking glass, open the link and reconcile.

Once reconciled – forms are displayed in the encounter note with a green check icon indicating that the item has been reconciled.

Day Sheet Encounter Notes Virtual Chart Encounter Summary Medications Ocular History Patient Information

Patient  12 years old female

*WJ Lab requisition
2019-Jul-03: *WJ Lab requisition Provider: Bland, Elaine

### Additional

- The main Outstanding Referrals, requisitions and Order list will also allow for different stages of a requested test/exam to be captured e.g. Date Appt booked etc. The drop-down lists can be configured accordingly.