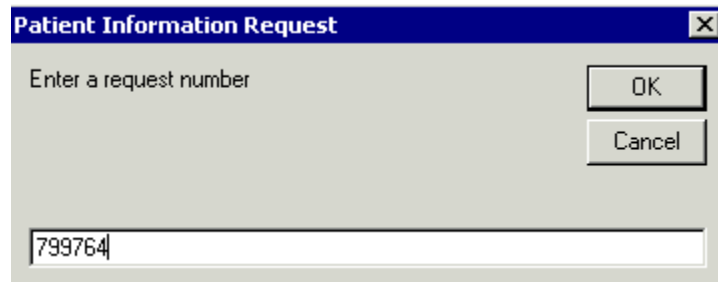# Patient Information Chart Requests (PIR)
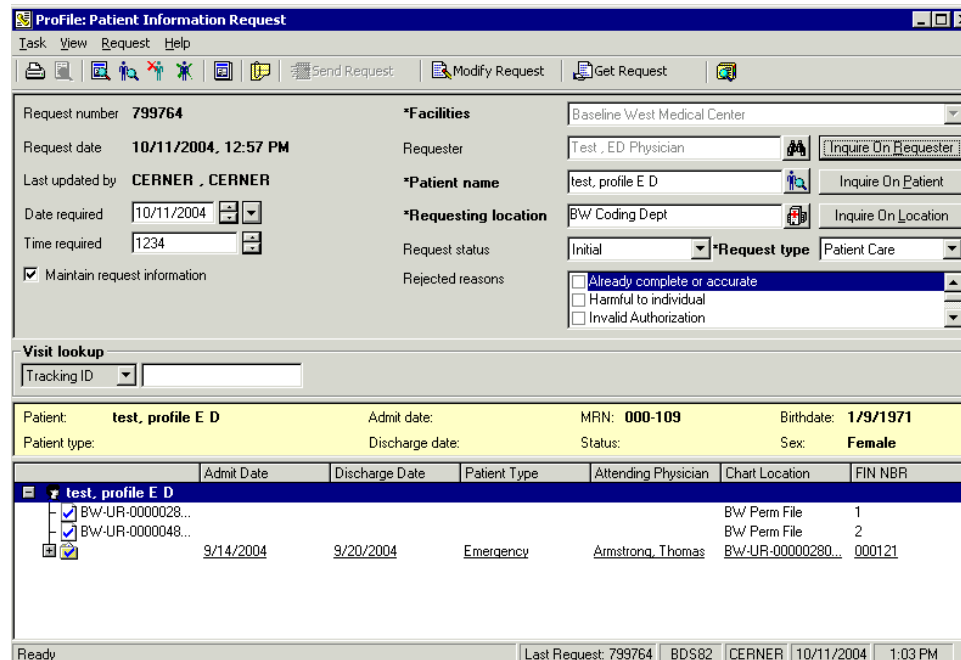
Retrieve and Modify a Request

1. Click the **Get Request** [icon] icon.
2. Type a **request number.**

Note: The last request number can be found on the bottom of the screen.

3. Make necessary changes.
4. Click **Modify Request** [icon] to save the changes.

5. The note form opens, enter a note or click Exit [icon]