Patient Information Chart Requests (PIR)

Overview

Use Patient Information Request to process internal requests for patient charts. Provided that your system manager has set up your system to permit batch request, you can enter requests for a set of one or more patients' charts to be sent to a common requester at a common location. For multi-patient requests, enter the requests individually to add them to a list of charts that are processed and sent in batch. You can remove a chart from the list before sending the batch request. Sending a request creates a log that reflects the name of the requester, the date of the request, and the reason for the request.

Learning Objectives

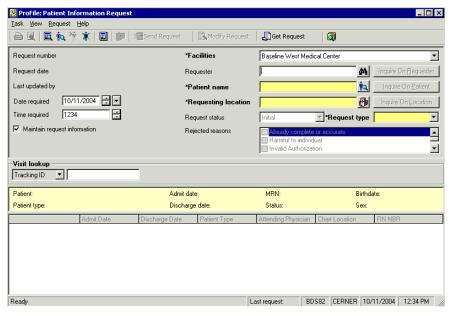
In this section you will learn how to:

- Send a Request
- Modify and Get a Request

Send a Request

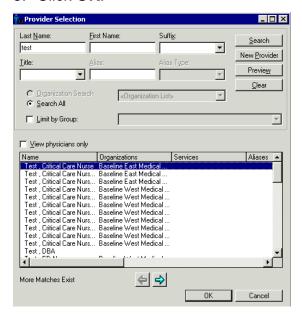


2. Select a facility from the Facilities field.



- 3. Type the requester's name (last name, first name) in the **Requester** field then click the **Requester Search** icon.
- 4. Select the requester's name.

5. Click OK.



6. Type the patient's name (last name, first name) then click the **Patient Search** icon.

Note: Visit lookup provides a way to look up a patient by scanning or entering a tracking ID.

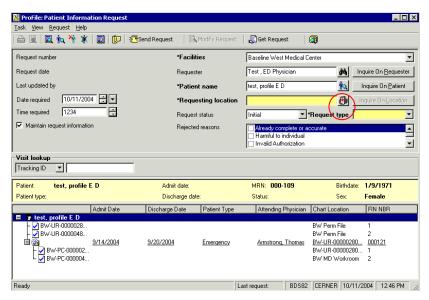
7. Click the appropriate patient and encounter(s).

Note: If all encounters are requested, click the box at the bottom of the screen that says All Encounters.

8. Click OK.

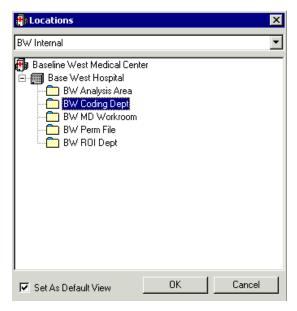


9. Click the **Requesting Location** button.



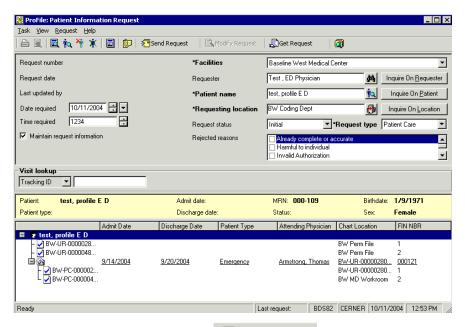
10. Click the appropriate location.

Note: To save this location as your default click in the Set As Default View Box 11. Click OK.



- 12. Select a **Request Status**.
- 13. Select a **Request Type**.
- 14. Select date/time required.

Note: If you are entering multiple requests, you can check the Maintain Request Information box which will hold the requesting location and requester for you.



- 15. Click the **Send Request** icon.
- 16. The note form opens, enter a note or click Exit