

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

1. Click the **Patient Information Request (PIR)**  icon.
2. Select a facility from the **Facilities** field.

Admit Date	Discharge Date	Patient Type	Attending Physician	Chart Location	FIN NBR
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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**.

Provider Selection

Last Name: test First Name: Suffix: Search

Title: Alias: Alias Type: New Provider

Preview Clear

Organization Search Search All


Limit by Group: Organization List

View physicians only

Name	Organizations	Services	Aliases
Test, Critical Care Nurse	Baseline East Medical ...		
Test, Critical Care Nurs...	Baseline East Medical ...		
Test, Critical Care Nurs...	Baseline East Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, Critical Care Nurs...	Baseline West Medical ...		
Test, DBA			

More Matches Exist

OK Cancel

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**.

Person Search

Name: test, profile MRN: SSN: Birth Date: Gender: FIN NBR: Search Reset

Name	SSN	MRN	Gender	Birth Date	Age
test, ProFile	565-65-6565		Male	9/9/1972	32 Years
test, profile E D	415-28-4068	0000-02: 000-109	Female	1/9/1971	33 Years

FIN NBR	Enc Type	Med Service	Facility	Reg Date	Disch Date
000057	Emergency	Emergency Medicine	BW/MC		

OK Cancel Preview... All Encounters

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

Admit Date	Discharge Date	Patient Type	Attending Physician	Chart Location	FIN NBR
				BW Perm File	1
				BW Perm File	2
9/14/2004	9/20/2004	Emergency	Armstrong, Thomas	BW-UR-00000280... 000121	
				BW-UR-00000280... 1	
				BW MD Workroom	2

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.

Profile: Patient Information Request

Task View Request Help

Send Request Modify Request Get Request

Request number: [] *Facilities: Baseline West Medical Center

Request date: [] Requester: Test, ED Physician Inquire On Requester

Last updated by: [] *Patient name: test, profile E D Inquire On Patient

Date required: 10/11/2004 *Requesting location: BW Coding Dept Inquire On Location

Time required: 1234 Request status: Initial *Request type: Patient Care

Maintain request information Rejected reasons: Already complete or accurate Harmful to individual Invalid Authorization


Visit lookup: Tracking ID []

Patient: test, profile E D Admit date: MRN: 000-109 Birthdate: 1/9/1971
 Patient type: Discharge date: Status: Sex: Female

	Admit Date	Discharge Date	Patient Type	Attending Physician	Chart Location	FIN NBR
test, profile E D						
BW-UR-0000028...					BW Perm File	1
BW-UR-0000048...					BW Perm File	2
	9/14/2004	9/20/2004	Emergency	Armstrong, Thomas	BW-UR-00000280...	000121
BW-PC-000002...					BW-UR-00000280...	1
BW-PC-000004...					BW MD Workroom	2

Ready Last request: BDS82 CERNER 10/11/2004 12:53 PM

15. Click the **Send Request**  icon.

16. The note form opens, enter a note or click **Exit** .