Creating a New Pathology or Radiology Request

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Pathology & Radiology**.

4. Select **Requests** tab (in Banner).

5. Select **New**

6. Complete fields using the table below for reference.

7. Click **Create Request**.

Field	Description	Example
Medical Provider	Select the medical provider making the request.	
Service Location	This is the Service Location (only locations linked to the selected provider will appear)	
Service Provider	Select the Service Provider (Radiology supplier). **Note**: If a default Provider has been associated with the selected Service Location, this field will be auto-populated with that content.	SA Pathology
Select Test	Select Test the (type of test being requested) (This can be configured by your System Administrator)	
Specimen	The Specimen and Instructions will auto populate.	
instruction		
Test	This will populate with the Test selected from 'Select test' or it can be manually updated. Note: These tests are set up in System Administration>Correspondence>Medical Tests	CT Scan
History	The patient history can be added by either typing in the patient health issues, or if there are existing problems linked to the patient record, selecting the ' Add Problems' button will automatically add to the radiology request.	
Add Problems (button)	(when selected will populate the History field	
Request Date	The Request Date will auto populate to today's, or a date can be selected (it cannot be in the past).	

Field	Description	Example
Due Date	Due Date for the Radiology results (these may already be configured by your System Administrator but it can be amended).	
Request Status		
Request Type	Pathology or Radiology Check box: • Please phone surgery with results ASAP • Please bulk bill for this investigation	
Select Copies To	Select to copy in an additional specialist if needed - you can select more than one specialist by repeating the process.	
Copies To		

Print a Request Form

Print Patient Request

The patient request can be printed and issued to the patient. Select **Print** from the Request screen, or search the request initially and then select **Print**. The request will be printed in PDF format.

1. Search for a patient.

2. Click **Show**.

3. In the Main Menu, click **Pathology & Radiology.**

4. Select **Requests** tab (from banner).

5. To print a request there are two options:

    a. Select **Show** button if you wish to review the relevant request and select **Print** button, or

    b. Select **Print** button next to relevant request

6. The request will open / download.

    a. This can now be printed and submitted to the Service Provider.

Note: You can configure the Auto-Print setting for Requests in Administration>Global Settings >Embed Printed Pathology Radiology Requests