MRPG – Printing a Lab Requisition

This workflow is for placing lab orders at Milford Regional Physicians Organization.

Try It Out!

Order the Lab

For a lab order to <u>transmit electronically</u> to Milford Regional Medical Center (MRMC) Summit lab system, the order must be placed with a class of "Lab Collect". Status can be set to either "Normal" (patient will have lab performed on the same calendar day as the order date) or "Future" (patient will have the lab performed on a future date), depending on your ordering needs. But the class must be set to "Lab Collect" for electronic transmission. If the class of "external, print only" is selected, a requisition will print, but the order will not be transmitted electronically. The MRMC lab staff will have to manually key in the order into Summit, and MRPG leadership will track the frequency of printed requisitions.

Upon ordering, the lab order will NOT print a requisition. The order will transmit to MRMC's Summit lab system electronically. The After Visit Summary (AVS) can serve as a confirmation of the lab order being placed into the system.

Print the Requisition (if needed)

If you still need a lab requisition printed, use the "Reprint Order Requisition" feature to manually print the requisition. This can be found via **Chart Review → Labs →** select your lab order. On the lab report that appears, scroll through the report to find "Reprint Order Requisition". Single-click the link containing the lab name to print the requisition.

A printer-friendly requisition will generate. Click on the printer icon to print the requisition.

The requisition will print to the printer that is configured for printing lab requisitions (the same printer that prints labs set as "external, print only").

Keep in Mind…

- If you need to print requisitions for multiple labs, you must click the link within each lab individually. There is no functionality to print multiple requisitions from a single location.