

Printing – Pathology Requisition Forms (Bacchus Marsh & Melton Interim Workflow)



Digital Health
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Quick Reference Guide



Important – Bacchus Marsh and Melton-Specific Workflow

- This is an **interim workflow**.
- This workflow is **effective from 17:00 on 29 November 2024 until further notice**.
- **Ensure the correct site-specific provider number is included on the Requisition Form.**

This Quick Reference Guide will explain how to:

- Print requisition forms for Pathology orders from the EMR applications (PowerChart and FirstNet)
- Review and update the Provider number

Print Requisition Forms

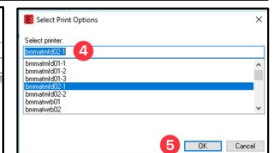
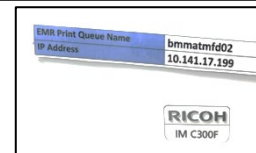
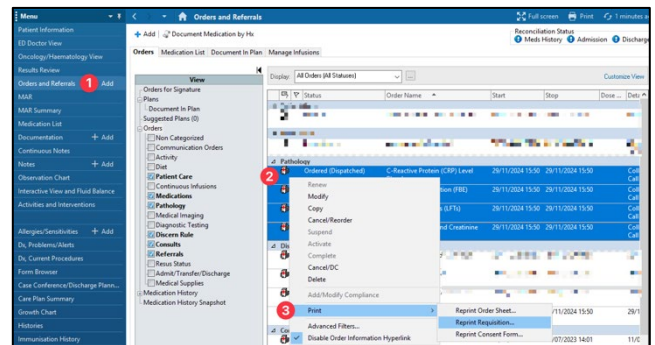
1. Navigate to the **“Order and Referrals”** section in the patient’s chart.
2. Select the pathology order(s) you want to reprint.



Handy Hint – Select and Print Multiple Orders at once

- **Left-click and drag** to highlight multiple orders.
- **Left-click + Shift** to select a range.
- **Left-click + Ctrl** to pick individual orders.

3. Right-click and select **Print > Reprint Requisition**.
4. Choose the desired printer. Look for the **EMR Print Queue Name** on the nearby printer.
5. Click **OK**.
6. Collect the printed form(s)



Review and Update the Provider number

7. Check the **“Requesting Provider”** field to confirm your provider number:
 - a. **If the provider number does not belong to Bacchus Marsh Hospital or Melton Health:** Cross-out the provider number on the printed form.
8. Handwrite your Bacchus Marsh or Melton Health provider number on the printed form.
 - a. **If you do not have a BM/Melton provider number:** Please seek guidance from your head of unit.
9. Sign and Date the **“Requesting Medical Officer”** field on the printed form(s).