

Edit & Delete a Request

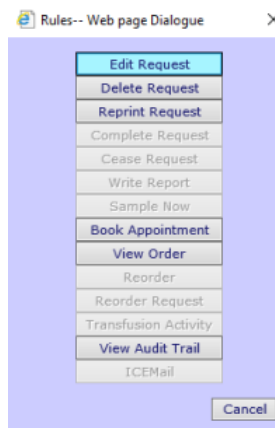
This crib sheet shows you how to Edit & Delete a Request from View Requests by Patient.

In this example, we have searched for the patient and the Full Blood Count request that we just added is showing at the top

Select the request

Requests By Patient:		
Date/Time Requested	Sample Collection	
28 Aug 2020 11:31		FBC - Full Blood Count

Select **Edit Request**



Please Note: Radiology tests can not be edited

Edit as required e.g. add new tests



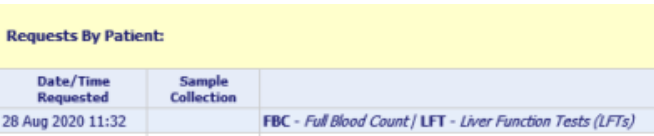
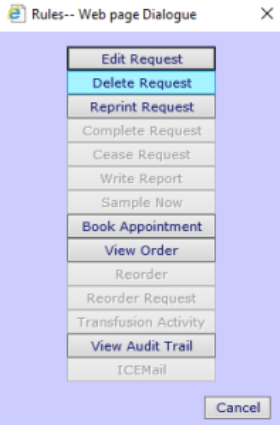
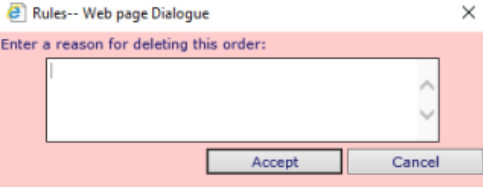
Common Tests
<input checked="" type="checkbox"/> Full Blood Count
<input type="checkbox"/> Urea - Creat - Electrolytes
<input type="checkbox"/> Liver Function Tests (LFTs)
<input type="checkbox"/> Bone Profile (excludes Phosphate)
<input type="checkbox"/> CRP
<input type="checkbox"/> ESR (D)
<input type="checkbox"/> INR (not Anticoag Clinic)
<input type="checkbox"/> APTT Ratio

Once you have finished editing, click on **Continue with request...**



You can also edit this screen as required i.e. Requesting Consultant, Clinical Details etc...

General Details:	
User:	Ely-HarrisM
Contact No / Pathology Ref	<input type="text"/>
Requesting Consultant / GP:	Adams, Dr Nicholas ▼ ...
Location:	CHI - Main Outpatients ▼ ...
Pathology Clinical Details:	
Medication review	
Category:	NHS ▼

Edit & Delete a Request										
Select Accept Request to continue										
The request has now been updated and any labels will print										
If you add a request in error, it is possible to delete this as long as it's not gone through to the lab. Please note, you can not delete Radiology requests										
Select the request	 <table border="1"> <thead> <tr> <th colspan="3">Requests By Patient:</th> </tr> <tr> <th>Date/Time Requested</th> <th>Sample Collection</th> <th></th> </tr> </thead> <tbody> <tr> <td>28 Aug 2020 11:32</td> <td></td> <td>FBC - Full Blood Count LFT - Liver Function Tests (LFTs)</td> </tr> </tbody> </table>	Requests By Patient:			Date/Time Requested	Sample Collection		28 Aug 2020 11:32		FBC - Full Blood Count LFT - Liver Function Tests (LFTs)
Requests By Patient:										
Date/Time Requested	Sample Collection									
28 Aug 2020 11:32		FBC - Full Blood Count LFT - Liver Function Tests (LFTs)								
Select Delete Request	 <p>Rules-- Web page Dialogue</p> <ul style="list-style-type: none"> Edit Request Delete Request Reprint Request Complete Request Cease Request Write Report Sample Now Book Appointment View Order Reorder Reorder Request Transfusion Activity View Audit Trail ICEMail <p>Cancel</p>									
Enter the reason for deleting the order										
Click Accept	 <p>Rules-- Web page Dialogue</p> <p>Enter a reason for deleting this order:</p> <p><input type="text"/></p> <p>Accept Cancel</p>									
The request has now been deleted										