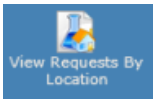
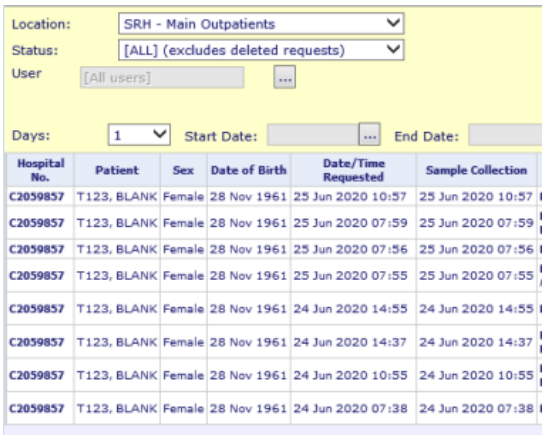
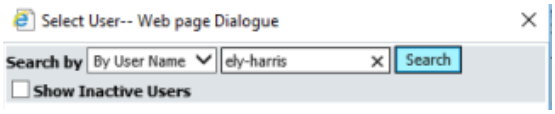
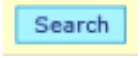
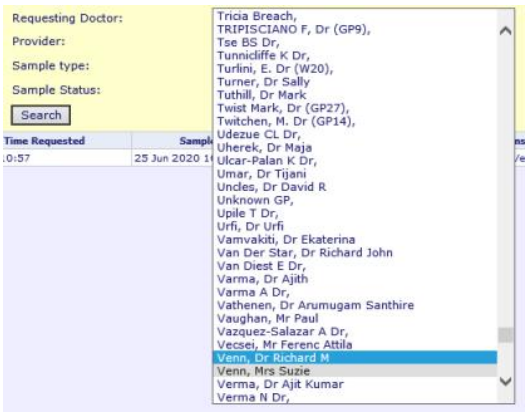
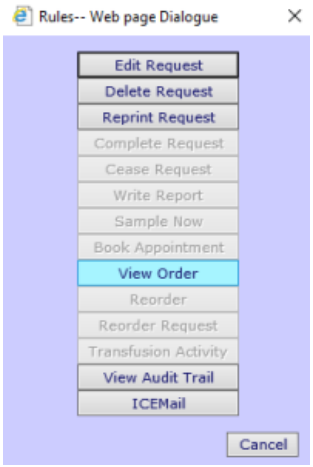
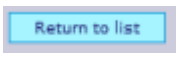
View Requests by Clinician	
This crib sheet shows you how to View Requests by Clinician	
Select **View Requests by Location**	
The list of requests display by your default location e.g. SRH – Main Outpatients	
<u>Filtering by User</u> This option gives you requests by the clinician that has requested it	
Select the **...** button	
Click to enter the users **Username** or **Surname**	
Click on **Search**	
Select the user	
Click on **Search**	 Any requests made by the user will show
To put the filter back to all users, select the **...** button	
Select **[All users]**	
<u>Filtering by Requesting Doctor</u> This option gives you requests by responsible consultant. The Requesting Doctor is the Responsible Consultant, whereas the request could have been made by a junior on the consultant's behalf (especially the case for inpatients)	

View Requests by Clinician	
Click on the **Requesting Doctor** drop down	 You can start typing the Requesting Doctor's **Surname** and it will drop down to that position
Select the Requesting Doctor	
Select **Search**	
Select a request to view more details	
Select **View Order**	 Further details are available from this page and also the option to print the details if required
Select **Return to list**