

## View Requests by Patient

This crib sheet shows you how to view what tests and exams have been requested for a patient

Select **View Requests By Patient**



Enter the patient's Hospital Number

Select **Search for patient**

Search Value    
 Search Type  NHS number  Patient name  Hospital Number  Date of birth [Advanced Search](#)

Select the patient to view their requests

Search Results		
Hosp No.	Surname	Forename
A1003276	CHARLIE	TOWNSEND

The list of requests displays the most recent at the top

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Ordered By	Status
15 Jun 2020 11:56	15 Jun 2020 11:56	XCHES - XR Chest(=Weight loss, shortness of breath, fatigue and night sweats for 3 weeks. No occupational exposure. No family history of Ca. No TB contact. Non-smoker. ?Lung Ca, =ROUTINE, =Walking, Transport issues=No risks for this patient, Could the patient be pregnant?=No, =No, Appointment details: =15 Jun 2020 18:00)	ICE259	Ely-HarrisM	APT
06 Mar 2020 15:31	06 Mar 2020 15:31	1GLTP - GLUCOSE LOAD TEST PLASMA   COAG - CLOTTING SCREEN   UE - UREA - CREAT - ELECTROLYTES	ICE455	simongp	REQ

When you hover over the status of a request, a tooltip will display the full text

Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)	Loc	Appointment allocated
15 Jun 2020 11:56	15 Jun 2020 11:56	XCHES - XR Chest(=Weight loss, shortness of breath, fatigue and night sweats for 3 weeks. No occupational exposure. No family history of Ca. No TB contact. Non-smoker. ?Lung Ca, =ROUTINE, =Walking, Transport issues=No risks for this patient, Could the patient be pregnant?=No, =No, Appointment details: =15 Jun 2020 18:00)	ICE259	Ely-HarrisM APT

You can see the date an appointment is booked in the Investigations column. This column would also show details of any cancellations

Appointment details: =15 Jun 2020 18:00)

Select a request to open it

Select **View Order**



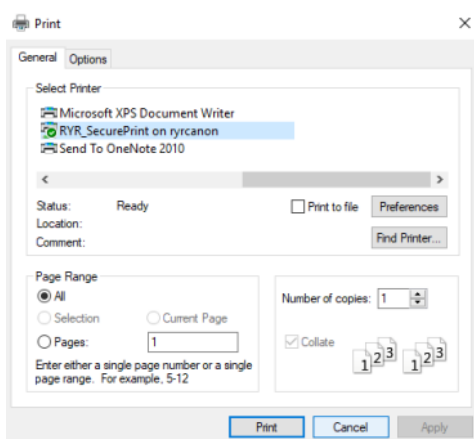
## View Requests by Patient

From this screen you can view **Patient Details**, **General Details** and details of the **Examination(s) Requested**. You can also print these details if required

Click on **Print**

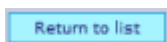


Click **Print**

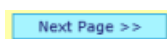


You only need to Print an Order Summary if you are using a process that specifically requires it (e.g. when a clinician is working remotely, a patient is going to be bleed somewhere that does not use ICE, you are using a computer without the function to print labels)

Select **Return to list**



Click **Next Page >>** to view older requests



Click **<< Previous Page** to go back to the newest requests




Select **<< Back**



We will now look at how to **Reprint Labels**

Search for a patient and click on their record to view their requests

Hosp No.	Surname	Forename	DOB
C2059857 ICE15	T123	BLANK	28/11/1961

View Requests by Patient		
Select the request that you wish to reprint		
Requests By Patient:		Status: [ALL] (excludes deleted requests) Sample type: [All sample types] Sample Status: [Show All]
Date/Time Requested	Sample Collection	Investigations (Request Comments, Clinical Details)
25 Aug 2020 11:48		LAP5
25 Aug 2020 11:49		LAP5
25 Aug 2020 06:28		CRP
25 Aug 2020 07:55	25 Aug 2020 07:55	<b>BONE</b> - Bone Profile   <b>FBC</b> - Full Blood Count   <b>FER</b> - Ferritin (path)   <b>FOL</b> - Folate lab use only   <b>LFT</b> - Liver Function Tests (LFTs)   <b>PA1C</b> - HbA1c (Diagnostic; Not known Diabetic) (=No)   <b>TSH</b> - TSH - Thyroid Stimulating Hormone   <b>TTG</b> - TTG   <b>VB12</b> - B12
Select <b>Reprint Request</b>		
	The labels will be sent to the printer	