 <b>UnityPoint Health</b> METHODIST CUSTOMER SERVICE  LABORATORY	Page 1 of 4	Section: UPM CSR	Policy #: 21
	Approved by: see signature block at end of document		Date: 2/15/18 Review by: 2/15/20
	Supersedes: NEW		
	Date Revised:		
	Primary Responsible Parties: Peggy Bennett Secondary Responsible Parties: Deb Deeb		
CAP Standard: NA			
SUBJECT: AMERICAN RED CROSS REQUISITION PRINTING			

**I. PURPOSE**

To ensure laboratory staff is able to properly print requisitions with sequential number for American Red Cross.

**II. GENERAL INFORMATION**

Proper requisition printing processes for client American Red Cross.

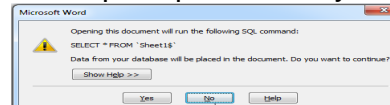
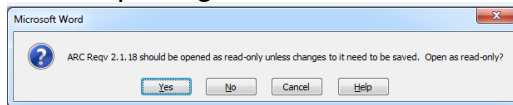
**III. SCOPE**

Applies to all laboratory staff printing requisitions for American Red Cross.

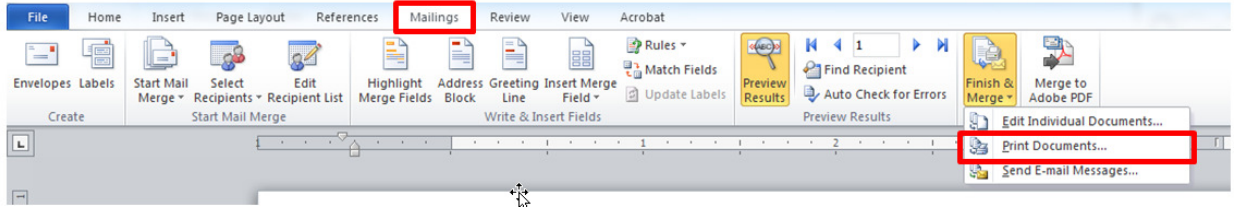
**IV. PROCEDURE**

**A. Printing American Red Cross Requisitions**

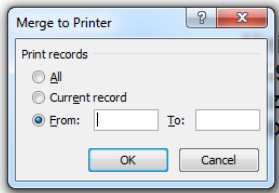
1. Unlike all other requisitions, each ARC requisition has a unique Patient ID that is supplied from a table located in Excel. In order to print the unique Patient ID number, a specific printing process will need to be followed.
  - a. To find the requisitions, it is located on the I drive under the file path: I:\Labadmin\Ref Lab Requisitions\V-Sunquest Reqs\ARC Reqs\ARC Reqv2.1.18;
2. When opening the document, there will be 2 prompts. Select yes for each.



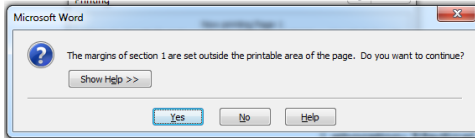
3. To print, navigate to the Mailings ribbon menu.
4. Select Finish and Merge drop down, then Print Documents...



5. A Merge to Printer dialogue box will appear. To print the unique IDs, select the “from” radial. Then enter 1 in the first box. This indicates the first page that will be printed. In the second “To” box, enter the number of requisitions you wish to print. (i.e. 1 to 100 equals 100 copies). Then click OK.




6. Then follow the print screen dialogue for your printer. If you receive a message regarding margins of section 1, click yes.



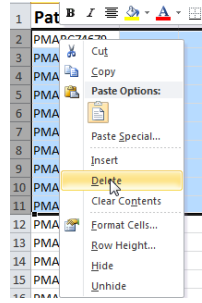
7. Close the word document. DO NOT save changes.
8. You must complete section 2 to finish the process.

## B. Updating Unique ID Table for American Red Cross Requisitions

Because each requisition has a unique code that is supplied from a table, that table will need updated – removing the unique ID numbers you just printed. This table is pulled from a excel spreadsheet.

1. Opening the excel file located at the file path below on the I drive.  
I:\Labadmin\Ref Lab Requisitions\V-Sunquest Reqs\DO NOT USE-MOVE-OR-MODIFY\ARC Patient IDs – DO NOT MOVE
2. The number of requisitions previously printed will be the number of rows you will need to select for removal. Starting in row 2, click on that row number when you have the black bold arrow.  

3. Next, select the number of rows you will need to delete (equal to the # of reqs printed). Because you are starting in row 2 (you are not removing the column headers) one additional row will need to be selected than the number of requisitions printed. To do this, click again in that same cell using the same technique as step B, this time holding down the mouse button and drag until the correct number of cells are selected. Then let up on the mouse button. (i.e. if you printed 10 pages, select rows 2-11.)

- Once the correct number of rows is selected, right click within the selected area and then select delete.



- SAVE this file.
- Once the file has been saved, it has now been updated for future requisition printing. Close the excel document.

**POLICY CREATION :**

<b>Author:</b> Jerry Turpin	February 15, 2018
<b>Medical Director:</b> Elizabeth Bauer-Marsh, MD <i>Elizabeth A. Bauer-Marsh MD</i>	February 18, 2018

<b>MEDICAL DIRECTOR</b>		
DATE	NAME	SIGNATURE
February 18, 2018	<i>Elizabeth Bauer-Marsh, MD</i>	<i>Elizabeth A. Bauer-Marsh MD</i>
<b>SECTION ADMINISTRATIVE DIRECTOR</b>		
February 18, 2018	<i>Dana A. Spears, BS, HTL (ASCP)</i>	<i>Dana A. Spears</i>

<b>REVISION HISTORY (began tracking 2011)</b>			
Rev	Description of Change	Author	Effective Date
1	Initial release	J. Turpin	2/15/18

**REVIEWED BY**

Lead	Date	Coordinator/ Manager	Date	Administrative Director	Date
J. Turpin	2/15/18	<i>Ann Bennett</i> <i>Deb Deb</i>	2/15/18 2/15/18	<i>Pana Spears</i>	2/15/18