University of California, Davis
Health System, Sacramento
Department of Medical Pathology and Laboratory Medicine

Retrieval of Scanned Requisitions   Administrative Procedure 535 D

PURPOSE:

Department wide electronic access to lab requisitions at anytime from any UCDHS network computer locate on the :S drive.
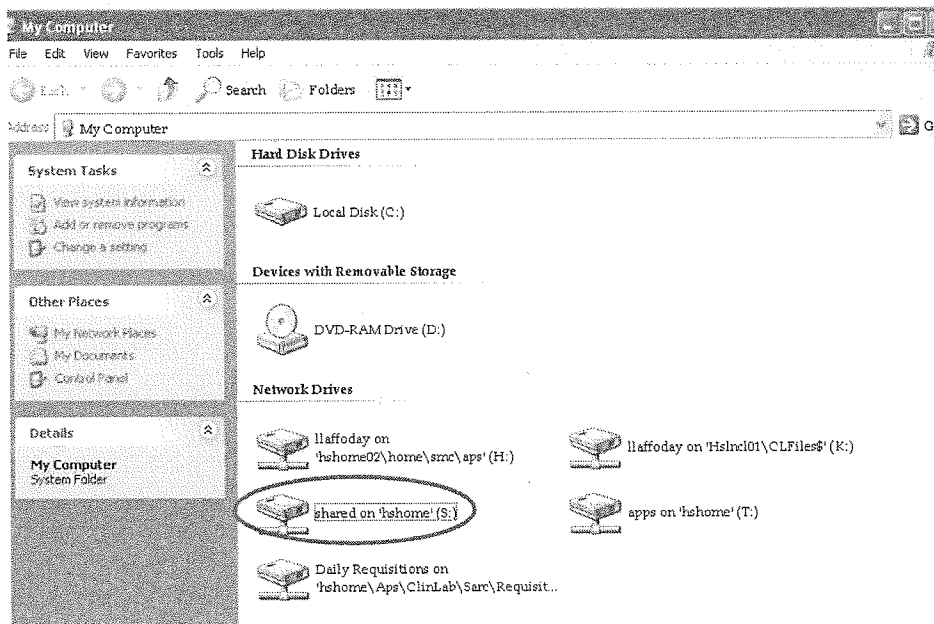
POLICY:

The Department of Pathology and Laboratory Medicine organizes workflow to assure the most effective and efficient access to scanned requisitions.

PROCEDURE:

1. Go to the **My Computer** icon on your desktop.
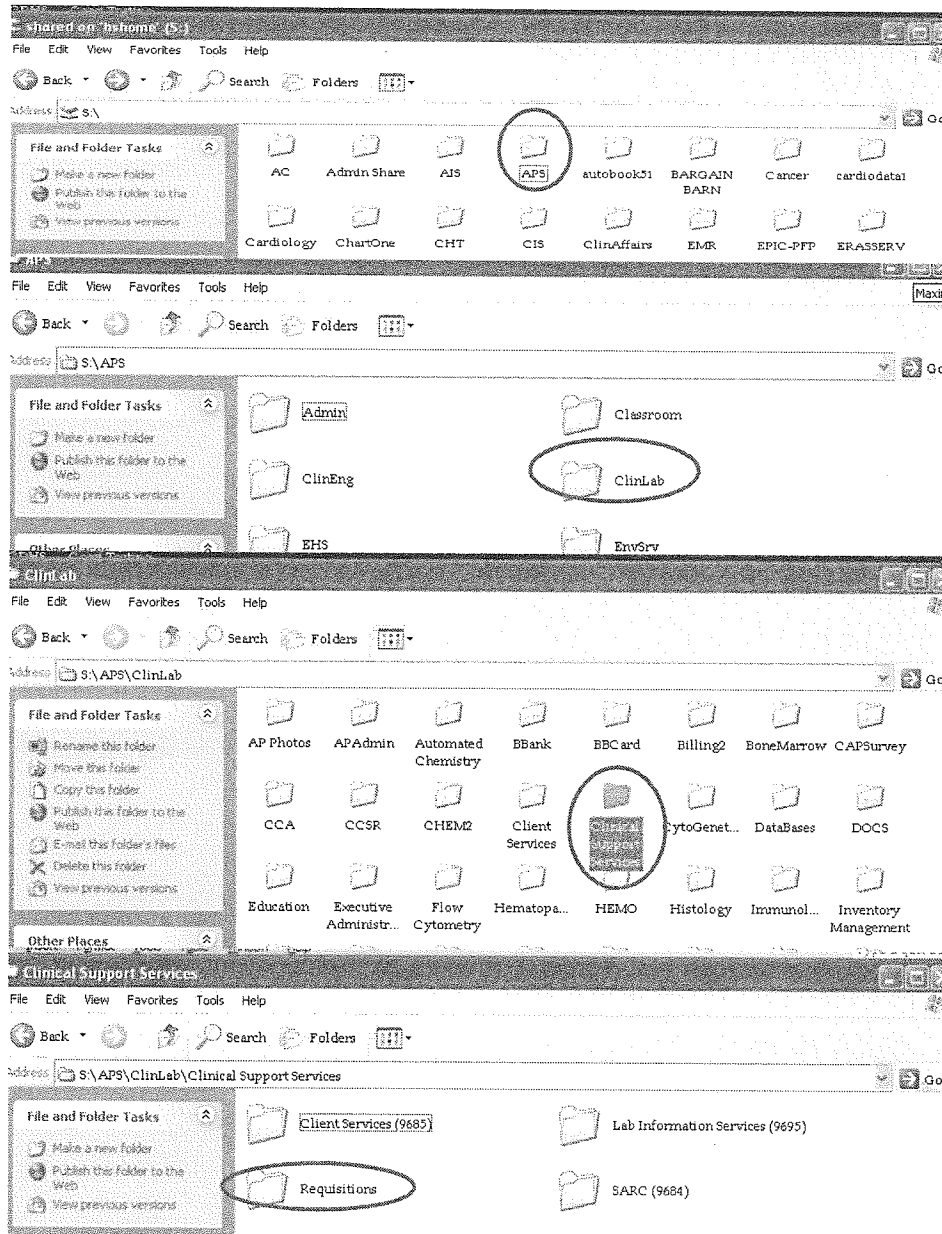

2. Click on the **Shared on "hshome" :S** Drive icon.

3. You will then need to click on the folders in this order: APS → ClinLab → Clinical Support Services → Requisitions.

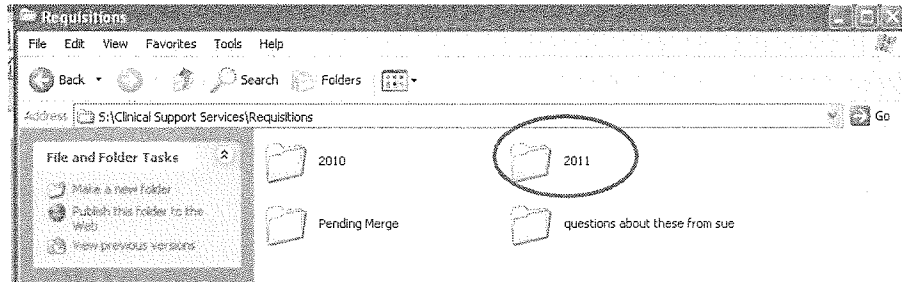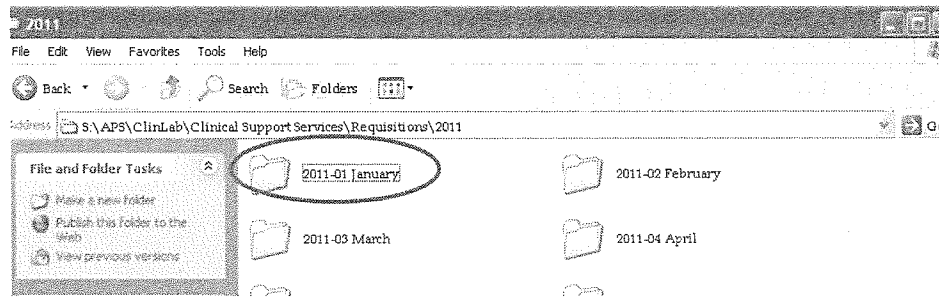Retrieval of Scanned Requisitions   Administrative Procedure 535 D

4. Select the year in which you are interested, you will want to open that folder. For example, 2011.

5. This will bring up all of the months scanned for this year.
6. Select the month you need to locate a scanned requisition, you will open that month.

Note: Within each monthly folder, the requisitions are listed in ascending date.

7. Scroll down to locate your date and double-click on it to open.

8. When you are in that date, to search press Ctrl + F and a search box will drop down or be highlighted in the top right-hand corner.

9. Type in a "key word" such as the patients name, bulk account name, etc., then press Enter. To search all reqs with that key word, keep pressing the Enter button, and this will take you to the next requisition(s) with that word.

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PROCEDURE HISTORY

Date	Written/ Revised by	Revision	Approved Date	Approved By
12/15/94	G. Cooper	Format	12/94	R. Lowe
03/15/96	G. Cooper	Review	3/96	D. Dwyer
07/17/96	G. Cooper	Revised	7/96	B. Andreos
10/18/98	M. Mananquil	Revision	10/98	E. Larkin
10/00	M. Mananquil	Revision	10/00	E. Larkin
10/01	V. Lumbang	Reviewed	10/01	E. Larkin
10/02	V. Lumbang	Reviewed	10/02	E. Larkin
10/03	V. Lumbang	Reviewed	10/03	E. Larkin
10/04	V. Lumbang	Reviewed	10/04	E. Larkin
10/05	V. Lumbang	Reviewed	10/05	E. Larkin
9/06	S. Garner	Revised	9/06	E. Larkin
9/07	S. Garner	Reviewed	9/07	Dr. R. Green
8/08	C. White	Revised	8/08	Dr. L. Howell
08/09	C. White	Reviewed	08/09	Dr. L. Howell
11/09	C. White	Reviewed	01/10	Dr. L. Howell
10/10	C. White	Revised	10/10	Dr. L. Howell
09/11	Paul	New	09/11	Dr. L. Howell
08/14	A.Castaneda	Revised-added a word	09/14	