S – PATIENT DISPOSITION – ADDITIONAL SERVICES RECOMMENDED

This demonstrates how the facility recommends to the referring HCP that the patient receive further tests/procedures at the facility.

The technician's/services manager's Manage Requests screen displays all "Service Today" Requests in green. They can also all be found consolidated on the Service Today screen in reverse chronological order and additionally on the Calendar screen.

The technician opens the day's first Service Today Request from the list and reads the referring HCP's post and the requisition.

Once the test or procedure is complete, the technician updates the thread that the test/procedure was uneventful. He also recommends that the referring HCP order a specific additional test or procedure. The technician checks "Service Pending More Tests/Procedure" and Saves.

On the facility secretary's Manage Requests screen, the Request status has changed from "Service Today" to "Service Pending More Tests/Procedure". It is pink-banded, alerting the secretary that there are tasks to be completed. All pink-banded Requests are consolidated in the "For Secretary's Attention" tab at the bottom of the screen, so this Request is now also there as well. She opens the Request and updates as follows: "To order a new test or procedure, please open a New Request, select the test/procedure and upload your requisition". She unchecks "For Secretary's Attention" and Saves. This generates an email notification to the referring HCP's office.

When the report for the original test/procedure is available, the opens the Request, attaches it, checks "Service Complete" and Saves. The status changes to "Post-Service Discussion" and an email notification is generated to the referring HCP's office.

After the referring HCP reads the report, the staff saves it to the patient's EMR or paper file, confirms that this has been done and finally clicks "Close Request". The Request status changes to "Copy and Close".

The facility secretary now creates and saves a PDF of the entire thread. She then clicks "Close and Delete this Request."
The Request is deleted from the database, and no longer appears on anyone's "Manage Requests" screen.