Create Supply Requisition

1. Click the Supplies button from the Main Menu. Click on Supply Requisitions.

2. Set the date that the supplies will be delivered to the patient.

3. Search for the Employee requesting the requisition either by code or name.

If you would like to view previous requisitions by this employee, click the Show Requisitions for this Employee button. Select the requisition in the bottom window.

4. Search for the Patient receiving supplies by code or name.

If you would like to view previous requisitions for this patient, click the Show Requisitions for this Patient button. Select the requisition in the bottom window.

5. Select the appropriate Program/Payer combination.

6. If you are creating a new requisition, click the Create a New Requisition button in the upper right.

7. At this point, you are ready to start adding supplies to the requisition. You can search for a supply by Agency code, Vendor Code or Description.

8. After the correct supply is located, add the quantity needed.

9. Click the [Enter] key, [+] key or the Add Item button to add the supply to the requisition. When you do this, you should see the supply at the bottom of the screen. If you do not see it there, you either did not enter a quantity, or you did press enter or click the Add Item button to add it.

10. Repeat steps 7-9 to add all the supplies you need to the requisition.

11. Click the Save button to save the requisition – this will notify the supply coordinator of a new unapproved requisition. Notice that the Save button is red before you click it—if you do not save, the requisition will be blank.

12. If desired, click the Print/Preview to print the requisition. When the print screen comes up, the print button is in the upper left corner.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50251.aspx