Searching for a Pending Requisition

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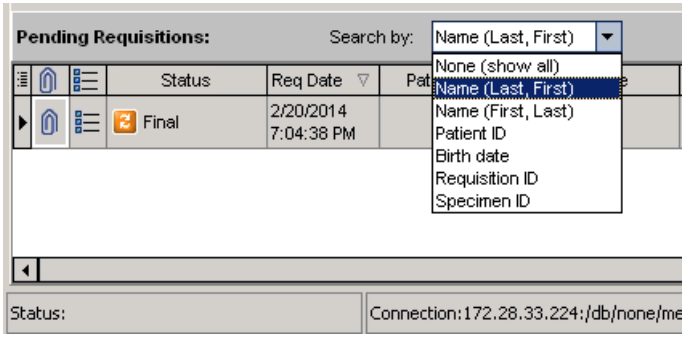
This function is not available in OP if you utilize eLabs. If you use eLabs, click **here**.

Searching for a Pending Requisition

The OP Diagnostic Tests Importer offers the following filters for searching pending requisitions:

- None (Show All)
- Name (Last, First)
- Name (First, Last)
- Patient ID
- Birth Date
- Requisition ID
- Specimen ID



To search for and select a pending requisition:

1. Click the **Search By** dropdown arrow and select a filter from the dropdown list. The OP Diagnostic Tests Importer filters the list of pending requisitions based upon your search criteria.
2. Locate the pending requisition you are searching for.
3. Verify that it is the correct requisition by checking that the information in the Pat ID, Patient Name, Birth Date, Notes, and OP Provider fields are correct.
4. To select a requisition, click in the**Status** field of the requisition.