

# How to Create a Supply Request

## Request Supplies

### 1. Quick links>>Client Services Request

#### a. Request Supplies

The screenshot shows a web application interface for creating a supply request. On the left is a sidebar with navigation options: Manage Samples, Manage Testing, View Results, Patient Info, This Location, My Preferences, Reports, Quick Links, and Client Services Request (highlighted with a red box). The main area contains a form with fields for Collection Location, Collection Date, Ordering Location, Order Date, Ordering Provider, and Submitter SID. There are also buttons for NBS Form No, NBS Repeat, and NICU. A modal window titled 'Client Services Request' is open, showing buttons for Request Supplies (highlighted with a red arrow), Create Ticket, My Past Requests, and Cancel. Below the modal, there are sections for Order Choices and Required for Medicaid.

## Request Supplies Screen

ired for all laboratory testing and must be provided to MTPHL upon request as necessary for Medicaid billing or audit purposes.

The screenshot shows the 'Request Supplies' screen. At the top, there is a header 'Request Supplies' with a close button. Below it, there are fields for 'For Location\*' (set to '..Test Location') and 'Contact\*'. A 'Description\*' field is also present. Below the description field is a section titled 'Supplies' with a dropdown menu '- Select a Supply to add -'. Underneath is a table with columns 'Supply', 'Image', 'Qty', and 'Delete'. The table currently displays 'No matching records found'. At the bottom right, there are 'Save' and 'Cancel' buttons.

## To Submit a New Supply Request

1. "For Location" should automatically populate to the facility you are signed in under.
2. Contact should be selected from the contacts already in the system. Please do not add a contact. (When submitting a ticket/request your information as the submitter is passed along with the ticket.)

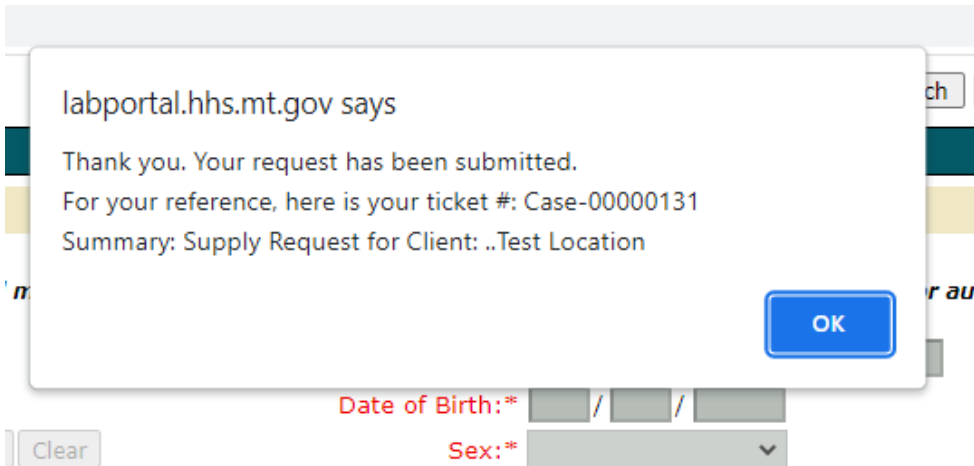
Required for all laboratory testing and must be provided to MTPHL upon request as necessary for Medicaid billing or audit purposes.

The screenshot shows the 'Request Supplies' form. The 'For Location\*' field is populated with '..Test Location'. The 'Contact\*' dropdown menu is open, showing a list of contacts. The contact 'Varvel, Kim Test' is selected and highlighted. The 'Description\*' field is empty.

3. A description is required but it is not always needed. If you do not need to add a description, please just add "n/a" in this box.
4. Select the supply you would like to order. You can order more than one type of supply.
  - a. Add the quantity for each type of supply.

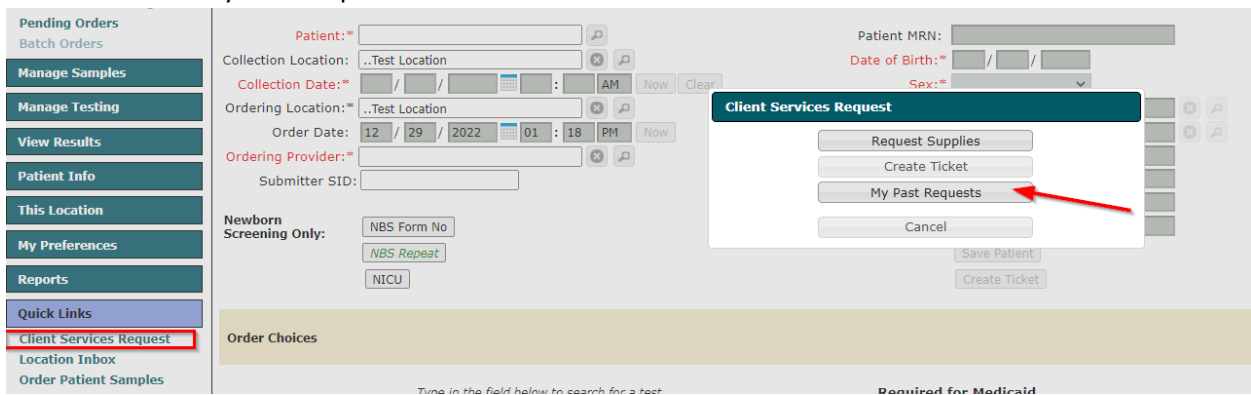
The screenshot shows the 'Request Supplies' form. The 'For Location\*' field is populated with '..Test Location'. The 'Contact\*' dropdown menu is empty. The 'Description\*' field is populated with 'n/a'. The 'Supplies' list is open, showing a list of supplies. The supply 'APTIMA Multitest Kit(orange)' is selected and highlighted. The quantity for this supply is set to 0. A red arrow points to the 'APTIMA Multitest Kit(orange)' supply.

5. Click save when you are satisfied with the supplies on your request.
6. A notice will appear at the top of the page that you have submitted a request.



## Review Supply Requests

1. Quick Links>>Client Services Request
  - a. My Past Requests



- i. From this screen you can view the status of your request.
- ii. You can also click details to view the supplies that were ordered on this request.

Patient MRN: \_\_\_\_\_

### My Past Requests

Show 10 entries      Showing 1 to 2 of 2 entries

Open Date (MST)	Summary	ID	Assignee	Status	Contact	Client	View Details
12/29/2022 1:23PM	Supply Request for Client: ..Test Location	Case-00000131		New	Varvel, Kim Test	..Test Location	<a href="#">Details</a>
12/29/2022 9:56AM	Supply Request for Client: ..Test Location	Case-00000129		New	Varvel, Kim Test	..Test Location	<a href="#">Details</a>

Show 10 entries      Showing 1 to 2 of 2 entries

Cancel

