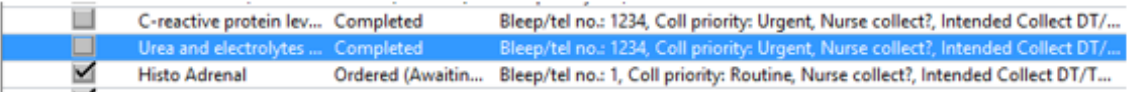
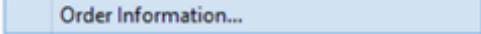
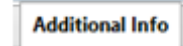
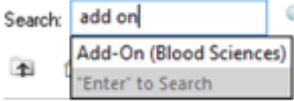


***Sandwell & West Birmingham NHS Trust**
Making an add-on request in Unity

Step	Action
	 IMPORTANT: Add-on requests <u>must</u> be placed using the 'Add-On (Blood Sciences)' order request
	 IMPORTANT: <u>Do not</u> request add-ons by ordering the specific test you require from the order catalogue as this will generate a new order in Unity which will not be associated with the sample that is already located in the laboratory
	 IMPORTANT: Failure to follow the procedure below will result in delays to sample processing and the generation of patient results
Requesting Blood Sciences Add-On Requests	
1	Click on Requests/Care Plans 
2	Locate the order that you wish to add the test onto from the orders list and click on it to highlight it 
3	Right click on the original request and select 'Order Information...' 
4	A new window will open. Click on the 'Additional Info' tab 
5	Make a note of the date and time of the original request and the Accession Number Start Date/Time: 24/09/2019 11:13 BST Accession Number: BB-19-9102438
6	Press 'Esc' to exit the Order Information window
7	Click to '+Add' a Requests/Care Plans 
8	Search for 'Add-On (Blood Sciences)' and click on it to order the request 
9	Click 'Done' when complete 
10	Complete the required fields (highlighted yellow) in the order Details tab. *Reason for additional request?: *Bleep/Telephone number?: *Specimen type?: Blood *Date/time of original sample?: --/-- --:-- BST *Accession number?: *Additional test required?: Request will print in laboratory: → *Reason for additional request?: Chest pain *Bleep/Telephone number?: 1234 *Specimen type?: Blood *Date/time of original sample?: 24/09/2019 1113 BST *Accession number?: BB-19-9102438 *Additional test required?: Troponin I, LFT Request will print in laboratory:  IMPORTANT: The original request Date/Time and Accession Number must be correctly entered here and the name of the Add-On test required must be clearly stated in the 'Additional test required' box
11	Click 'Sign' 
12	A request form with details of the Add-On will be automatically printed in the laboratory