

#### **REQUEST MANAGEMENT ROI UPDATE REQUESTER (2)** HOSPITAL INFORMATION SYSTEM (HIS)

#### **HIM ROI ROLES**

HIM - Release of Information: Request Management (Update Requester): steps to update an existing requester's information to ensure accuracy.

1. Log in to AccessHIM.exe, Access HIM app.

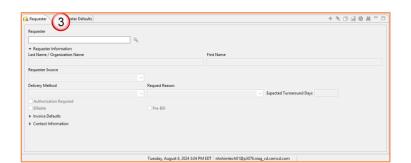


2. Request Management perspective opens automatically. (once default settings are defined)

2 hannin Gran Argente Note: This default setting is recommended for · Logistic Marine Landlerer / Grant Labora, Malac School a free Distant Filosophicals

3. Navigate to the **Requester** tab.

all HIM ROI Specialists.



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4. Type in the requester name using a "**minimum of 3 characters**."

**Note:** Using minimal characters helps to minimize requester duplicates.

5. Click Search (or press Enter)

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6. Decide if the requester was found, click on the correct "**Requester**" name and click **Select.** 

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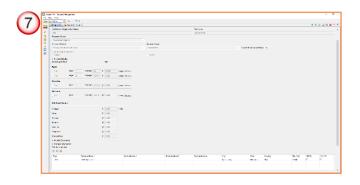


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### REQUEST MANAGEMENT ROI UPDATE REQUESTER (2) HOSPITAL INFORMATION SYSTEM (HIS)

7. Previously saved requester data populates (Requester Information, Invoice Defaults, and Contact Information)



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8. Click Modify Requester.

9. Update **Requester defaults** (Requester Information, Invoice Defaults, and Contact Information) as needed.

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10. Click Save.

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11. Review all saved requester information. Decide if there are any defaults that need to be adjusted.

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**Notes:** Requester details specific to the request should not be made at this time. For example, delivery method of fax for this request only can be updated when logging and processing the request in the Request Tab.

**Reference Workflow Link:** *HIM - Release of Information: Request Management (Log Request)* 

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