|  |  |
| --- | --- |
| **Request Date:**  |  |
| **Requestor Name:**  |  |
| **Requestor Department:** |  |
| **Report Business Owner:** |  |
| **Contact Phone:** |  |
| **Email Address:** |  |
| **Footprint Ticket Number:** |  |

**Request Type:**

|  |  |
| --- | --- |
| **New Report** | Yes |
| **Modify Existing Report (Provide Name):** |  |

**REPORT**

|  |  |
| --- | --- |
| **Report Name:** |  |
| **Report Description:** |  |
| **Report Impact:****(Highlight below)** |  |
|  | * Exception Reporting
 |
|  | * Financial Revenue Cycle
 |
|  | * Improve Business Efficiency
 |
|  | * Clinical Observation
 |
|  | * Clinical Research
 |
|  | * Clinical Patient Information
 |
|  | * Regulatory Compliance
 |
|  | * Meaningful Use Reports
 |
|  | * Dept. of Health
 |
|  | * LBP/Lawson Budget Plan
 |
|  | * Other: DSRIP
 |
| **Report Priority:****(Highlight below)** |  |
|  | * Mission Critical **(Requires Management Approval)**
 |
|  | * High
 |
|  | * Normal
 |
|  | * Low
 |
| **Report Columns:** | **Please Fill the Requested Information for Report Below:** |
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| **Report Criteria:** | **Please Fill the Requested Information for Report Below:** |
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|  |  |
| **Report Grouping/Sorting:** |  |
|  |  |
|  |  |
|  |  |
| **Report Parameters:** |  |
|  |  |
|  |  |
| **Report Frequency:****(Highlight below)** |  |
|  | * One-Time Request
 |
|  | * Daily
 |
|  | * Weekly
 |
|  | * Monthly
 |
|  | * Quarterly
 |
|  | * Yearly
 |
|  | * Custom:
 |
| **Report Output Format: (Highlight below)** |  |
|  | * PDF
 |
|  | * MS Excel
 |
|  | * MSWord
 |
|  | * HTML
 |
|  | * Other
 |
| **Report Distribution Email List:** |  |
|  | * Emails
 |
| -Internal Use Only- |
| **Report System:****(Highlight below)** |  |
|  | * HealthBridge
 |
|  | * Eagle SQL Server
 |
|  | * T-Systems
 |
|  | * TransChart
 |
|  | * Navicare
 |
|  | * EasyTrieve
 |
|  | * MedMetrix
 |
|  | * Lawson Oracle Server
 |
|  | * HR Temp Server
 |
|  | * Fuji RIS / PACS
 |
|  | * PowerScribe 360
 |
|  | * Other:
 |
| **Report Data Mapping:** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Reporting Tool:****(Highlight below)** |  |
|  | * Crystal Reports
 |
|  | * SSRS
 |
|  | * Ad-Hoc Reports
 |
|  | * Other:
 |
| **Developer Assigned:****(Highlight below)** |  |
|  | * Alla Rahman
 |
|  | * Joy Eisenstat
 |
|  | * Haibo Chen
 |
|  | * Linda Lin
 |
|  | * Garett King
 |
|  | * Michael Macht
 |
|  | * Goldy Stern
 |
| **Report Deployment Type: (Highlight below)** |  |
|  | * BOE Dashboard
 |
|  | * Lawson Dashboard
 |
|  | * Other: SharePoint
 |
| **Report Life Cycle:** |  |
| **Report Assigned Date:** |  |
| **Report Completion Date:** |  |
| **Date Sent for Review:** |  |
| **Report Reviewed by:** |  |
| **Report Acceptance Date:** |  |
| **Report Deployment Date:** |  |
| **Project Leader:** |  |
| **Comments/Notes:** |
|  |
|  |
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