|  |  |
| --- | --- |
| **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:** |  | |
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| **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:** | |  |
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| **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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