

Report Writer report request procedures

The purpose of this document is to communicate the procedures that are currently in place with respect to the request, review, approval and completion of requested reports to be generated through the Report Writer Module of the PRISM™ or NextGen™ report writing applications.

The first step in the process is to fill out and submit (on the current form) a report request following the documented "Report Request Instructions". If you need a copy of this document or the form, please contact CHAS.

After you have completed the request and faxed it to CHAS, it is entered into a database used to track report requests. Your request is assigned a "log" number, which is a unique number that is used to reference your specific report request.

It is then reviewed by the CHAS Report Writer Team who is most familiar with the Report Writer module and with all reports currently available through the two applications. This review meeting is scheduled for every Tuesday at 2:00pm. Reports that are received after 1:45pm on Tuesday will be reviewed the following Tuesday. At this meeting, your request is discussed to determine:

- Is the information you have requested available through an existing report request?
- Is there an existing Report Writer report that resembles your request that may be able to be modified in order to satisfy the request?
- Is the information you have requested able to be generated through a new Report Writer report?

Upon review of your request at the weekly meeting, the request is either approved or denied. Denial of a request will result if the information requested is already available on an existing report, or if the information you have requested is unattainable through generation of a new Report Writer report. You will be advised if such a situation arises.

After the report request is approved, it is assigned to a resource for completion. It is the responsibility of the assigned resource to communicate with you regarding completion of the report. Once a report has been completed, you should receive the report and a copy of your original request with the "CHAS Only" area completed. This copy of the original request should be saved and filed in your office in case a future reference is required. It contains important information, such as the log number of the request which will be very helpful if you should require the report to be generated again. Knowing the log number of the report request will allow CHAS to immediately access all the information necessary to properly address any current needs. The log number and report number should also be found at the top of every page of the actual report, however this may not be the case every time and it is still important to retain your copy of the final report request.

Finally, your report request, an example of the report results, the report specifications, and a document describing the report, along with any other pertinent documents are all filed together at CHAS where they are available for future reference.