**CHANGE REQUEST**

**Instructions:** Please refer to the sample attached when completing this form. We greatly appreciate your suggestions and recommendations. We will create a ticket for this request which will be reviewed by our Change Control Board.

|  |  |
| --- | --- |
| Requested by: | Position: |
| Facility: | Tel: | Ext: |
| What is your request? |
| What is the purpose of this request? |
| Who will be affected by this change? |
| What version of the software do you have? | Which module of the software? | Which section of the module? |
| Describe your recommendation (Feel free to attach screen shots, diagram, charts, etc.): |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHANGE REQUEST**

**(SAMPLE)**

**Instructions:** Please refer to the sample attached when completing this form. We greatly appreciate your suggestions and recommendations. We will create a ticket for this request which will be reviewed by our Change Control Board.

|  |  |
| --- | --- |
| Requested by: Mary Smith | Position: RAI-Coordinator |
| Facility: Montecasino Long Term Care | Tel: 555-5555 | Ext: 321 |
| What is your request? A New Report |
| What is the purpose of this request? We need a report on medication orders based on type e.g. antipsychotic, hypoglycemic agents, etc. |
| Who will be affected by this change? Physicians, Management, Care Teams |
| What version of the software do you have?407.6 | Which module of the software?Reports | Which section of the module?Medication |
| Describe your recommendation (Feel free to attach screen shots, diagram, charts, etc.):The report:* can be generated by unit and by physician
* will show details of the medication order
* will show the total by medication type, by resident, by unit, and by facility
* comparison from a previous quarter
 |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Example suggestion

 

Include column titles