

Health Information & Privacy – Citywide and Region Departmental Policy	
Department	Health Record Services
Section	Reports
Procedure	Proposal for Report
Version	Jan 2008

Proposal for Report:

When requesting either a new report, revised report or an urgent report from either Gateway or the Explorer menu the following steps are required.

Complete the online electronic word request form:

The request form is found on the St. Joseph's Health Care, London Internet:

<http://www.sjhc.london.on.ca/corp/healthrecords/healthrecords.htm>

Enter as much information on the form as possible; the descriptive information, indicating the checkboxes, entering the blank requirements and adding any additional comments (i.e. urgent access required by) that will help process the request including a list of names who should be given access to the report. Once the form has been completed send a copy to the helpdesk, ccing ProFile/MTM Support team (Wendy Shubrook and Angela Fraser).

Consider if report should be run as an OPS job.

Helpdesk:

Helpdesk will provide reference number to originator.

Helpdesk will send the requested form to data integration, who will identify if there is either an already existing report or address the changes that are required.

RUG:

Presentation time will be set aside at each RUG meeting allowing the opportunity to update the team of any revised or new report to be set up on either the Gateway or Explorer menu.