

Requestor Details	
Owner/Requestor:	*
Owner/Requestor's Position:	*
Organisation:	*
Postal Address:	*
Contact Email Address:	*
Contact Phone Number:	
Contact Fax Number:	
Owner's Reference:	Owner's Order Number:

*** Required Field**

Recipient Details	
Recipient Name:	
Recipient Email Address:	
Recipient Phone Number:	

Authorisation

As an authorised agent of the above Organisation, I

- authorise this Report Request to be scoped and costed by HealthPAC
- certify that I am authorised to request this information on behalf of the above Organisation
- certify that I am authorised to incur charges upon the optional acceptance of a subsequent Data Extract Request and Cost Estimate to be provided by HealthPAC.

PRINTED NAME(S)

SIGNATURE(S)

DATE

PRINTED TITLE(S)

Report Request

v22.06.07

Request Details	
Date of Request:	*
Preferred Delivery Date:	
Urgency:	P1: 1-10 Working days; P2: 10-30 Working Days, Other (Please Specify)
Suggested Report Title:	*
Goals, Objectives and Outcomes:	
Business Requirements:	
Report Description:	*
HealthPAC Data Set(s):	
Request Period From:	*
Request Period To:	*
Frequency:	* Ad Hoc, Monthly, Quarterly, 6 Monthly, Annually, Other (Please Specify)
Extract File Format:	* Email, CSV, PSV, TXT (Tab Delimited), XLS, Other (Please Specify)

Field	Note
Owner / Requestor	Name of person requesting the report or data extract or owner of the same. The person should be authorised to sign off as an Authorisor once HealthPAC has completed a Data Extract Request document.
Owner / Requestor's Position	Position Description or Title of the Requestor (above) within the organisation (see next)
Organisation	Organisation responsible for the request and payment (eg. Shared Services Agency (SSA) name, District Health Board (DHB) name)
Postal Address	Required for raising an invoice after the completion of the work. Information can be separated by commas or line break characters.
Contact Email Address	Required for contacting the requestor.
Contact Phone Number	Required for contacting the requestor.
Contact Fax Number	Optional and additional method for contacting the requestor.
Owner's Reference	Reference used by the person requesting the work. The Owner's Reference is optional as HealthPAC will assign a unique Report ID to each request.
Owner's Order Number	The Works Number or Purchase Order Number issued by the Owner / Requestor in Note (1). This number will be used by HealthPAC for raising an invoice.
Recipient Email Address:	Required if the recipient of the data is different to the requestor.
Recipient Phone Number	Required if the recipient's contact phone number is different to the requestor.
Date of Request:	Required in order to correctly process the request. This should be a date greater or equal to today's date.
Preferred Delivery Date:	Special delivery dates may be required for certain types of reports
Urgency	P2, 10-30 days, is the default time for one of our Report Writers to get in contact with you. If you have not been contacted within this timeframe, please contact DHB Support at dhbsupport@hpac.govt.nz as soon as possible
Suggested Report Title	HealthPAC may change this title to conform with its own naming conventions. However, this name will help to initially identify the request.
Goals, Objectives and Outcomes	Supplementary information that will allow our Report Writers to assist you with obtaining the data that is available from HealthPAC's databases.
Business Requirements	Supplementary information that will allow our Report Writers to assist you with obtaining the data that is available from HealthPAC's databases.
Report Description	A detailed textual description of the data that is being requested.
HealthPAC Data Set(s)	If known, please enter the applicable Data Set. (eg. PHARMS, GMS, LABS, IMMS, GDB, OHSA, SDB, HUHC, CSC, PHO, CMS...)
Request Period From	Required in order to clarify the period to be extracted / reported. Point-in-time or snapshot data should specify a Report Period From date and leave the Report Period To date empty.
Request Period To	Required in order to clarify the period to be extracted / reported. The Request Period To date may be left empty for point-in-time or snapshot data sets. An empty Request Period To will default to the run date of the report.
Frequency	One of these options must be specified.
Extract File Format	The default format is CSV. CSV=Comma Separated Values file, PSV=Pipe Separated Values () file, XLS=Microsoft Excel spreadsheet.