

ENCOMPASS SYSTEM CHANGE REQUEST

REQUEST (To be completed by the requester)

REQUESTED BY
REQUESTER EMAIL

REQUEST DATE

DESCRIBE THE REQUEST/CHANGES AND ADDRESS THE FOLLOWING THREE VALUES IN YOUR DESCRIPTION:

1. Will the project be used regionally?
2. How will the project affect consumer services?
3. How will technology be used to enhance the project initiative?

PROJECT PRIORITY EVALUATION CRITERIA:

System Issue - System issues that prohibit you from doing your job. Describe the specific issue:

Projects with federal and/or state legislative significant – Projects of this type should be developed to either to be in compliance with and/or to meet legislative requirements. Examples include: the Balanced Budget Act (Quality Assessment and Performance Improvement Projects), Legislative Boiler plate (Annual Planning and Program Submissions), HIPAA, RR, Federal Block Grants, External Quality Review, Medicaid Claims Verification, 1st and Third party billing, etc.

Describe:

Payer/Contract Requirements – Projects of this type are to meet MDCH master contract and/or accrediting body requirements. Examples include: JCAHO, MMBPIS, Encounter Claims Submissions, Rate Setting, Finance Reports etc.

Describe:

Executive Leadership/Governance – Projects of this type include: Strategic Planning, Internal Performance Improvement, Special Initiatives, etc.

Describe:

Management – Projects of this type include management requirements that allow managers to better manage resources or to analyze core business components. Research projects not related to federal block grants or applications fall into this category.

Describe:

Clinical: Projects related to the automation of clinical forms or to enhance and streamline clinical processes, fall into this category. Projects that include the automation of clinical forms that are not yet on Encompass, should receive the highest scoring value for this category. Projects of this type should also take into account the authorization/budget forms with the understanding they will need additional input from finance and EIC.

Describe:

PRIORITY (To be completed by G3)

COMMENTS:

APPROVAL DATE

NOTIFIED PCE

PRIORITY __ (1=LOW, 5=HIGH)

DEVELOPMENT STATUS (To be completed by PCE)

PCE WORK STATEMENT:

ESTIMATED HOURS
DEVELOPMENT COMPLETED
ACCEPTED BY ERIC DATE:
ACCEPTED BY USER

ESTIMATED COMPLETION DATE:
NOTIFIED ERIC DATE:
MOVED TO PRODUCTION

IMPLEMENTATION STATUS AND COMMENTS

Date:

Date:

Date: