

Health Informatics Service Request Form

<b><u>Administrative Details</u></b>		
1	Name of Requesting Organisation	
2	Customer's Name	
3	Contact Details	
4	Project / Work Title	
5	Proposed Start Date of HIS Involvement	
6	Proposed End Date of HIS Involvement	
<b><u>Details of Work Required</u></b>		
7	Specific details of work tasks required of HIS (please use separate forms if tasks are unrelated)	
8	Key milestones required of HIS, and dates of each. Please include details of any specific deadlines the commissioning organisation needs to meet, relating to this work	
9	Quantifiable Outcomes expected from HIS	
10	Details of how the outcomes will be used by the Customer's Organisation	
11	Skills and/or experience required to complete work	
12	Estimated requirement of number of working hours (if known)	
13	Role of Requesting Organisation in this work	
14	Proposed Funding Source	
15	Further information on task that may be useful to HIS: please attach to form if lengthy	