

Custom Form Or Report Request

Rev. 8

When completed, please click on Submit by Email button, then attach any reference documents to the Email before sending. You can click on the Print Form button to save a paper copy of this request for your records. Note: If your default mail program does not open after clicking on the Submit by Email button, at the bottom left of your screen, click on the Start button>Control Panel>Default Programs>Set program access and computer defaults>Custom>Choose a default e-mail program.

Company: _____ **Phone:** _____

Authorized Representative: _____ **Email:** _____

1. Form Name (Must contain only letters, numbers, spaces, underscores, or parenthesis):

2. Request Type:

Rehab Accelerate

Rehab Anywhere

New

Existing

Form

Report

Note: If possible

* For new forms, attach an example word document

* For new reports attach an example spreadsheet

*** For REPORTS, please provide the following information:**

Columns in report (Example: RTS, Allowable, Delivery Date):

Filters for report (Example: Search by RTS, Branch, or Intake Date):

Data selection (Example: Open Orders Only):

3. Note: Quote will be sent and must be authorized before work can begin

4. Request Summary:

5. Describe Request In Detail (Attach Additional Documents):

For reports, attach a spreadsheet, include references to fields on existing forms if possible, also include any formulas, grouping, and sorting required. For forms, attach a word document or reference PDF if possible. The documents can be attached after clicking on Submit By Email.

