Process for Report/Data/Visualization Requests

1. Log in to ServiceNow by clicking this link or by typing “ITSS” on your Internet Explorer Browser.

Once logged in, click on “Request Service”.

2. On the “Search Box” type “Report/Data/Visualization”
3. Answer the question “Is This Research Related?”

Report/Data/Visualization
Request new EMR report, modification to existing report (including change in distribution), or removal of existing report

Submit this request for reports, data extracts, dashboards or other visualizations from IT Health Informatics.
This request includes new, modification, access and distribution of data/visualization/reports.

Is This Research Related?  

What is considered research? Do you have an approved IRB protocol or “Preparatory to Research” request? Are you going to be publishing results of your work, presenting at a conference, or submitting the data for a grant proposal? If so, then it is considered research.

4. You will be asked to provide the necessary details for your request:

Required information

Description of request:
Business Unit
Type of Request
Report Name
EMR data search date range:
Inclusion/Exclusion detail:
Will this data/report be shared with...
5. After providing all the information, add request to cart by clicking “Add to Cart”.

6. You should see the message in the green box confirming Step #5:

7. Click “View Cart”.
8. Provide the necessary information (Note: The approver should be a Manager or Supervisor from your department who is on the searchable list). Click “Checkout” to submit request.

9. Once your request has been routed to our team, a staff assigned to your project will contact you for further details.