Get request through LEAF (email, IM, call, in-person).

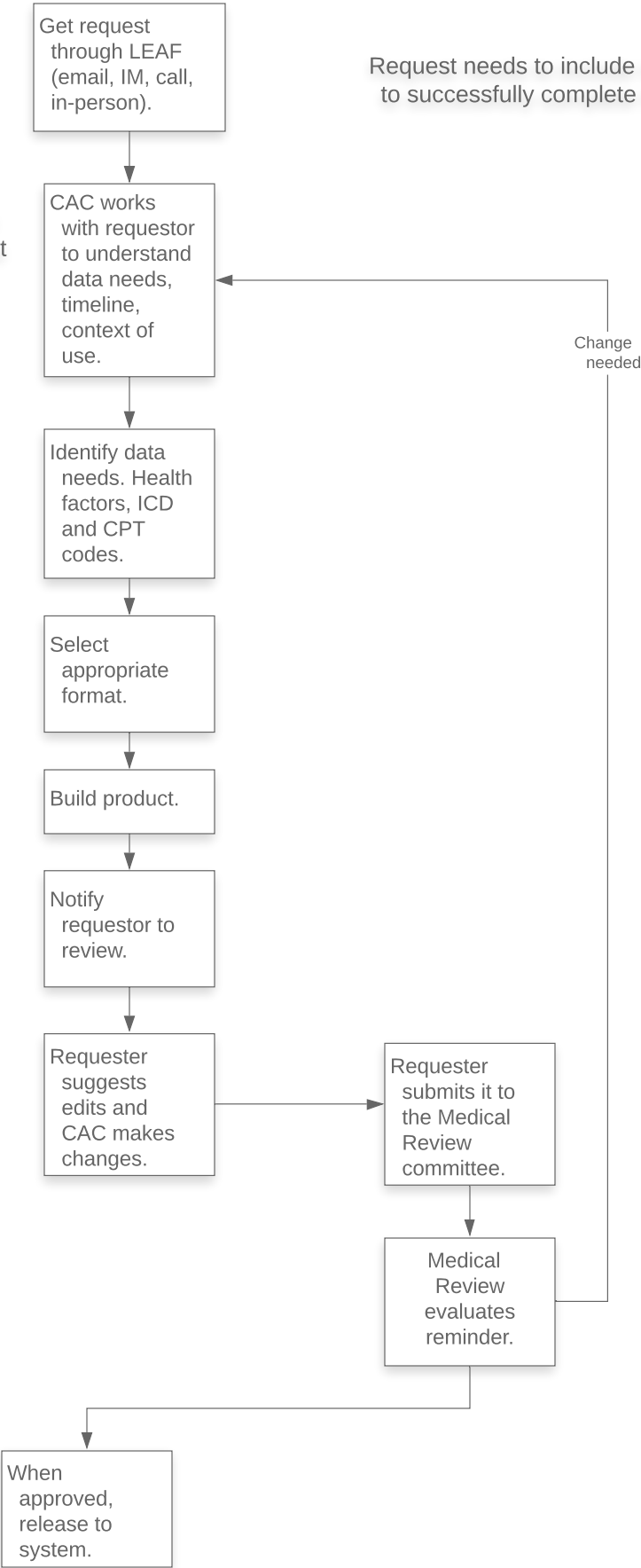Request needs to include information to successfully complete the work.

Current workflow extrapolated from multiple interviews. Not the same process in all VAMCs. Needs to be verified. Need a LEAF sample.

If work request completed correctly, the work request should only need confirmation with requestor.

CAC works with requestor to understand data needs, timeline, context of use.

Change needed

Identify data needs. Health factors, ICD and CPT codes.

Select appropriate format.

Build product.

Notify requestor to review.

Ideally this process is in small chunks so changes are not left until the whole thing is completed.

Requester suggests edits and CAC makes changes.

Requester submits it to the Medical Review committee.

Medical Review evaluates reminder.

When approved, release to system.

Create findings table for review.

Report Writing