**ADD – Date Requested** free text to key in handwritten date on physical QCN (to understand length of time between QCN start from end-user to time of submission by maintenance team)

**CHANGE** – **Date** to **Date Logged** (should still be an auto-fill)

**CHANGE – Location** to an Excel type filter drop-down so multiple nodes can be selected for one QCN. Include an ALL option as well. *For QCN volume reports on Dashboard, multiple node selections would count as individual QCNs*

**ADD** - **ERP Number** between Location and Item Description, free form text (HB – ensure correctness, if multiple, type SEE PAR MASTER and list ERP numbers in Details section)

**CHANGE** – **Item Description** to **Clinical Description** and change to free form text (HB - ensure correctness, 30-character limit if new/not currently on BlueBin. If multiple items, type SEE PAR MASTER and include any other desired information in Details section)

**CHANGE** – **Requester** from drop-down to free form text (HB – ensure full name is typed correctly, for reporting purposes)

**ADD** – **Approved by** below **Requester**, free form text (HB – ensure this is the department nurse champion or other designated approver)

**ADD** – **Logged by** below **Approved by**, as a drop down list of Tier 1 only (BlueBelts responsible for entering/managing QCNs)

**VALIDATE** – **Assigned** is drop down of Tier 1 only (BlueBelts)

**CHANGE** – **QCN Type** to ADD, REMOVE, MODIFY (matches paper form and these are the 3 true types of requests)

**CHANGE** – **Status** to

-New/NotStarted (logged, not yet evaluated for next steps)

-InProgress/Approved (no additional support needed, QCN will be completed within 10 working days)

-NeedsMoreInfo (requester/clinical/other clarification)

-AwaitingApproval (new items only, e.g. Value Analysis, Product Standards, or other new product committee process)

-InFileMaintenance (new ERP # or other item activation steps)

-Rejected (explain in Updates section)

-Completed

**CHANGE** – **Details** to **Product & Placement Details** (HB - product information and/or instructions for node placement)

**CHANGE** – **Reference** to **Mfg #/Name** – free text and not a required field

**CHANGE** – **Updates** (HB – Enter date then comment to explain status changes and other required action items/support needed)

**ADD**: “Save” button alongside “Submit” and “Cancel” (HB – Clicking “Save” will not submit the QCN initially. When changing QCN Status on an open QCN, however, you can use either Save or Submit---*validate* *w/Gerry*)

**HOVER BOXES** – informational boxes – “I” icon next to any text requiring additional clarification?