|  |  |  |  |
| --- | --- | --- | --- |
| **Forename** |  | **Non-LTH customer, please fill in details below:** | |
| **Surname** |  | **LTH contact name** |  |
| **Job title** |  | **Job title** |  |
| **Hospital** |  | **Phone number** |  |
| **Building** |  | **Location** |  |
| **Floor** |  |
| **Email** |  | **Email** |  |
| **Phone** |  |
| **Alt contact number** |  |
| **Summary** | Include:  the functionality that cannot be achieved  the iD number of any affected records  Content of any error messages displayed  Optional Screen shots |

**Note:** In line with information governance requirements personal information should not be used unless absolutely essential. In most cases a particular record can be referred to by its system generated ID number such as an ID Record or Episode ID (these numbers are normally used for the links to records in a patient list).

