|  |  |  |
| --- | --- | --- |
| **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 achievedthe iD number of any affected records Content of any error messages displayedOptional 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).

