

# How To...

## Submitting a Clinical Request for Change

Follow the steps below to submit a **Clinical Request for Change**.

1. From a Mission computer, click the **NCDV Storefront** icon on the desktop.
2. Log into the **NCDV Storefront**, using **HCA credentials**.
3. Click the **HCA Service Central** icon.



4. Click the **Request a Product of Service** button  found on the **Requests and Information** section.
5. Click the **North Carolina** button from the **Browse by Categories** section.



6. Click the **Clinical Applications Service Request for Change** link.

The **Clinical Applications Service Request for Change** form displays.



Complete the required fields that are marked with a red asterisk (\*) as well as any other fields that may better describe the request.

Should the request be for an Order or a PowerPlan, additional questions will populate.

The screenshot shows a web form with the following fields:

- Is this request for an Order or PowerPlan? (Dropdown menu with "Yes" selected)
- Is this a change to an existing or a new Order/ PowerPlan? (Dropdown menu with "-- None --" selected)
- What is the purpose of this requested new or modified Plan/Order? (Text input field)
- What Service Line(s) will be impacted by this request? (Text input field)
- For new Order/PowerPlan, is there another order/plan with similar design/function that it would be helpful to model after? If so, please provide the name. (Text input field)
- As part of this change are there existing Orders/PowerPlans that need to be retired? If so, please list (Text input field)
- Will there be reference text to add or modify? If so, please attach to this request (Dropdown menu with "-- None --" selected)

8. Scroll to the bottom of the page and click the **Submit** button. The request is then routed for approval and processing.