TRICARE ANALYTICS, REPORT, OR ENHANCEMENT REQUEST

Please use this form to request analytics and reports. Requests for custom reports/ad-hoc reports (other than from a DHN or MTF) should be routed through the appropriate THP or DHA eSME via the THP internal process. DHN or MTF requests for custom reports/ad-hoc reports should first be coordinated with a THP BOS to review the request, engage SMEs as appropriate, and support DHN tracking and transparency of requests submitted. Include how the information will be used as well as frequency, format, and distribution details. Please return your completed form to T5WestAdHocRFIRequests@triwest.com, with TriWest Contract Administration copied at ContractAdministration@TriWest.com. DHN or MTF request forms must also copy the THP BOS and/or appropriate THP SME on the request.

Requester Information

Last Name:	First Name:
Email:	DMIS ID(s):
THP BOS:	THP BOS Email:
THP SME:	THP SME Email:

Report Information

Type of Request *(select one)*: ☐ New Ad-Hoc Report ☐ Enhancement/Modification to an Existing Report

Report Name:	
Request Date:	Due Date:

Report Objective/Enhancement Request: *(For new reports, describe how the data will be used. For existing reports, describe the required modifications or enhancements.)*

Report Description: *(Describe the specific data, time period, and any particular metrics or KPIs that should be included.)*

Report Format: *(Dashboard, Excel, CSV, etc.)*

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Distribution List:

Name	Email Address

Frequency:

Question	Needed	Notes
Ad Hoc	☐	
Daily	☐	
Weekly	☐	
Bi-Weekly	☐	
Monthly	☐	
Other	☐	

Delivery Method:

Question	Needed	Notes
Email	☐	
Secure Email *(MoveIt)*	☐	
DAS	☐	
Other	☐	

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Needed Data Fields:

Note: PHI will not be provided in Ad Hoc reports without special permission from the Contracting Officer.

Referral Fields	Needed
	☐
	☐
	☐
	☐
	☐
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	☐
	☐
	☐
	☐

Claims Fields	Needed
	☐
	☐
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Provider Fields	Needed
	☐
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	☐

Report Filters:

Requested Report Filters	Notes

Report Retirement:
