

# Change Control Document

<b>Change Request to Live Systems</b>		<b>ValleyCare Information Systems</b>				
<b>SYSTEM NAME/DESCRIPTION:</b> VARIOUS SERVERS (SEE EMAIL)		COMPLETE PART 1 AND SUBMIT TO YOUR SUPERVISOR				
<b>PART 1: REQUEST (TO BE COMPLETED BY REQUESTER)</b>						
<b>Title of Change:</b>						
<b>Requester</b>	Information Systems Analyst II, Not Assigned	<b>Date</b>				
<b>Change Description</b>	Upgrade					
<b>Change Category</b>	1-Fix, 2-Expedite, 3-Required, 4-Requested					
<b>Analysis Category</b>	1-Large (> 40 hours), 2-Medium (20-40 hours), 3-Small (< 20 hours)					
<b>Priority Category</b>	1 – Critical, 2 – Required, 3 – Wanted					
<b>Schedule Impact</b>						
<b>Required for/by (event / date)</b>	04/12/13 @5pm (expected downtime = 2 hours)					
<b>PART 2: IMPACT ANALYSIS/APPROVAL</b> (TO BE COMPLETED BY RESPONSIBLE SUPERVISOR AND SIGNED IF "Y" WAS INDICATED)						
<b>NAME</b>	<b>Y/N</b>	<b>Date</b>	<b>If Yes, describe impact:</b>	<b>Effort Req'd</b>		
Roselyn Arciaga (Clinical & Financial Team)	Y					
Backup-Cynthia Smith, Antoinette Wingate & Lorena DeYoe	Y					
Karen Rodomanski ( Lab Information Systems Team)	N					
Chien-Ju Wang	Y					
Jack Williams (Integration, Radiology & Programming Team)	Y					
Eduardo Lim	Y					
David Cannon	Y					
Chris Chown (PC Support & Servers Team)	Y					
Marci Hamilton	Y					
Krisanne Kremer	Y					
Janet Smedley	Y					
Ishmael Vega	Y					
Rod Andrade	Y					
Judy McGee	Y					
Khalil Bholat	Y					
Tony Chen (Telco Team)	Y					
<b>Priority Assigned</b>	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High
<b>Responsible for Implementation</b>						
<b>Required Completion Date</b>						
<b>PART 3: APPROVAL (TO BE COMPLETED BY ROSE MAYFIELD OR SUSAN AINTABLIAN)</b>						
<b>NAME</b>	<b>Y/N</b>	<b>Date</b>	<b>Signature</b>			
Rose Mayfield	Y					
Susan Aintablian	Y					
<b>PART 4: IMPLEMENTATION (TO BE COMPLETED BY IMPLEMENTATION OWNER)</b>						
<b>Task Description:</b>						
<b>ACTION</b>	<b>Y/N</b>	<b>Date</b>	<b>Signature</b>			
Informed Operations prior to implementation						
Task Completed						
Change Request Closed						
Requester Notified						