New Report Request & Existing Report Data & Functionality Inquiry Process

**New Report Request Process**

**New Report Requests:** A new process has been established for the submission, tracking and completion of new reporting requests. All new report requests require the submission of a data request form. New report requests will be triaged by the Joint Data and Analytics Team to ensure the accurate assessment and assignment of your new report request.

**Research and patient data/mailing requests:** These new requests require the submission of a data request form as well and will continue to require supporting documentation. Please attach & upload all of your supporting documentation to the data request form.

*****New Report creation turnaround time is typically at least 5 business days*****

**Existing Report Data & Functionality Inquiry Process**

**Existing Reports:** A new process has been established for users who require assistance with the use and functionality of existing reports, as well as with regards to all questions pertaining to the data contained within existing WEBI reports. All questions should be submitted via the new data request form. Questions will be answered by analyst on the Joint Data and Analytics Team.

**To access the link to the Data Request form you can use the following sites/links:**

1. Go to [https://helix.ynhh.org/](https://helix.ynhh.org/)

2. Please use your University Net ID and Password to access the Data Request form
3. The report request submission form will open and you will need to fill out the form. Select "JDAT Data Request" for "new" report requests.

OR

1. Go to http://medicine.yale.edu/ymg/training

2. Click on “Helix”
3. Please use your University Net ID and Password to access the Data Request form

4. The report request submission form will open and you will need to fill out the form. Select "JDAT Data Request" for “new” report requests, patient mailing lists and for all questions on “existing” reports.
5. Select "Research Data Request" for "Research" related report requests.

6. Attach supporting documents to your request and submit.