Notes:

The “Type of Help” field must be “Clinical Lab Services” if you want it routed to LIS (Alvin, Don, Larry, Peter, Steve).

Complete all fields on form

- In the “Description of Request”, along with a detailed description of the problem, also include the HostName if it is a PC or the Device# if it is a printer.
- Update the “Preferred Contact Number” if incorrect or you have personal extension.