

Department Name	ITR# – Report Name
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[COMPANY LOGO]

Department Name

Data Request –XXXXX– Report Name

Internal Business Use Requirements (BUR)

Department Name	ITR# – Report Name
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Revision History

Date	Version	Description	Author
mm/dd/yyyy	1	Initial Draft	BA Name
mm/dd/yyyy	2	Revised Draft	BA Name

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1 INTRODUCTION

1.1 Goal

[Report on X by LOC and Line of Business]

1.2 Report Request Details

Report Name		
Business Area/Domain		
Regulatory (Yes / No)		If Yes then Agency Name :-
Client		
Business Contact		
Business Sponsor		
Business Analyst		
Request #:		

1.3 Intended Audience

[Health Plan/Department Name (System Plan ID)]

1.4 Document Conventions (Definitions, Acronyms, and Abbreviations)

Acronyms:

Definitions:

Abbreviations:

1.5 Bibliography

1.5.1 *Business Spec:*

1.5.2 *Templates:*

1.5.3 *BI-Operations stored procedure:-*

2 Report Business Requirements & Technical Specifications

2.1 Report Business Purpose and Summary

[Short Description of purpose, which includes info on LOC, Dx, and Payer]

2.2 Report Frequency and Period

Frequency	Yes / No	Report Period	Report Run Schedule/Due Date
One Time Use			
On Demand			
Weekly			
Bi Weekly			
Monthly			
Quarterly			
Semi Annual			
Annual			
Other			

2.3 Business Rules and Requirements

[Short description of field requirements]

2.4 Assumptions and Dependencies

2.5 Constraints

2.6 Report Data Elements and Data Source

N/A								

*For Measures see Measures Calculation section below

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2.7 Measures Calculation

2.7.1.1 Calculation

2.7.1.2 Report Specific Measures

2.8 Dimension specific Joins and Derivations

2.8.1 Derivations

2.8.2 Joins

SR.No	Table 1	Column 1	Table 2	Column 2	Join Condition

2.9 Report Inclusions

[List any report new inclusions/updates]

2.10 Report Exclusions

[List any report exclusions]

2.11 Report Parameters

[Health Plan/Department (System plan ID)]

2.12 Sorting –

Sort by Element Label	Ascending / Descending
NA	NA

2.13 Report Output Format

Report Format	Yes/No
Excel	
PDF	
Any Special Instructions	

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2.14 Report Delivery Method

Report Distribution Method	Yes/No
BI Production	
FTP	
Email	
File Share	
Any Special Instructions	

2.15 Report Layout or Mockup

[Provide screen shot of report output layout]

2.16 Report Distribution List

Recipient Name	Phone #	Email

2.17 Requirements Signoff

Designation	Name	Phone	Email

3 Appendix