

Ashfield Database Modification Request Form

Attach BRC if applicable

These modifications will apply to all departments (CSO, Contact Center, POL, Sample Cupboard, Direct Marketing...)

Requested by: _____ Department: _____ Date: _____

SECTION 1

ID OF THE RECORD TO MODIFY:

First Name: _____ Last Name: _____

Physician Pharmacist Dentist Nurse Other: _____

SECTION 2

Reason for this request:

- The record should be deactivated) →→→→→→→→→→→→
(Only fill out section 3)
- The HCP or Pharmacy **moved location**
(Only fill out location information in section 4)
- You have **additional information/coordinates for this record**
(Only fill out additional information in section 4)
- Existing information **requires correction**
(Only fill out corrected information in section 4)
- Physician/Nurse/Dentist **also works at another location**
(Only fill out additional location information in section 4)
- You found an **additional HCP working at this location**
(Only fill out the HCP information in section 4)
- HCP **replacement** (for nurse or pharmacist)
(Only fill out the nurse/pharmacist name replacing the current one at this location in section 4)

SECTION 3

The record will be deactivated (will be verified by another agent)
Choose one below:

HCP is on leave for ≥ 1 month due to:

- sickness sabbatical
- vacation maternity/paternity

Date of return: _____

- deceased
- retired (must still ask if practices at all)
- The location is permanently closed
- HCP no longer works there and you are unable to find new location
- Moved out of country
- Other: _____

SECTION 4

First Name: _____ Last Name: _____ Specialty: _____

Male Female

Facility/Banner: _____

Address 1: _____

Address 2: _____

Address 3: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ ext _____ Fax: _____ (Only if changing going forward)

Email: _____ (No personal email, only clinic)

If a pharmacist: Owner Manager Pharmacist Relief pharmacist

Contact Center Information: The HCP strongly expressed he does not want to be called anymore for any brand

Additional misc notes:

FOR DATA ENTRY USE ONLY:

ENTERED IN COMPUTER ON: _____ (date) by: _____ (initials) _____