

# PATIENT HEALTH EDUCATION MATERIALS (PHEM) REQUISITION FORM

Request #: *internal use only*

Date: \_\_\_\_\_

## CONTACT INFORMATION

Contact: \_\_\_\_\_ Local: \_\_\_\_\_

Department: \_\_\_\_\_ Authorized by: \_\_\_\_\_

Is this a joint venture with VCH?    No    Yes – If yes, list the primary contact at VCH

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## MATERIAL DESCRIPTION

Is this a revision to an existing document?

No    Yes – If yes, what is the current catalogue number: \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Description:

Please list all persons who have contributed to this document:

**Copyright:**    Has this content, including any images, been taken or adapted from a copyrighted source?  
No    Yes – If yes, do you have written permission to include this material?    No    Yes  
Please include a copy of permission with this form

**Do you require:**     Plain language editing  
 Illustrations or other graphics  
 Translations – complete and include 'request for translation' requisition with this forms

## LAYOUT FORMAT

**Sheet - 8.5" x 11":**

Single side

Double sided

**Pamphlet:**

3 panel – 11" x 8.5

4 panel – 14" x 8.5

**Booklet:**

Small – 5.5" x 8.5"

Large – 8.5" x 11"

**Special requirements:**

## DISTRIBUTION

- All PHC sites
- Holy Family (380)
  - Mount Saint Joseph (350)
  - St. Paul's (400)
  - Brock Fahrni (340)
  - Langara (320)
  - Honoria Conway
  - St. John Hospice
  - Youville (360)
  - Other: \_\_\_\_\_

Please list all disciplines, units, service and/or clinics who will be distributing this material:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CATALOGUE INFORMATION**

Final Title: \_\_\_\_\_

Catalogue No: \_\_\_\_\_ Andornot No: \_\_\_\_\_

Keywords: \_\_\_\_\_

**PRINT ON:**     PHC Shell     Shared Shell

Approved by PHEM Committee \_\_\_\_\_

Plain language edit completed \_\_\_\_\_

Illustrations completed \_\_\_\_\_

Final draft sent to submitter \_\_\_\_\_

Approved: \_\_\_\_\_

Translations required \_\_\_\_\_

Document sent to Mosaic \_\_\_\_\_

Quote received \_\_\_\_\_

Translations completed \_\_\_\_\_

**LOADING:** \_\_\_\_\_

**WEB VERSION:**

- Create web PDF (with logos)
- Data entered into properties
- Save copy to 'PHEM\_catalogue\_web\_files' folder
- Sent web copy to Elsie Brooks
- Load to FPT site

**PRINT VERSION:**

- Create print PDF (no logos)
- Save copy to 'PHEM\_catalogue\_web\_files\_print' folder
- Save copy to 'Common' folder  
    Patient Health Education Material (Dept VCH-PHC)  
    (\\vch\departments)

**UPDATE LOGS**

PHEM/Plaintree log \_\_\_\_\_

Andornot log (Active) \_\_\_\_\_

Notify Xerox \_\_\_\_\_

(Tsighereda Alemayo, Database Administrator)  
[HSSBCprintdatabase@xerox.com](mailto:HSSBCprintdatabase@xerox.com)

Confirmation from Xerox of load \_\_\_\_\_

Test Order \_\_\_\_\_

Submitter notified \_\_\_\_\_