

Internal App Approval Details - Template

If you find anything in error, please contact Marc Nuar (mnuar@emory.edu).

Application Information

- Application Name:
- Emory Application Owner:
- Emory Application Technical Contact:
- Application Support Model:
- Application Administration Model:
- Application Description:
- Application Marketplace ID/Link:

ServiceNow Request	Distribution Status & Date	Internal Review Status & Date	ePHI Indicator	Target User Base

Current Issues

List current issues here. When an issue is resolved, document the resolution and date, and move the issue into the issue log.

Issue Log

Maintain a list of issues and their resolution.

Reapproval Conditions

Document the conditions under which the application would be subject to reapproval (e.g., collecting ePHI data when it did not previously).

Internal Review Status: complete or incomplete

Internal Distribution Request Date	Compliance & Regulatory Review	IT Security Review

Approval Artifacts

Approval artifacts and relevant documentation may be found here: (app Box folder link)

1. Compliance and Regulatory Review.
2. IT Security Review Questions.
3. Distribution Review Checklist.