

NI Prior Month Rotation/Bill To Change Request Process

We have developed an electronic process for requesting prior month rotation or bill to changes. The tool is the same one where you make personnel requests/changes and new rotation requests. It can be found at the following URL:

<https://apps.uth.edu/nitools>

- A. **Choose the form option at the top of the NI Tools page:** In this example you will choose the **Prior Month Rot/BillTo Change Request** option.



- B. **Complete the web-based Prior Month Rot/BillTo Change Request form.** You will receive a copy of the form you submit.

Note that as you complete the form, the questions may expand as you answer.

This is the rotation change version

Department:

Program:

Trainee Name:

Trainee Type: Resident/Fellow Visitor

Current Scheduled Rotation:
(Please enter the complete rotation name.)

Effective Dates of Change/Override: FROM: TO:

Request Type: Rotation Bill To

Revised Rotation:

Does the Bill To need an Override? Yes No

Override Bill To:

Please enter a brief justification for the requested change:

Name of DMO/ASO approving and signing the form:

Title of DMO/ASO approving and signing the form:

This is the Bill To change version

Department:

Program:

Trainee Name:

Trainee Type:

Current Scheduled Rotation:
(Please enter the complete rotation name.)

Effective Dates of Change/Override: FROM : TO :

Request Type:

Current Bill To:

Revised Bill To:

Please enter a brief justification for the requested change:

Name of DMO/ASO approving and signing the form:

Title of DMO/ASO approving and signing the form:

Note that the “Bill To” field is a drop-down list. This list will be updated monthly on the first of the month. Please keep this in mind as you request new chart field strings and prior month change forms.

- C. You will have the option to save the request and come back to it later.
- D. Please print the final form for your DMO’s signature and send to us in PDF form ASAP.
 - 1. *The DMO Should sign by her name on the form, there will not be a designated line for them to sign.*
- E. If you want a copy of the form sent to you, you must click the “Email Me This Request” button.**
- F. After you submit the form, it will go directly to staff to enter pending receipt of the signed form.

****Your form could be denied so please enter the requested items correctly***