To begin submitting new LSR, click on the VUMC OLA Portal. <u>https://vumc-ola.portal.xakiatech.com/</u>. (If the link does not open, you may have to copy and paste the link into your internet browser.) Quick Reference guide



New - Frequently Asked Questions - Click on the dropdown arrow to view instruction details.

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	Frequently Asked Questions		
	How do I submit a LSR?		
	What happens once the LSR is submitted?		
	The form will go directly to an OLA representative who will either provide legal service or assign to another OLA representative. You will receive an e-mail notific:	cation from Xakia when your LSR is assigned to an OLA representative.	
	Within 4 business days the CLA representative will contact you to set a Due Date if there needs to be an adjustment to the Due Date you requested in the L	LSR form and/or to request additional information to start the LSR, if needed.	
	Your Department Head and the D-3300 executive ultimately responsible for your area will be notified of the submission.		
	Submission of a LSR does not mean it will move forward as your Department Head or D-3300 executive may instruct you and OLA not to move forward.		
	 Submission assumes that you have obtained all necessary business approvals outside of the LSR process. 		
	 You may communicate with the OLA representative handling the LSR with the Discussion tab. Email notifications via Outlook will be sent to the OLA represe a communication within the LSR system. 	sentative when you post something with the Discussion tab. As well the OLA repr	esentative can send you
	 After submitting a LSR you will see a confirmation that the request has been submitted and an option to sign up to the Internal Client Portal, which will allow 	v you to monitor the status of your LSR.	
	How much detail am I to provide in the LSR?		
	Who can explain what is needed in the LSR form?		
	How long until I receive a response?		
	How do I obtain an internal client account?		
	Where do I find the LSRs I submitted?		```
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	How do I submit a LSR?		
	What happens once the LSR is submitted?		
	How much detail am I to provide in the LSR?		
	Who can explain what is needed in the LSR form?		
	How long until I receive a response?		
	How do I obtain an internal client account?		
	Where do I find the LSRs I submitted?		
	Can my OLA representative communicate with me within the OLA intake system?		
	How can I communicate within the OLA intake system to the OLA representative about my LSR?		
	What should I do if I am unable to view the request I just submitted?		
	Who do I contact for support?		



VUMC OLA Portal Quick Guide

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	Vanderbilt University Agreements	
	Clinical Operations & Patient Care	^
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	Patient Matter	
	Pharmacy	
	OSRP/ CPPA Contracts for PARS/CORS	
	OSRP/Accreditation & Standards	
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	OSRP/CPPA Professionalism Complaints (PARS/CORS)	

Select your new legal request from the groupings listed below. Scroll down to view additional legal request forms.

Click on your Legal Service Request form to open.

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	*Your Name: Illiana Pluta	Attach documents: drag files here or browse file to upload.
	* Your Email Address:	
•	* Department:	Max 100MB per require. (PDF, Word Documents, Excel Sevendsheets, Powerpoint, Email, PNG and JPEG).
	Category: V	
	* Title of Project:	
	* By when do you need a response 10 Present one that CLA will provide LSRs. A member of CLA may be in touch regarding your requested date	
	Reset	Next Submit

Complete the fields in the form. Required fields are indicated by an asterisk next to the field name. Click next to complete the rest of the questions, also attach any relevant documents. Finally click on submit.

Upon submission, a system generated notification will be sent to your inbox informing you the request has been submitted to the Office of Legal Affairs.

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View your existing Legal Service Requests – Click on the \equiv Legal Requests

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Your Legal Request appears on this page with corresponding details to your Legal Service Request.

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Add/post notes in the discussion tab of your Legal Service Request.

