



Shodair
Children's Hospital

Yellowstone Event System (YES)

User Guide

Powered By

RiskQual Technologies, Inc.



Contents

Login	5
Entering a New Incident/Event	6
PATIENT Incident Entry.....	7
Did Event/Incident Reach the Patient?	7
Patient Search.....	8
Patient Unit.....	10
Reported to Physician?.....	11
Date Reported to Physician	12
Time Physician Notified	12
Time Physician Arrived	12
Parent(s) or Legal Guardian(s) Notified.....	13
Date of Incident	13
Time of Incident.....	14
Description of Incident	14
Incident Category	14
Incident Subcategory.....	15
Was Person or patient Injured?.....	20
Type of Injury.....	21
Incident Location	22
Police Notified?	23
Patient Aware?	23
Reporters Information.....	23
IF BEHAVIOR is the Incident Category	25
IF CONSENT is the Incident Category	26

IF FALL is the Incident Category	27
IF MEDICATION is the Incident Category.....	29
IF Incident is for a NON-PATIENT Entry	33
Type of Person who had the Incident	33
Person Name	33
Date of Incident.....	34
Time of Incident.....	34
Description of Incident	35
Incident Category	35
Incident Sub Category	35
Was Person Injured?	36
Location of Incident.....	38
IF BEHAVIOR is the Incident Category	40
IF FALL is the Incident Category	41
IF PROPERTY is the Incident Category	41
FOLLOW UP Entry	42
Completing Follow Up	43
Initial Reporter Follow Up	43
Enter Dept Manager Follow Up Details.....	46
Follow Up Date	46
Primary Cause of Incident	47
Secondary Cause of Incident	48
Description of Causes/Factors.....	49
Primary Action Taken to Date	49

Date of Initial Action.....	50
Description of Action(s) Taken	50
Completing All Open Follow Ups.....	51
Open Follow Up Grid Options.....	52
Select from My Open Follow Up List to Complete	52
REPORTS Option	54
Running Reports	54
Select Module.....	54
Select Report	54
Select Facility	55
Beginning Date	55
Ending Date	56
Sub Title	56
Add Category, Injury/Cause/Sev Filter	57
Add Dept, Unit/Svc or Location Filter.....	60
Department	60
Units	60
Location	61
Additional Filters – USER Specific.....	63
Print Report/Graph.....	65

The Yellowstone Event System (YES) is to be used to track all incidents/events that occur in your facility as well as any near misses or “good catches”. It will provide your risk management department with details regarding any incident/event that you document and proper follow up can be completed by department managers. If you have a question as to what is reportable or not, contact your Risk Management department.

Login

To login to YES to enter an event or complaint, click on your YES desktop icon or the link/choice on your hospital web page.

The link will take you to this site: <https://risk.yellowstoneinsurance.com/HAS/Login.aspx>

The following login page will display:

Yellowstone Insurance Exchange, RRG
Yellowstone Event System (YES)
Event Reporting System

Please enter your UserID and Password

User ID:
Password:

Login

You should have your Pop Up Blocker Turned Off for the YES Web Site. [Click HERE To Follow Instructions To Turn Your Pop Up Blocker OFF](#), if you have any questions ----- Please click RiskQual Support link below to send email to support
v.-10322

[Login/Password Issues?--Click On The Link - View Reference Docs on this page and select Your Hospital YES User Guide - For Any Other System Questions contact support@riskqual.com](#)

[\[Contact RiskQual Technologies\]](#)

RiskQual
Technologies, Inc.
RiskQual Technologies, Inc.
Contact: RiskQual Support
Contact: Denise McCloud - Yellowstone Corporate Risk Mgmt

Enter your assigned User ID and Password

User ID: 5 + Your EMR System ID

(Example: Joe Smith EMR System ID is JSmith - His login would be **5JSMITH**)

Password: 5Shodair!

(Password is CASE SENSITIVE and must be entered in format according to above)

Employees are updated ongoing into the YES system by your IT department and created as entry only basic users for the YES system.

If you need to be setup as a Supervisor/Manager or need your access updated – please contact your Risk Management Department.

If you have trouble logging in, please **contact your hospital IT department FIRST** or support@riskqual.com.

*** NOTE *** IF you are exited from the login page upon entering your User ID and password, your Pop Up Blocker settings are most probably turned ON on your computer's Internet Explorer settings.



Go to your Internet Explorer icon. Click on Tools – Pop Up Blocker – Turn OFF Pop Up Blocker. This is a temporary measure to allow you to enter your incident/event.

Go back to the link to YES system and login.

Contact your IT department so that they can ensure that the Pop Up Blocker is turned OFF only for this YES website.

Entering a New Incident/Event

When entering an incident/event, all required questions must be answered at a minimum before you can SAVE. If you do not save your incident/event, it will not be saved automatically.

Upon Login to the system, you are presented with a selection to “Select Entry Type”



Click to select Incident to report an Incident/Event.

The following options display to the right:




PATIENT – Select if incident affected a Patient or IF it's a Near Miss/Good Catch related to a patient.

NON-PATIENT – Select if incident affected a Non-Patient (i.e., Visitor, Employee, Physician, Family, Other) or a Near Miss/Good Catch that is related to a non-patient or non-person.

Click to make the appropriate selection.



Click  to enter a new Incident/Event.

You will be taken to the entry screen for a Patient or Non-Patient incident/event respectively based on your selection.

**** NOTE *** When entering an incident/event, all required questions must be answered at a minimum before you can SAVE. If you do not save your incident/event, it will not be saved automatically.*

PATIENT Incident Entry

When selecting PATIENT in the “Select Incident Type” prompt after Login, the following sets of questions will display. Questions will include/exclude themselves according to logic built into the screens as requested by your hospital’s your risk management department.

Following is a detailed step by step process for entry of an Incident/Event into the YES system.

The incident entry questions display to the right for you to begin answering them. As you answer each question, the responses will display on the grid to the left.

Did Event/Incident Reach the Patient?

Did Event/Incident Reach The Patient?

*** Required**

Yes No

Prev

Next

Ex: Did Event/Incident Reach The Patient?

Answer Y if the incident actually occurred and reached/affected the patient.

If Y, system continues to prompt you for pertinent patient incident entry questions.

If the Incident ALMOST Occurred and you or someone else CAUGHT IT BEFORE it reached the patient - answer “Did Incident Reach Patient?” = N

19 * Did Incident Reach The Patient? N

System will only prompt you to answer the minimum required questions for a near-miss/good catch incident that did not occur (Incident date/time, category, code, description, etc.)

Patient Search

Enter the Last Name of the Patient to find the patient involved in the incident and click SEARCH. A listing of patient admissions with that last name displays:

Enter LAST NAME of Patient Involved & Click SEARCH

* Required

Search

Select Field	Value	
Patient Name	PATIENT	<input type="button" value="Search"/>

1 (s) Records Found.

Admit ID/Number	Med Rec Number	Patient Name	Admit Date	Disch Date	Prim Insur Name
12345TEST	12345TEST	PATIENT, TESTING	12/7/2011 12:00:00 AM		
1					

Please Select a page number to view more records

Ex: Click Select on the patient admission respective to this Incident

IF PATIENT NOT FOUND On The List - Click ADD PATIENT To Add Patient

Highlight the respective patient admission associated with the incident and click to select it.

The respective patient’s demographics display on the grid and system advances to the incident entry screen for additional questions.

Your IT Department has setup an interface to automatically feed the YES system with all patient admission demographics.

ALWAYS enter last name and click SEARCH FIRST.

If you cannot find a patient, you may click ADD PATIENT to add the patient – minimum demographics that have to be entered include First Name, Last Name, MR# and Admission ID.

Upon selection of a patient, the demographics entered for the patient display on the grid on the left for viewing as example below:

PATIENT INFO DETAILS	
* Did Event/Incident Reach The Patient?	Y
Near Miss - NO	N
* Type of Person	PATIENT
* Enter LAST NAME of Patient Involved & Click SEARCH	ADM3801222222
* Org/Per ID	OP00017507
* Patient Name	PATIENT, JOE
Medical Record #	PAT3801122344
Gender/Sex	M
Birth Date	01/01/1900
Patient Age	0
Patient Age Unit	Y
Admission Date	01/01/1900
Admitting Diagnosis	

Patient Unit

Patient Unit

* Required

3100.....	(ADOLESCENT ACUTE)
3200.....	(ADOLESCENT ACUTE)
SCH-ALLIED.	(ALLIED THERAPY)
SCH-BB.....	(BUMBLEBEES TGH)
3900.....	(CHILDREN'S ACUTE)
SCH-GENREF.	(GENETICS REFFERALS)
SCH-RESA2..	(GLACIER PROGRAM)
SCH-PSY....	(GRASSLANDS PROGRAM)
SCH-HDA....	(HIGH DESERT PROGRAM)
1100.....	(HIGH SCHOOL RESIDENTIAL)
1200.....	(HIGH SCHOOL RESIDENTIAL)
SCH-HB.....	(HONEYBEES TGH)
SCH-IS.....	(INFORMATION SYSTEMS)
SCH-DIETRY.	(KITCHEN - SHODAIR HOSP)
2100.....	(MIDDLE SCHOOL RESIDENTIAL)
2200.....	(MIDDLE SCHOOL RESIDENTIAL)
SCH-NEURO..	(NEURO PSYCH TESTING)
SCH-PHGENI.	(PHARMACO GENETICS INPATIENT)
SCH-PHGENO.	(PHARMACO GENETICS OUTPATIENT)
SCH-A2PH...	(SHODAIR A2 PARTIAL HOSP)
SCH-ADMIN..	(SHODAIR ADMINISTRATION)
SCH-AA.....	(SHODAIR ADMISSION ASSESSMENT)
SCH-AUPH...	(SHODAIR AU PARTIAL HOSP)
SCH-BUSOFC.	(SHODAIR BUSINESS OFFICE)
SCH-CAFE...	(SHODAIR CAFETERIA)
SCH-INTAKE.	(SHODAIR CLINICAL INTAKE)
SCH-CON....	(SHODAIR CONSULTS)
SCH-CUPH...	(SHODAIR CU PARTIAL HOSPITAL)
SCH-CYTO...	(SHODAIR CYTOGENETICS)
SCH-DNA....	(SHODAIR DNA)
SCH-EDU....	(SHODAIR EDUCATION)
SCH-GEN....	(SHODAIR GENETICS)
SCH-HIM....	(SHODAIR HEALTH INFO MANAGEMENT)
SCH-HOUSEK.	(SHODAIR HOUSEKEEPING)
SCH-HR.....	(SHODAIR HUMAN RESOURCES)
SCH-KIT....	(SHODAIR KITCHEN)
SCH-LOG....	(SHODAIR LOG)
SCH-MAINT..	(SHODAIR MAINTENANCE)
SCH-META...	(SHODAIR METABOLIC CONSULTS)
SCH-PHAR...	(SHODAIR PHARMACY)
SCH-POP....	(SHODAIR PSYCH OUTPATIENT)
SCH-DOCS...	(SHODAIR PSYCH STAFF)
SCH-SPCHEM.	(SHODAIR SPECIAL CHEMISTRY)
SCH-THER...	(SHODAIR THERAPISTS)
SCH-CLASS..	(SHODAIR TRAINING CLASSES)
SCH-AURES..	(YELLOWSTONE PROGRAM)

Select the Unit for the patient from the dropdown. The system will advance to the next question.

Reported to Physician?

Reported To Physician?

* Required

Yes No

Prev

Next

Ex: Was Incident Reported To A Physician?

Click Yes or No To Answer

If Y, the following will display:

Physician Notified Search

Search

Select Field	Value
Pract/Phys Name <input type="button" value="v"/>	phys
<input type="button" value="Search"/>	

2 (s) Records Found.

Practitioner ID	Pract/Phys Name	Pract Type	Specialty
1234566	Physician, Joe		
1234888	Physician, Testing		

1

Please Select a page number to view more records

Prev

Next

Ex: Enter LAST Name Of Physician Who Was Notified Of The Incident - Click SEARCH

Date Reported to Physician

Date Reported To Physician

March 2023						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Prev

Next

Ex: Select Date Incident Was Reported To Physician

Time Physician Notified

Time Physician Notified (Military)

 x

Prev

Next

Ex: Enter Time Physician Was Notified (i.e., 23:00)

Enter the time the physician was notified in Military time and click Next.

Time Physician Arrived

Time Physician Arrived

 x

Prev

Next

Ex: Enter Time Physician Arrived (Military) - Format: ##:##

Enter the time the physician arrived in Military time and click Next.

Parent(s) or Legal Guardian(s) Notified

Parent(s) or Legal Guardian(s) Notified

Prev

Next

Ex: Describe Parent(s) or Legal Guardian(s) Notified Of Incident

Date of Incident

Date of Incident

* Required

March 2023						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Prev

Next

Ex: Select Incident Date

Time of Incident

Time of Incident (Military)

* Required

Prev

Next

Ex: Enter Time of Incident (i.e., 23:15)

Description of Incident

Description Of Incident

* Required

Prev

Next

Ex: Enter detail description of the incident (include any injury)

***DO NOT INCLUDE Special Characters in the description such as Greater Than or Less Than Symbols

Incident Category

Incident Category

* Required

ADMIN.	(ADMINISTRATIVE)
BEHAVIOR.	(BEHAVIOR)
BLOOD.	(BLOOD RELATED)
CONSENT.	(CONSENT/AUTHORIZATION)
EQUIPMENT.	(EQUIPMENT/MEDICAL DEVICE)
FALL.	(FALLS)
IV.	(IV)
MEDICATION.	(MEDICATION)
OTHER.	(OTHER EVENTS)
PROPERTY.	(PROPERTY)
TPS.	(TREATMENT/PROCEDURE/SPECIMEN COLLECTION)

Incident Category displays with drop down of available selections to choose from.

Incident Subcategory

Incident Sub-Categ

* Required

FLOOR.....	(FOUND ON FLOOR)
BED.....	(FROM BED)
COMMODO....	(FROM BEDSIDE COMMODO/TOILET)
CHAIR.....	(FROM CHAIR/WHEELCHAIR)
EXAMTABLE..	(FROM EXAM/XRAY or TABLE/GURNEY)
SHOWER.....	(IN SHOWER)
OTHER.....	(OTHER)

Incident Sub Category can be selected. The Incident Sub Categories that display on above drop down depend on the selection made in Incident Category before it.

Below are the specific Categories & Codes (as selected by your risk management department for your facility):

ADMIN Sub Categories:

Incident Sub-Categ

* Required

CONFIDENT.. (BREACH OF CONFIDENTIALITY/HIPAA)
CYBER..... (CYBER SECURITY)
OTHER..... (OTHER)
PATRELTERM. (PATIENT RELATIONSHIP TERMINATED)

BEHAVIOR Subcategories

Incident Sub-Categ

* Required

AMA..... (AGAINST MEDICAL ADVICE)
AGGRESSION. (AGGRESSION)
ASPATNOCR.. (ASSAULTIVE-ASSAULT ON PATIENT, NOT REQ OUTSIDE MEDICAL CARE)
ASPATMEDCR. (ASSAULTIVE-ASSAULT ON PATIENT, REQ OUTSIDE MEDICAL CARE)
ASSTNOCR... (ASSAULTIVE-ASSAULT ON STAFF, NOT REQ OUTSIDE MEDICAL CARE)
ASSTFMEDCR. (ASSAULTIVE-ASSAULT ON STAFF, REQ OUTSIDE MEDICAL CARE)
ASSAULT.... (ASSAULTIVE-OTHER)
ASSEXMOL... (ASSAULTIVE-SEXUAL MOLESTATION)
ATTSUICIDE. (ATTEMPTED SUICIDE-OTHER)
ATTSUICINOM. (ATTEMPTED SUICIDE-OUTSIDE MEDICAL CARE NOT REQUIRED)
AWOL..... (AWOL/ELOPEMENT)
BITE..... (BITE)
CONTRDRUG.. (CONTRABAND-DRUGS)
CONTRABAND. (CONTRABAND-MISCELLANEOUS)
CONTRTOBAC. (CONTRABAND-TOBACCO PRODUCTS)
CONTRWEAP.. (CONTRABAND-WEAPON)
CONTRCLOTH. (CONTRABAND-WEARING APPAREL, SHOELACES ETC.)
FAMVISWSTA. (FAMILY/VISITORS WITH STAFF)
INJUNKORIG. (INJURIES OF UNKNOWN ORIGIN)
LWBS..... (LEFT WITHOUT BEING SEEN)
OTHER..... (OTHER)
SELFINFLIC. (SELF INFLICTED)
SEXACTING.. (SEXUAL ACTING OUT)
SEXMOL..... (SEXUAL MOLESTATION)
SUICIDE.... (SUICIDE)

BLOOD Sub Categories

Incident Sub-Categ

* Required

ALLERGY.... (ALLERGY/REACTION)
DISCGIVEN.. (DISCONTINUED, BUT GIVEN)
EXTRDOSE... (EXTRA DOSE)
MISDOSE.... (MISSED DOSE)
OTHEQUIP... (OTHER ISSUES / EQUIPMENT)
TRANSCRIPT. (TRANSCRIPTION ERROR)
WRGDOSE.... (WRONG DOSE)
WRGPAT..... (WRONG PATIENT)
WRGTIME.... (WRONG TIME)

CONSENT Sub Categories

Incident Sub-Categ

* Required

INCOMPLETE. (INCOMPLETE CONSENT)
OTHER..... (OTHER CONSENT ISSUES)

Prev Next

Ex: Select Incident Sub Category

EQUIPMENT Sub Categories

Incident Sub-Categ

* Required

BREAK..... (BROKEN)
OTHER..... (OTHER)

Prev Next

Ex: Select Incident Sub Category

FALL Sub Categories

Incident Sub-Categ

* Required

ASSISTED...	(ASSISTED/LOWERED TO FLOOR)
FAINTED....	(FAINTED)
FLOOR.....	(FOUND ON FLOOR)
BED.....	(FROM BED)
COMMODO....	(FROM BEDSIDE COMMODOE/TOILET)
CHAIR.....	(FROM CHAIR/WHEELCHAIR)
EXAMTABLE..	(FROM EXAM/XRAY or TABLE/GURNEY)
SHOWER.....	(IN SHOWER)
OTHER.....	(OTHER)
WHILEAMB...	(WHILE AMBULATING / STANDING)

IV Sub Categories

Incident Sub-Categ

* Required

MISSDOSE...	(MISSED DOSE)
OTHER.....	(OTHER)
WRGPAT.....	(WRONG PATIENT)

Ex: Select Incident Sub Category

MEDICATION Sub Categories

Incident Sub-Categ

* Required

ADVERREAC..	(ADVERSE REACTION/ALLERGY)
CONTRAIN..	(CONTRAINDICATED)
CDINCCNT...	(CONTROL DRUG - INCORRECT COUNT)
DISTRIB....	(DISTRIBUTION)
DOCUMENT...	(DOCUMENTATION)
EXPIRDRUG..	(EXPIRED DRUG)
EXTRDOSE...	(EXTRA DOSE)
FOODINTER..	(FOOD INTERACTION)
GIVENNORD..	(GIVEN, NOT ORDERED)
MISSDOSE...	(MISSED DOSE)
MONITORING.	(MONITORING)
OTHER.....	(OTHER)
PRESCRIB...	(PRESCRIBING ERROR)
TRANSCRIPT.	(TRANSCRIPTION ISSUE)
WRGDOSE....	(WRONG DOSE)
WRGFRDRG...	(WRONG FORM OF DRUG)
WRGMED.....	(WRONG MEDICATION)
WRGPAT.....	(WRONG PATIENT)
WRGROUTE...	(WRONG ROUTE)
WRGTIME....	(WRONG TIME)

OTHER Sub Categories

Incident Sub-Categ

* Required

ABDUCTION..	(ABDUCTION)
BLOODBRN...	(BLOOD BORNE PATHOGEN EXPOSURE)
FIRE.....	(FIRE)
HAZARD.....	(HAZARDOUS CONDITION)
POLVIOL....	(POLICY VIOLATIONS)
EXPOSURE...	(POSSIBLE EXPOSURE/EXPOSURE TO AN INFECTIOUS DISEASE)
VEHICLECOL.	(VEHICLE COLLISION)

PROPERTY Sub Categories

Incident Sub-Categ

* Required

DAMOTHER...	(DAMAGED - OTHER)
DAMCONT...	(DAMAGED CONTACTS)
DAMGLAS...	(DAMAGED GLASSES)
DAMJEW....	(DAMAGED JEWELRY)
MISOTHER...	(MISSING - OTHER)
MISCONT...	(MISSING CONTACTS)
MISGLASS...	(MISSING GLASSES)
MISJEWEL...	(MISSING JEWELRY)
MISMONEY...	(MISSING MONEY)
STOLEN....	(STOLEN PROPERTY)

TREATMENT/TEST/PROCEDURE/SPECIMEN Sub Categories:

Incident Sub-Categ

* Required

CONDCHANG..	(CONDITION CHANGE - PROVIDER NOT NOTIFIED)
DOCUMT.....	(DOCUMENTATION)
INCOMPLETE.	(INCOMPLETE)
ORDERND....	(ORDERED NOT DONE)
OTHER.....	(OTHER)
WRGTIME....	(WRONG TIME)

Was Person or patient Injured?

Was Person or Patient Injured?

* Required

Yes No

Prev

Next

Ex: Was Person or Patient Injured As A Result Of The Event?

IF Y – the following displays:

Type of Injury
Injury Type

* Required

ABRASION...	(ABRASION)
BLISTER....	(BLISTER)
BRUISE.....	(BRUISE)
BURN.....	(BURN)
CONTRACTUR.	(CONTRACTURE)
CONTUSION..	(CONTUSION)
CRUSH.....	(CRUSH INJURY)
DAMAGTEET..	(DAMAGED TEETH)
DEATH.....	(DEATH)
DISLOCAT...	(DISLOCATION)
EMOTDISTR..	(EMOTIONAL DISTRESS)
EXACERBATE.	(EXACERBATION OF CONDITION)
FRACTURE...	(FRACTURE)
HEMATOMA...	(HEMATOMA)
HYPERGLYC..	(HYPERGLYCEMIA)
HYPERTEN...	(HYPERTENSION)
HYPOCLYCEM.	(HYPOGLYCEMIA)
HYPOTEN....	(HYPOTENSION)
HYPOTHERM..	(HYPOTHERMIA)
INFECT.....	(INFECTION)
ITCHING....	(ITCHING)
LACERATION.	(LACERATION)
NA.....	(NOT APPLICABLE)
OTHER.....	(OTHER)
PERFORAT...	(PERFORATION)
PUNCWND....	(PUNCTURE WOUND)
RASHHIVE...	(RASH/HIVES)
REDNESS....	(REDNESS)
SKIN.....	(SKIN INJURY)
SKINTEAR...	(SKIN TEAR (NOT SKIN INJURY))
STRSPR.....	(STRAIN/SPRAIN)
SWELLING...	(SWELLING TO AREA)

User selects Injury Sustained as a result of the incident.

Incident Location

Incident Location

* Required

ADMS.....	(ADMISSION)
3100.....	(ADOLESCENT ACUTE)
3200.....	(ADOLESCENT ACUTE)
BASEMENT...	(BASEMENT)
3900.....	(CHILDREN'S ACUTE)
CLASSROOM..	(CLASSROOM)
COMMONA....	(COMMON AREAS)
COURTYARD..	(COURTYARD/GARDEN)
GENLAB.....	(GENETICS LABORATORY)
GROUNDS....	(GROUNDS)
GROUPHOME..	(GROUP HOME)
GYM.....	(GYM)
1100.....	(HIGH SCHOOL RESIDENTIAL)
1200.....	(HIGH SCHOOL RESIDENTIAL)
HOPECAFE...	(HOPE CAFE)
HOPESPACE..	(HOPE SPACE)
FAMHOUSE...	(JACK CASEY HOME)
KITCHEN....	(KITCHEN)
2100.....	(MIDDLE SCHOOL RESIDENTIAL)
2200.....	(MIDDLE SCHOOL RESIDENTIAL)
OFFGROUNDS.	(OFF GROUNDS)
OTHER.....	(OTHER)
PARKLOT....	(PARKING LOT)
PLAYGROUND.	(PLAYGROUND)
POOL.....	(POOL)
SCHOOL.....	(SCHOOL)
STAIRS.....	(STAIRS)
SURGERY....	(SURGERY)

Select the Incident location from the dropdown.

Exact Location/Room

Prev

Next

Ex: Enter Room #, Bathroom, etc (Limit 100 characters)

Enter a description of the room location if known.

Police Notified?
Police Notified?

* Required

Yes No

Ex: Click Yes Or No To Answer

Patient Aware?

Patient Aware?

* Required

Yes No

Ex: Is Patient Aware Of Event?

Reporters Information

Question	Response
Reported Date	3/31/2023
Reported Time	10:40
Reported By Type	USER
Reported/Entered By	WEB3801
Reporter Name	WEB 3801 -SHODAIR TEST
Follow Up Required/Notification	Y


The Reporters information displays automatically on the grid on the left with their User ID, Username, Reported Date and Time and Received Date populate with today's date/time.

At the end of the questions to be displayed for that type of event being entered, user is advised to Preview their work prior to saving by clicking PrevPage to move back through the entries and can make any modifications by clicking on the respective row to modify.

Preview your work prior to saving by clicking on PrevPage. Click SAVE at the top left corner when ready to SAVE your Event Entry.

Click SAVE button when ready to save the event.

Once SAVE is clicked, the initial event details will be saved and displayed per example below:



Yellowstone Insurance Exchange -- THIS IS FOR TESTING ONLY

Event Reporting System

Hills WEB 3801 - SHODAIR TEST

Log Out

Save
Cancel/Return
Start New Entry

Num	Question	Response
1	Group #	38
2	Event Number	38012023000001
3	Master Event Number	38012023000001
4	Facility	01
5	Facility Name	SHODAIR CHILDREN'S HOSPITAL
PATIENT INFO DETAILS		
7	Was Event/Incident Reported by the Patient?	Y
8	Near Miss - NO	N
9	Type of Person	PATIENT
10	Enter LAST NAME of Patient Involved & Click SEARCH	ADRIANS122222
11	Org/Per ID	OP00017507
12	Patient Name	Patient, Joe
13	Medical Record #	PAT3801122344
14	Gender/Sex	M
15	Birth Date	01/01/1900
16	Patient Age	0
17	Patient Age Unit	Y
18	Admission Date	01/01/1900
19	Admitting Diagnosis	
20	Patient Unit	SCH-BUSOFC
21	Patient Unit Desc	SHODAIR BUSINESS OFFICE
INCIDENT DETAILS		
23	Reported To Physician?	Y
24	Physician Notified Search	PHY3801A
25	Phys Notified Name	Physician, Testing
26	Date Reported to Physician	03/21/2023
27	Time Physician Notified (Military)	
28	Time Physician Arrived	
29	Parent(s) or Legal Guardian(s) Notified	lytytytyty
30	Date of Incident	03/15/2023
31	Day Of Week	Wednesday
32	Time of Incident (Military)	12:12
33	Shift Of Day	DAY
34	Description Of Incident	enterretretret
35	Incident Category	PROPERTY
36	Incident Sub-Category	MISOTHER

Entry Type: PATIENT -SHODAIR Staff (VIEW)

Thank You for Reporting... Your Event Entry Has Been Submitted

My Open Follow Up

[Click Here To Complete Your Follow Up: DEPARTMENT MANAGER / LEADER FOLLOW UP](#)

Additional Incident Info

Add

[Click here to add follow up](#)

IF BEHAVIOR is the Incident Category

Additional Questions asked:

Police Notified?

* Required

Yes No

Prev

Next

Ex: Click Yes Or No To Answer

Person/Patient Secluded?

* Required

Yes No

Prev

Next

Ex: Was Person/Patient Secluded?

Answer Yes Or No To Answer

Restrained?

* Required

Yes No

Prev

Next

Ex: Click Yes Or No To Answer

Patient Aware?

* Required

Yes No

Prev

Next

Ex: Is Patient Aware Of Event?

IF CONSENT is the Incident Category

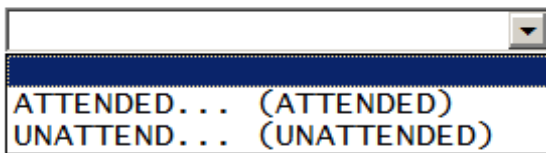
Basic questions display and Injury Type question sets itself to N so user does not need to answer:

INJURY DETAILS		
39	Was An Injury Involved?	N
40	Injury Type (NA)	NA

IF FALL is the Incident Category

Additional questions can display for user to enter more information:

Staff Attended



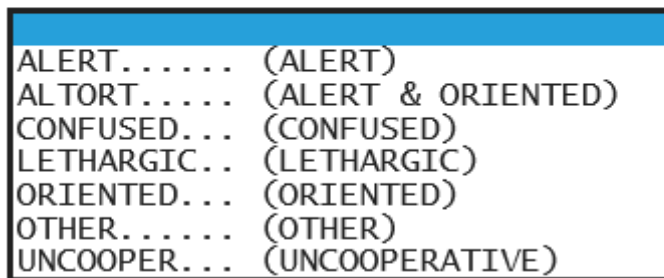
A screenshot of a dropdown menu. The menu is open, showing two options: "ATTENDED... (ATTENDED)" and "UNATTEND... (UNATTENDED)". The first option is highlighted with a blue background. The dropdown arrow is visible on the right side of the menu.

Ex: Select Staff Attendance At Time Of Fall

Select staff attendance details for the Occurrence.

Status Prior To Incident

* Required



A screenshot of a dropdown menu. The menu is open, showing seven options: "ALERT..... (ALERT)", "ALTORT..... (ALERT & ORIENTED)", "CONFUSED... (CONFUSED)", "LETHARGIC.. (LETHARGIC)", "ORIENTED... (ORIENTED)", "OTHER..... (OTHER)", and "UNCOOPER... (UNCOOPERATIVE)". The first option is highlighted with a blue background.

Select Status of the patient prior to the Incident

Restraints

RESTR..... (RESTRAINED)	
UNRESTR.... (NOT RESTRAINED)	
Prev	Next

Ex: Select Restraints

Select restraints in place prior to the Incident

Patient on Fall Precautions?

* Required

Yes No

Prev

Next

Ex: Click Yes or No To Answer

Select Y or N to note if Patient Was On Fall Precautions?

Environmental Factor

ALARMNON...	(ALARM NOT ON)
ALARM.....	(ALARM NOT WORKING)
LIGHINSUF..	(LIGHTING INSUFFICIENT)
NONE.....	(NONE)
OTHER.....	(OTHER)
UNEVSURF...	(UNEVEN SURFACE)
WETSLIP....	(WET/SLIPPER FLOOR)

Select main environmental factor that may have contributed to the fall.

Change Made to Plan of Care?

Yes No

Prev

Next

Clear Response

Ex: Was Change Made to Plan of Care?

Click to answer if a change was made to patient's plan of care

IF MEDICATION is the Incident Category

The Medication Involved questions will be included in the main event entry

Was This A Potential Error?

* Required

Yes No

Prev

Next

Ex: Was This A Potential Error?

Enter Name of Medication Ordered

* Required

Primidone x

Prev

Next

Ex: Enter Name of Medication Ordered

Enter Name Of Medication Given

* Required

ibuprophen x

Prev

Next

Ex: Enter Name Of Medication Given

Route in which Medication was Ordered

SUBLING....	(administered sublingually)
NASAL.....	(Applied nasally)
RECTAL.....	(Applied rectally)
IM.....	(Intramuscular)
ORAL.....	(Oral)
SUBQ.....	(Sub Cutaneous)
TOPICAL....	(Topical application)

Medication Route Given

SUBLING....	(administered sublingually)
NASAL.....	(Applied nasally)
RECTAL.....	(Applied rectally)
IM.....	(Intramuscular)
ORAL.....	(Oral)
SUBQ.....	(Sub Cutaneous)
TOPICAL....	(Topical application)

Time Medication Ordered (Military Time)

 x

Prev

Next

Ex: Enter Time Medication Ordered To Be Given

i.e., 13:30

Dose/Amount Ordered

Prev

Next

Ex: Enter Dose/Amount Ordered (i.e., 100mg)

Dose/Amount Administered

Prev

Next

Ex: Enter Dose/Amount Administered

IF Incident Category selected was MEDICATION, – you can enter additional medications involved, if apply to the right under Additional Event Info “Click Here to add Additional Medication Involved”

IF Incident Category selected was EQUIPMENT – you can enter additional equipment/devices involved, if apply to the right under Additional Event Info “Click Here to add Additional Equipment involved”

ALL Incidents entered will have option for “Click Here to COMPLETE Your Follow Up” which will be used by managers to enter their follow up for the given Incident.

Entry Type: NON PATIENT - SHODAIR Staff (VIEW)

My Open Follow Up
Click Here To Complete Your Follow Up: DEPARTMENT MANAGER / LEADER FOLLOW UP
Additional Incident Info
Follow Up : DEPARTMENT MANAGER / LEADER FOLLOW UP - By: WEB 3801 -SHODAIR TEST - Entered: 03/22/2023
Add
Click Here to add Follow Up

REFER TO Manager Follow Up Section below for How to Document Manager Follow Up

IF Incident is for a NON-PATIENT Entry

If you select NON-PATIENT INCIDENT from “Select Incident Type” drop down, you will be asked some of the same general questions and some different questions, as the patient questions won’t apply:

Type of Person who had the Incident

Type of Person who had the Incident

* Required

EMPLOYEE... (EMPLOYEE)
FAMILY..... (FAMILY)
OTHER..... (OTHER)
PHYSICIAN.. (PHYSICIAN/PROVIDER)
VISITOR.... (VISITOR)

Person Name

Person Name

* Required

Smith, Lucy x

Prev

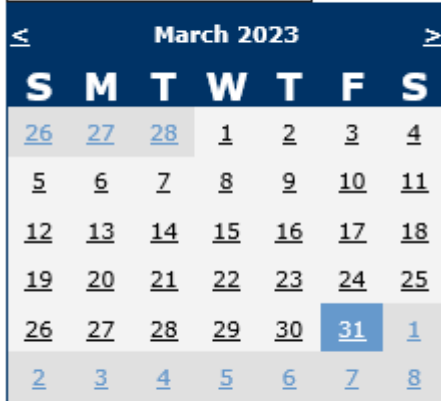
Next

Ex: Enter Person Name (LAST, FIRST)

Date of Incident

Date of Incident

* Required



A calendar for March 2023. The days of the week are S, M, T, W, T, F, S. The dates are arranged in a grid. The date 31 is highlighted in blue.

March 2023						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Prev

Next

Ex: Select Incident Date

Time of Incident

Time of Incident (Military)

* Required

Prev

Next

Ex: Enter Time of Incident (i.e., 23:15)

Description of Incident

Description Of Incident

* Required

Visitor slipped and...

Prev

Next

Ex: Enter detail description of the incident (include any injury)

The Incident Category is filtered to only display the categories that apply to a NonPatient

Incident Category

Incident Category

* Required

BEHAVIOR...	(BEHAVIOR)
FALL.....	(FALLS)
MEDICATION.	(MEDICATION)
OTHER.....	(OTHER EVENTS)
PROPERTY...	(PROPERTY)

Incident Sub Category

Incident Sub-Categ

* Required

DAMCONT....	(DAMAGED CONTACTS)
DAMGLAS....	(DAMAGED GLASSES)
DAMJEW....	(DAMAGED JEWELRY)
DAMOTHER...	(DAMAGED - OTHER)
MISCONT....	(MISSING CONTACTS)
MISGLASS...	(MISSING GLASSES)
MISJEWEL...	(MISSING JEWELRY)
MISMONEY...	(MISSING MONEY)
MISOTHER...	(MISSING - OTHER)
STOLEN.....	(STOLEN PROPERTY)

Respective incident subcategories display based on the Incident category selected (setup for now same filters as in Patient Incident Entry)

Was Person Injured?

Was Person or Patient Injured?

* Required

Yes No

Prev

Next

Ex: Was Person or Patient Injured As A Result Of The Event?

IF Y answered

Injury Type

Injury Type

* Required

ABRASION...	(ABRASION)
BLISTER....	(BLISTER)
BRUISE.....	(BRUISE)
BURN.....	(BURN)
CONTRACTUR.	(CONTRACTURE)
CONTUSION..	(CONTUSION)
CRUSH.....	(CRUSH INJURY)
DAMAGTEET..	(DAMAGED TEETH)
DEATH.....	(DEATH)
DISLOCAT...	(DISLOCATION)
EMOTDISTR..	(EMOTIONAL DISTRESS)
EXACERBATE.	(EXACERBATION OF CONDITION)
FRACTURE...	(FRACTURE)
HEMATOMA...	(HEMATOMA)
HYPERGLYC..	(HYPERGLYCEMIA)
HYPERTEN...	(HYPERTENSION)
HYPOCLYCEM.	(HYPOGLYCEMIA)
HYPOTEN....	(HYPOTENSION)
HYPOTHERM..	(HYPOTHERMIA)
INFECT.....	(INFECTION)
ITCHING....	(ITCHING)
LACERATION.	(LACERATION)
NA.....	(NOT APPLICABLE)
OTHER.....	(OTHER)
PERFORAT...	(PERFORATION)
PUNCWND....	(PUNCTURE WOUND)
RASHHIVE...	(RASH/HIVES)
REDNESS....	(REDNESS)
SKIN.....	(SKIN INJURY)

SKINTEAR...	(SKIN TEAR (NOT SKIN INJURY))
STRSPR.....	(STRAIN/SPRAIN)
SWELLING...	(SWELLING TO AREA)

Select the Injury Sustained as a result of the incident.

Location of Incident

Incident Location

* Required

ADMS.....	(ADMISSION)
3100.....	(ADOLESCENT ACUTE)
3200.....	(ADOLESCENT ACUTE)
BASEMENT...	(BASEMENT)
3900.....	(CHILDREN'S ACUTE)
CLASSROOM..	(CLASSROOM)
COMMONA....	(COMMON AREAS)
COURTYARD..	(COURTYARD/GARDEN)
GENLAB.....	(GENETICS LABORATORY)
GROUNDS....	(GROUNDS)
GROUPHOME..	(GROUP HOME)
GYM.....	(GYM)
1100.....	(HIGH SCHOOL RESIDENTIAL)
1200.....	(HIGH SCHOOL RESIDENTIAL)
HOPECAFE...	(HOPE CAFE)
HOPESPACE..	(HOPE SPACE)
FAMHOUSE...	(JACK CASEY HOME)
KITCHEN....	(KITCHEN)
2100.....	(MIDDLE SCHOOL RESIDENTIAL)
2200.....	(MIDDLE SCHOOL RESIDENTIAL)
OFFGROUNDS.	(OFF GROUNDS)
OTHER.....	(OTHER)
PARKLOT....	(PARKING LOT)
PLAYGROUND.	(PLAYGROUND)
POOL.....	(POOL)
SCHOOL.....	(SCHOOL)
STAIRS.....	(STAIRS)
SURGERY....	(SURGERY)

Exact Location/Room

Prev

Next

Ex: Enter Room #, Bathroom, etc (Limit 10 characters)

Security Notified?

* Required

Yes No

Prev

Next

Ex: Click Yes Or No To Answer

Was CPS/APS Called?

* Required

Yes No

Prev

Next

Ex: Was Child Protective Services/Adult Protective Services Called?

Click Yes Or No To Answer

Police Notified?

* Required

Yes No

Prev

Next

Ex: Click Yes Or No To Answer

Was Person Seen in ED?

* Required

Yes No

Prev

Next

Ex: Was Person Seen In the Emergency Department? (Y/N)

Click Yes Or No To Answer

Reporters details automatically prefill as user who is entering incident

REPORTER DETAILS	
Reported Date	3/31/2023
Reported By Type	USER
Reported/Entered By	WEB3801
Reporter Name	WEB 3801 -SHODAIR TEST
Reported Time	11:29
* Date Incident/Event Rprt Received	3/31/2023

IF BEHAVIOR is the Incident Category Incident Sub-Categ

* Required

ASSAULT....	(ASSAULTIVE-OTHER)
ATTSUICIDE.	(ATTEMPTED SUICIDE-OTHER)
AWOL.....	(AWOL/ELOPEMENT)
BITE.....	(BITE)
CONTRABAND.	(CONTRABAND-MISCELLANEOUS)
INJUNKORIG.	(INJURIES OF UNKNOWN ORIGIN)
OTHER.....	(OTHER)
SUICIDE....	(SUICIDE)

IF FALL is the Incident Category

Incident Sub-Categ

ASSISTED...	(ASSISTED/LOWERED TO FLOOR)
FAINTED...	(FAINTED)
FLOOR.....	(FOUND ON FLOOR)
BED.....	(FROM BED)
COMMODE....	(FROM BEDSIDE COMMODE/TOILET)
CHAIR.....	(FROM CHAIR/WHEELCHAIR)
EXAMTABLE..	(FROM EXAM/XRAY or TABLE/GURNEY)
SHOWER.....	(IN SHOWER)
OTHER.....	(OTHER)
WHILEAMB...	(WHILE AMBULATING / STANDING)

IF PROPERTY is the Incident Category

Incident Sub-Categ

* Required

DAMCONT....	(DAMAGED CONTACTS)
DAMGLAS....	(DAMAGED GLASSES)
DAMJEW....	(DAMAGED JEWELRY)
DAMOTHER...	(DAMAGED - OTHER)
MISCONT....	(MISSING CONTACTS)
MISGLASS...	(MISSING GLASSES)
MISJEWEL...	(MISSING JEWELRY)
MISMONEY...	(MISSING MONEY)
MISOTHER...	(MISSING - OTHER)
STOLEN.....	(STOLEN PROPERTY)

FOLLOW UP Entry

Upon save of any incident, one or more automatic emails are generated to specific department managers/directors as designed by your facility Risk Management team.

The email advises the particular manager that an event/incident has been entered for their area of responsibility. The auto email text example is below:

From: RiskQualHAS@yierrg.com [mailto:RiskQualHAS@yierrg.com]
Sent: Friday, March 3rd, 2023 4:14 PM
To: deptmanagerx@shodair.org
Subject: Follow up and review for Event #: 38012023000001

An Incident has occurred per the details above. You may review it by clicking on the link below and Login to the YES/RiskQual system with your assigned User ID and Password.

What - FALL

When – 03/03/2023

Where – ADOLESCENT ACUTE

Injury - ABRASION

Once you have completed your review of the event details, if you would like to document any follow-up, Click on "Click Here To Enter Follow-Up" to document your follow-up.

THIS IS AN AUTOMATED EMAIL -- DO NOT REPLY -- If you have any questions - Please Contact your Risk Management Department.

Please click [here](#) to login to the YES/RiskQual system.

Thank you

=====

The auto emails above will have a link in the email that will allow supervisor/manager to click on the email link. Upon clicking on the link, the YES Login page will display.

Login to YES, and upon successful login, the system will display the specific Incident on the screen for which the follow up/auto email was generated.

You can review the details of the Incident by reading the details of each question user answered on the grid. If there are additional pages of questions answered – you will see a link at the bottom of the grid [Next Page >](#) - Click on that link to advance to the Next Page. If the link is not enabled, there are no more pages to view.

To Complete & CLOSE Your Assigned Follow up – Under the “My Open Follow Up” section to the right of the grid, click on

[Click Here To Complete Your Follow Up: DEPARTMENT MANAGER / LEADER FOLLOW UP](#)

Completing Follow Up

Upon clicking on the link above to enter follow up, the follow up questions display:

Type Of Follow Up

* Required

CEOREVIEW..	(CEO REVIEW)
MGREVIEW...	(DEPARTMENT MANAGER / LEADER FOLLOW UP)
INITRMREV..	(INITIAL RISK MANAGEMENT REVIEW)
INITUSER...	(INITIAL USER/REPORTER FOLLOW UP)

Initial Reporter Follow Up

If you are the reporter of the incident and would like to enter any follow up you have completed after the incident/event occurred or notes, you can select Initial User/Reporter Follow Up.

Upon selection of Initial Reporter Follow Up, the following questions display:

Select Date of Follow Up/Entry

* Required

3/31/2023 x

March 2023						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Prev

Next

Ex: Select Date of Follow Up/Entry

Review/Follow-Up Description

* Required

Prev


Next

Ex: Description of the Initial Reporter Review of this issue/event

***DO NOT INCLUDE Special Characters in the description such as Greater Than or Less Than Symbols

At the end of the follow up questions, the system prompts you to review the entry and SAVE to save the follow up.

Preview your work prior to saving by clicking on PrevPage. Click SAVE at the top left corner when ready to SAVE your Additional Entry.

Click  to save the follow up and return to the main event entry.

Thank You for Reporting.. Your Event Entry Has Been Submitted

My Open Follow Up
Additional Incident Info
Follow Up : INITIAL USER/REPORTER FOLLOW UP - By: WEB 3801 -SHODAIR TEST - Entered: 04/04/2023
Add
Click Here to add Follow Up

The follow up entry is displayed in the Follow Up section on the main event screen and can be viewed by any other manager/supervisor, etc., with access to search for existing events. Data can be viewed only, cannot be changed.

Enter Dept Manager Follow Up Details

[Click Here To Complete Your Follow Up: DEPARTMENT MANAGER / LEADER FOLLOW UP - WKN0033635](#)

Follow Up Date

Select Date of Follow Up/Entry

* Required

March 2023						
S	M	T	W	T	F	S
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Prev

Next

Ex: Select Date of Follow Up/Entry

Select Date the follow up was performed. The system defaults to “today’s date” so you can Click NEXT if Today’s Date is correct or click on the date follow up was completed on the calendar.

Review/Follow-Up Description

* Required

This is my department manager follow up, this and that....|

Prev

Next

Ex: Description of the dept manager's review of this issue/event

Enter a detailed description of the follow up you performed and click NEXT to continue.

Primary Cause of Incident

Select Primary Cause

BEHAVIOR... (BEHAVIORAL ISSUE)
LOOK/SOUND. (BRAND/GENETIC NAME LOOK ALIKE OR SOUND ALIKE)
CALCULATE.. (CALCULATION ERROR)
COMMUNICAT. (COMMUNICATION ISSUE)
COMPLIC.... (COMPLICATION)
CONTRAINDI. (CONTRAINDICATED)
CPOEINC.... (CPOE INCORRECT ENTRY)
EDUTRAIN... (EDUCATION/TRAINING)
ENVIRONMEN. (ENVIRONMENTAL FACTOR)
EQUIPFAIL.. (EQUIPMENT FAILURE)
HANDWR..... (HANDWRITTEN ENTRY)
IDSCAN..... (ID NOT SCANNED)
IMPRPROC... (IMPROPERLY PERFORMED PROCEDURE/TREATMENT/SPECIMEN)
MEDSCAN.... (MED NOT SCANNED)
MEDCOND.... (MEDICAL CONDITION)
MEEXPIRED. (Medication Expired)
NONFORMULA. (NON FORMULARY DRUG)
NOTLEGIBLE. (NOT LEGIBLE)
ORDERNCL... (ORDERS NOT CLEAR)
ORDERNFOL.. (ORDERS NOT FOLLOWED)
ORDPROC.... (ORDERS NOT PROCESSED PROPERLY)
ORDEREMR... (ORDERS/EMR NOT UPDATED)
OTHER..... (OTHER)
PATUNCOO... (PATIENT UNCOOPERATIVE)
POLPROCIN.. (POLICY/PROCEDURE INADEQUATE)
POLPROCINC. (POLICY/PROCEDURE INCORRECT)
POLPROC.... (POLICY/PROCEDURE NOT FOLLOWED)
RECONCILE.. (RECONCILIATION (i.e., ADMISSION, D/C, TRANSITION))
SOFTWARE... (SOFTWARE ISSUE)

STAFFACUI.. (STAFF/ACUITY) ^
UNKNOWN.... (UNKNOWN) v
LABELING... (UNLABELED/MISLABELED)

Select the primary cause for the incident from the dropdown.

Secondary Cause of Incident

Select Secondary Cause

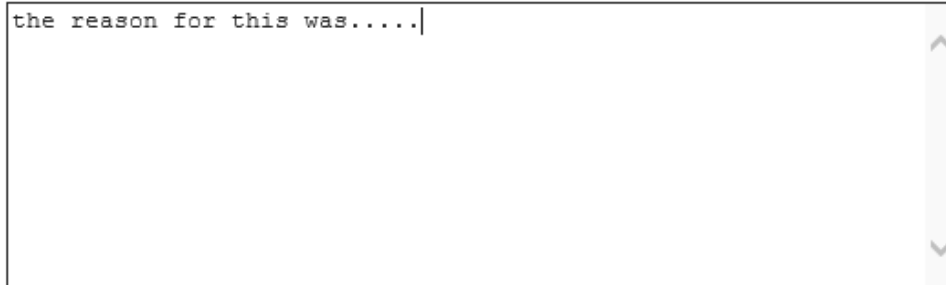
BEHAVIOR... (BEHAVIORAL ISSUE) ^
LOOK/SOUND. (BRAND/GENETIC NAME LOOK ALIKE OR SOUND ALIKE)
CALCULATE.. (CALCULATION ERROR)
COMMUNICAT. (COMMUNICATION ISSUE)
COMPLIC.... (COMPLICATION)
CONTRAINDI. (CONTRAINDICATED)
CPOEINC.... (CPOE INCORRECT ENTRY)
EDUTRAIN... (EDUCATION/TRAINING)
ENVIRONMEN. (ENVIRONMENTAL FACTOR)
EQUIPFAIL.. (EQUIPMENT FAILURE)
HANDWR..... (HANDWRITTEN ENTRY)
IDSCAN..... (ID NOT SCANNED)
IMPRPROC... (IMPROPERLY PERFORMED PROCEDURE/TREATMENT/SPECIMEN)
MEDSCAN.... (MED NOT SCANNED)
MEDCOND.... (MEDICAL CONDITION)
MEDEXPIRED. (Medication Expired)
NONFORMULA. (NON FORMULARY DRUG)
NOTLEGIBLE. (NOT LEGIBLE)
ORDERNCL... (ORDERS NOT CLEAR)
ORDERNFOL.. (ORDERS NOT FOLLOWED)
ORDPROC.... (ORDERS NOT PROCESSED PROPERLY)
ORDEREMR... (ORDERS/EMR NOT UPDATED)
OTHER..... (OTHER)
PATUNCOO... (PATIENT UNCOOPERATIVE)
POLPROCIN.. (POLICY/PROCEDURE INADEQUATE)
POLPROCINC. (POLICY/PROCEDURE INCORRECT)
POLPROC.... (POLICY/PROCEDURE NOT FOLLOWED)
RECONCILE.. (RECONCILIATION (i.e., ADMISSION, D/C, TRANSITION)) v
SOFTWARE... (SOFTWARE ISSUE)

STAFFACUI.. (STAFF/ACUITY) v
UNKNOWN.... (UNKNOWN) v
LABELING... (UNLABELED/MISLABELED)

Description of Causes/Factors

Enter Description of Additional Causes/Factors

* Required



Prev

Next

Ex: Enter general description of additional causes you feel led to this Issue/Event

***DO NOT INCLUDE Special Characters in the description such as Greater Than or Less Than Symbols

Primary Action Taken to Date

Select Primary Action Taken To Date

DISCONSRV..	(DISCONTINUED SERVICES)
EDUCTRAIN..	(EDUCATIONAL TRAINING)
NOACTION..	(NO ADDITIONAL ACTION REQUIRED)
NOTRESPASS.	(NO TRESPASS PLACED ON INDIVIDUAL)
PHYSNOTIF..	(PHYSICIAN NOTIFIED WITH RESOLUTION)
CHGPLANCAR.	(PLAN OF CARE CHANGE)
POLPROC....	(POLICY & PROCEDURE CHANGE)
PREVREV....	(PREVIOUSLY REVIEWED/COMPLETED)
PROCESS....	(PROCESS IMPROVEMENT INITIATED)
REVSTAFMTG.	(REVIEWED AT STAFF MEETING)
SELFEVAL...	(SELF-EVALUATION REQUESTED)
SENIORLEAD.	(SENIOR LEADER NOTIFIED)
MEDEVAL....	(SENT FOR FURTHER MEDICAL EVALUATION)
STAFFCOUNS.	(STAFF COUNSELED)

Date of Initial Action

Select Date Initial Action Was Taken



A calendar interface for March 2023. The days of the week are labeled S, M, T, W, T, F, S. The date 31 is highlighted in blue. The calendar shows dates from 26 to 8.

Prev

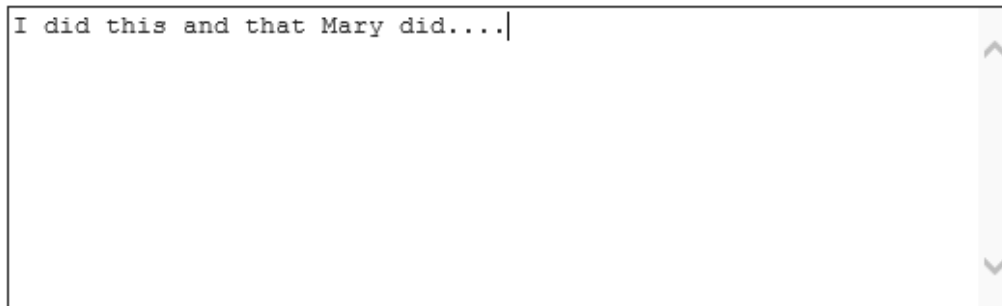
Next

Ex: Date action was taken regarding this Issue/Event

Description of Action(s) Taken

Enter Desc of Additional Actions Taken To Date

* Required



A text input field containing the text "I did this and that Mary did....". The field has a vertical scrollbar on the right side.

Prev

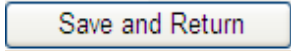
Next

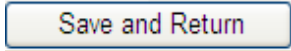
Ex: Enter Desc of Additional Actions Taken To Date regarding this Issue/Event

***DO NOT INCLUDE Special Characters in the description such as Greater Than or Less Than Symbols

The system will prompt you to preview your entry to ensure it is accurate and click SAVE at top left corner of the grid to save your follow up:

Preview your work prior to saving by clicking on PrevPage. Click SAVE at the top left corner when ready to SAVE your Additional Entry.

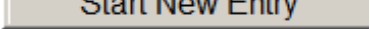


Click  to save your follow up entry. The system will save your follow up and return you to the main entry screen.


Follow Up : DEPARTMENT MANAGER FOLLOW UP - By: WEB 3801 PROFILE - Entered: 04/18/2016

Your department manager follows up entry is displayed on the View section and can be viewed by any other manager that has access to the incident/event.



Click  to return to the main screen and enter an Incident.



Click  the X on the upper right corner of your screen to EXIT the system.

Completing All Open Follow Ups

If you have additional events/incidents or complaints that are assigned to you for Follow Up, for which you would have also received individual emails, you will see a listing of Open Follow Ups when you click on CANCEL or Start New Entry from any Incident or Complaint screen.

It will display a grid showing you the list of Open Follow Ups assigned to you as of today:

(**IF you are a department manager, and do not see this option below, you are not assigned to receive Open Follow Up queue. Contact your Hospital Risk Manager to advise them **).

[View Reference Docs](#)

My Open Follow Up

Open Follow Ups/Tasks List Assigned To: WEB 3801 PROFILE

	Follow Up Number	Owner Number	Module	Follow Up Due	Created Date	Patient/Person Name	Follow Up Task	Category	Code	Dept	Location
View	WKN0033633	38012019000001	Incident	06/11/2019	06/11/2019	PATIENT, TESTING	DEPARTMENT MANAGER FOLLOW UP	PROPERTY	DAMGLAS	COMMONA	
View	WKN0033384	38012016000005	Incident	12/08/2016	12/08/2016	Visitor, Joe	DEPARTMENT MANAGER FOLLOW UP	FALL	COMMODE	HALLWAY	
View	WKN0033167	38012016000001	Incident	04/18/2016	04/18/2016	PATIENT, TESTING	DEPARTMENT MANAGER FOLLOW UP	FALL	OTHER	RECTHERAPY	

The grid shows the following information:

Follow Up Number	Owner Number	Module	Follow Up Due	Created Date	Patient/Person Name	Follow Up Task	Category	Code	Dept	Location
------------------	--------------	--------	---------------	--------------	---------------------	----------------	----------	------	------	----------

Name of user who's logged in for which open follow ups exist.

Module for which the follow up was assigned (i.e., Incident or Pt Relations (Complaints))

Follow Up Due Date – date the follow up was assigned to the user (same date event or complaint was entered)

Created date – date the follow up entry was assigned to the user

Patient/Person Name – name of the patient or person involved in the event or complaint to be followed up

Follow Up task – description of the follow up to be done by the user

Category – Category of the event or complaint for which the follow up was assigned (i.e., Incident Category, Complaint Category, etc.)

Code – Sub code of the event or complaint for which the follow up was assigned

Dept – Department involved in the event or complaint for which the follow up was assigned (Some YSTONE facilities will not have any value in this column as it is not used – Location is used as main department identifier)


Location – Location involved in the event or complaint for which the follow up was assigned

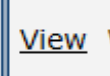
Open Follow Up Grid Options

Sort – The default sort order is by Follow Up Date in Descending Order (latest follow ups showing at the top).

User can click on the title of any column to sort all Open Follow Ups by that column (i.e., Inc Category)

Select from My Open Follow Up List to Complete

Click VIEW link  in front of any Open Follow up task to open the event or complaint associated with that follow up task assigned to you.

Upon clicking View in front of any record on the Open Follow Up grid , the particular record displays:

My Open Follow Up
Click here to complete follow up : DEPARTMENT MANAGER FOLLOW UP - WKN0033167

My Open Follow Ups

This section will display at the top right corner of the Event screen under the heading “My Open Follow Up”

A link noted as “**Click here to complete follow up: DEPARTMENT MANAGER FOLLOW UP**” will display as per below

My Open Follow Up
Click here to complete follow up : DEPARTMENT MANAGER FOLLOW UP - WKN0033076

Follow same instructions as above for documenting your follow up & closing it.

Click [Start New Entry](#) to return to the main screen and enter an Incident or To view the rest, if any, of your Open Follow Ups and complete them.

The My Open Follow Up grid will refresh itself for NEW follow ups assigned to you while you are logged into the same session in YES.

REPORTS Option

Certain managers or supervisors may be given access to run reports showing Incident data for their particular areas. This option will be designated to you by your Risk/Quality Management team.

If you should be able to run reports and do not see the REPORTS button option on the main screen, contact your risk/quality management department administrators.

Running Reports

To run reports, click on the REPORTS button from the main screen.

The reports screen will display:

The screenshot shows a web interface titled "Reports" with a dark blue header. Below the header are three columns: "Select Module" with "Incident" selected, "Select Report" with "Category by Month" selected, and "Select Facility" with "38-01--SHODAIR CHILDREN'S HOSPITAL" selected. Below these columns are two checkboxes: "Add Category/Injury/Cause/Sev Filter?" and "Add Dept/Site, Unit/Svc or Location Filter?". Further down are input fields for "Person Type:" (a dropdown menu), "Select Beginning Date:", "Select Ending Date:", and "Subtitle:". There are also two checkboxes: "Include Near Misses?". At the bottom are "Retrieve" and "Print" buttons, and a footer that reads "** CONFIDENTIAL and PROTECTED **".

Select Module – Displays the modules within the HAS system for which you have access to run reports. This is managed by your security settings within the system administered by your system administrator.

Select Report – Once you select a Module, click to select a Report to run

- Category by Month – Displays a graph and comparison report grid showing Categories by Month for the respective module selected .
- Sub Categ by Month – Displays a graph and comparison report grid showing Categories & their Sub Categories by Month for the respective module selected.

- Dept/Site by Month – Displays a graph and comparison report grid showing Department where Incident Occurred by Month. **This is NOT utilized by your facility. Location/Dept where an incident occurred are in Location.**
- Location by Month – Displays a graph and comparison report grid showing Location where Incident by Month
- Unit/Svc by Month – Displays a graph and comparison report grid showing Unit/Service related to the respective module selected (Incident or Patient Relations). **This is NOT utilized by your facility**
- Facility by Month – Displays a graph and comparison report showing all incidents for your facility as a summary/count of all events at the facility level.
- Falls by Type – Displays a graph and comparison report grid showing Fall category Incidents by Sub Type of Fall by Month
- Med Variances by Type – Displays a graph and comparison report grid showing Medication Variances by Sub Type by Month.
- ADRs by Type – Displays a graph and comparison report grid showing Adverse Drug Reactions/Events by Sub Type by Month.
- Event Details – Displays a listing of incidents for the respective filters (detailed below). You can export the list to MS Excel as needed. *The EXPORT To Excel is an optional choice and is driven by security assigned to you to have ability to Export. If you need to Export to Excel and do not see the button – contact your Risk/Quality Management admin user.*

Select Facility – Select the facility for the report.

To Multi select facilities - If you have multiple facilities assigned for any reason, you can select more than one for the 1 report if you wish by clicking the first one, click Shift and click the next one to multi select.

Upon selecting a specific report (i.e., Category by Month), selecting the facility, you can further select an additional Filter to run the report or a Date Range for all.

Beginning Date – Click to display the Calendar and select the beginning date range for your report. This date range refers to Incident Date.

You can also manually type the beginning date (i.e., 08/01/2022):

Select Beginning Date:

Subtitle: **September 2022**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Ending Date – Click to display the Calendar and select the ending Incident date range for your report. You can also manually type the ending date (i.e., 08/31/2022)

Select Ending Date:

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sub Title – You can enter a sub title to describe the filters you entered for the report if you wish so that the reader will know what specific information is included in the report

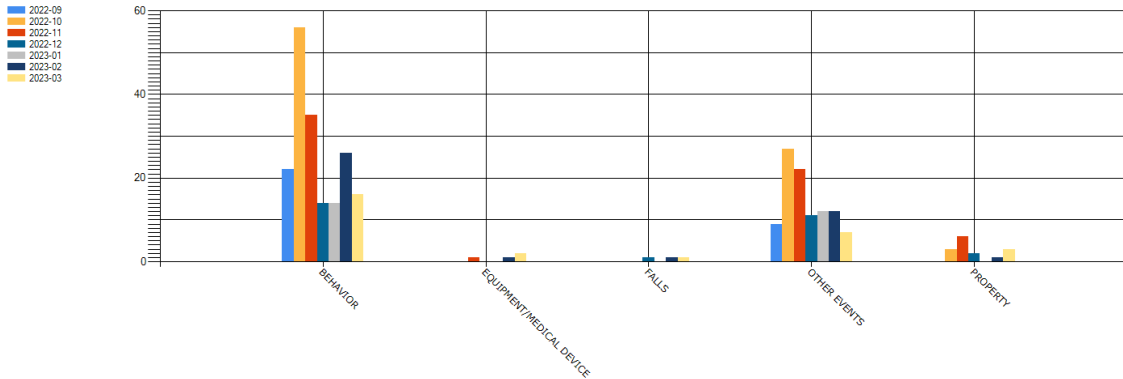
Subtitle:

Retrieve

Click Retrieve button to retrieve the report per the facility and date range entered:

Category by Month

Security Filter: None
38-01-SHODAIR CHILDREN'S HOSPITAL
Incident Date: 9/16/2022 - 4/6/2023



INCIDENT CATEGORY	2022-09	2022-10	2022-11	2022-12	2023-01	2023-02	2023-03	Total
BEHAVIOR	22	56	35	14	14	26	16	183
EQUIPMENT/MEDICAL DEVICE	0	0	1	0	0	1	2	4
FALLS	0	0	0	1	0	1	1	3
OTHER EVENTS	9	27	22	11	12	12	7	100
PROPERTY	0	3	6	2	0	1	3	15
Total	31	86	64	28	26	41	29	305

Depending on the report you select and the filters you select, the data will display accordingly.

Add Category, Injury/Cause/Sev Filter

You can add additional filters besides the date range and facility to your report as needed using

Add Category/Injury/Cause/Sev Filter?

this filter section:

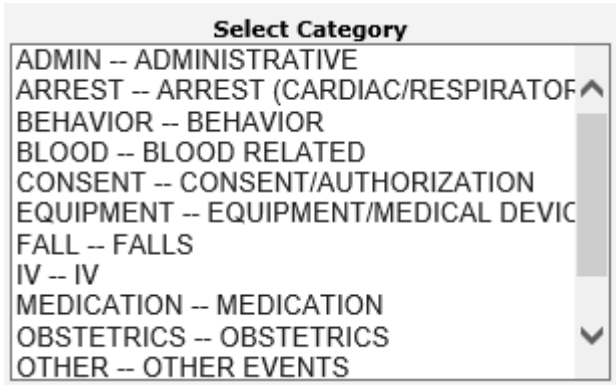
Click on the checkbox to display the respective filters:

Add Category/Injury/Cause/Sev Filter?

Select Category	Select Injury	Select Cause
ADMIN -- ADMINISTRATIVE ARREST -- ARREST (CARDIAC/RESPIRATOR) BEHAVIOR -- BEHAVIOR BLOOD -- BLOOD RELATED CONSENT -- CONSENT/AUTHORIZATION EQUIPMENT -- EQUIPMENT/MEDICAL DEVICE FALL -- FALLS IV -- IV MEDICATION -- MEDICATION OBSTETRICS -- OBSTETRICS OTHER -- OTHER EVENTS	ABRASION -- ABRASION ALTEREDSTA -- ALTERED STATE (OXYGEN) AMPUTATION -- AMPUTATION (IF REMOVAL) BLISTER -- BLISTER BOWELPERF -- BOWEL PERFORATED BRUISE -- BRUISE BURN -- BURN CARDRESP -- CARDIAC/RESPIRATORY ARR COMPARSYND -- COMPARTMENT SYNDROME CONTRACTUR -- CONTRACTURE CONTUSION -- CONTUSION	BEHAVIOR -- BEHAVIORAL ISSUE LOOK/SOUND -- BRAND/GENETIC NAME LOOK/SOUND CALCULATE -- CALCULATION ERROR COMMUNICAT -- COMMUNICATION ISSUE COMPLIC -- COMPLICATION CONTRAINDI -- CONTRAINDICATED CPOEINC -- CPOE INCORRECT ENTRY EDUTRAIN -- EDUCATION/TRAINING ENVIRONMEN -- ENVIRONMENTAL FACTOR EQUIPFAIL -- EQUIPMENT FAILURE HANDWR -- HANDWRITTEN ENTRY
Select Severity	Select Outcome	Select Type
A -- A-Near miss/did not reach the patient (omission) B -- B-Occurrence reached the patient but did not require intervention C -- C-Occurrence reached the patient and required intervention D -- D-Occurrence may have contributed to or resulted in patient harm E -- E-Occurrence may have contributed to or resulted in patient harm F -- F-Occurrence may have contributed to or resulted in patient harm G -- G-Occurrence required intervention to sustain patient life H -- H-Occurrence may have contributed to or resulted in patient harm I -- I-Unknown origin NONPAT -- Non Patient Event	EXP -- DEATH EXTPATCAR -- EXTENDED PATIENT CARE LPATCAR -- LOW IMPACT ON PATIENT CARE NPATCAR -- NO IMPACT ON PATIENT CARE	ACUTE -- ACUTE CANCERCNTR -- CANCER CENTER PATIENT CATHCART -- CATH CART CLINIC -- CLINIC PATIENT CCU -- CRITICAL CARE EMTALA -- EMTALA patient ER -- ER PATIENT HOMEHEAL -- HOME HEALTH PATIENT HOSPICE -- HOSPICE PATIENT INPAT -- INPATIENT INTSWING -- INTERM SWINGBED

Category Filter

Displays the active Categories available. A listing displays of the respective active codes available:



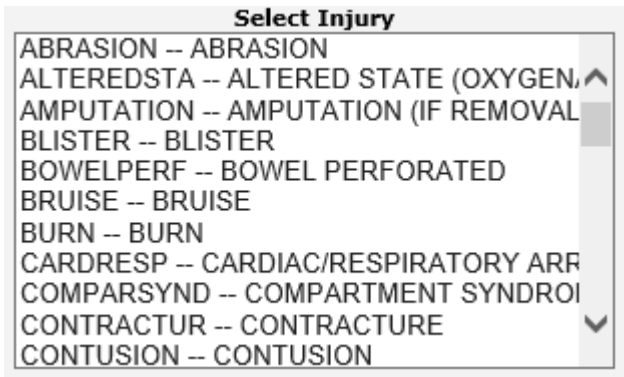
Select the Category to filter your report by.

To blank the Category selected and pick a different one, click on the Blank row at the top.

MULTI SELECT – To Multi-select in above drop down, single click on first option, click SHIFT Key and single click on next option, etc. It will highlight the options you selected and add them to the filter for extracting the data.

Injury

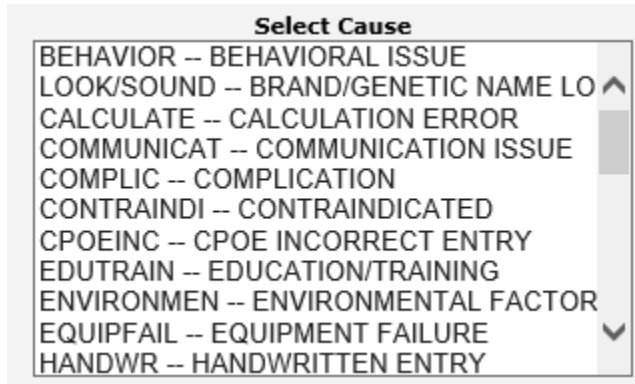
Displays the active Injury Types available within the module you selected (i.e., Incident or Complaint/Grievance). This list mostly applies to Incidents as with Complaints/Grievances, injury is not mostly noted. A listing of the codes available displays:



Add an Injury filter by clicking on the respective value.

MULTI SELECT – To Multi-select in above drop down, single click on first option, click SHIFT Key and single click on next option, etc. It will highlight the options you selected and add them to the filter for extracting the data.

Cause

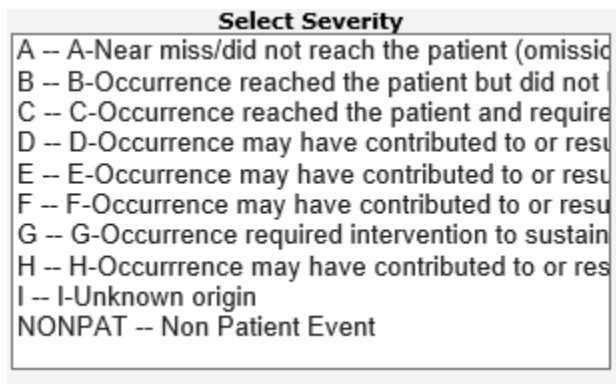


Click to display the active Causes available within the module you selected. This will only yield results if your Risk/Quality Management team has assigned causes to the incidents when reviewed. A listing of the codes available displays:

There are no current causes available for your facility.

Severity

Click to display the active overall Risk Severity assigned to the particular records within the module you selected (i.e., Incident – Risk Severity).



MULTI SELECT – To Multi-select in above drop down, single click on first option, click SHIFT Key and single click on next option, etc. It will highlight the options you selected and add them to the filter for extracting the data.

NOTE – Every filter you pick (Facility, Date Range, Category, Injury, Severity, Cause, Outcome) will further drilling down on your data result/output and adding many filters may not display data if ALL conditions are not met.

Add Dept, Unit/Svc or Location Filter

You can add additional filters besides the date range and facility to your report as needed using this filter section:

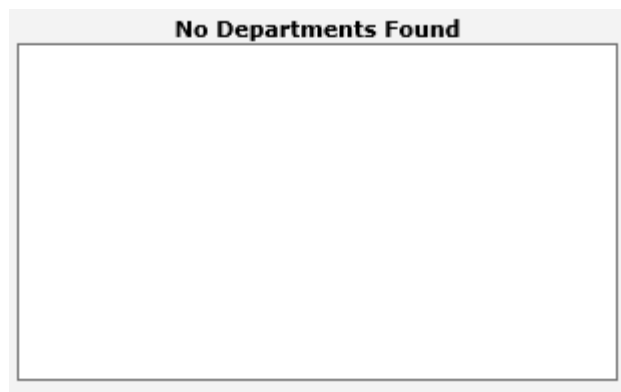
Add Dept, Unit or Location Filter?

Click on the filter to display the active lists of Departments, Patient Units or Incident Locations.

Department

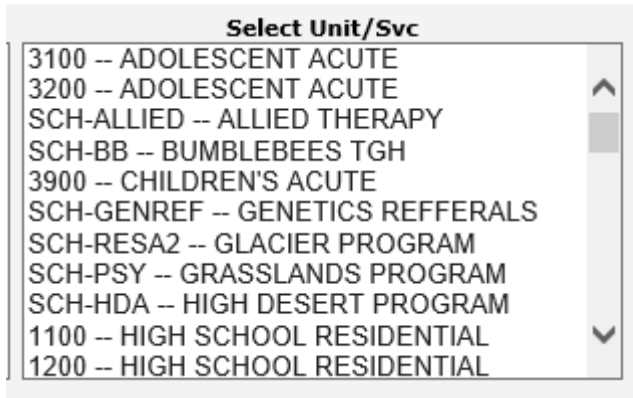
This is NOT applicable to your facility. Location filter is where your location of incidents are for queries and UNIT is where your Patient Units are for filtering patient unit related incidents.

A listing displays of the respective active codes available:



Units

Click to select Patient Units (related to the incident).

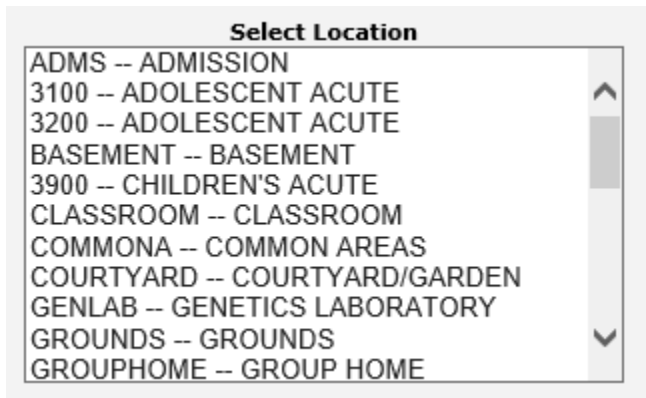


Click to select a Patient Unit to filter the output of the report related to specific patient unit.

Multi Select – Click SHIFT and Click next unit for multi selecting units for your filter/query

Location

Click to select a Location or SHIFT Click to continue selecting multiple locations for your report output.



MULTI SELECT – To Multi-select in above drop down, single click on first option, click SHIFT Key and single click on next option, etc. It will highlight the options you selected and add them to the filter for extracting the data.

See examples below:

Report: Sub Categories by Month - Filter: Category FALL

Click to retrieve your report with filters and dates:

Select Module

Incident

Select Report

Category by Month
Sub Categ by Month
 Dept/Site by Month
 Location by Month
 Unit/Svc by Month
 Facility by Month
 Falls by Type
 Med Variances by Type
 ADRs by Type
 Event Details

Select Facility

38-01--SHODAIR CHILDREN'S HOSPITAL

Add Category/Injury/Cause/Sev Filter?

Select Category

ADMIN -- ADMINISTRATIVE
 ARREST -- ARREST (CARDIAC/RESPIRATOR)
 BEHAVIOR -- BEHAVIOR
 BLOOD -- BLOOD RELATED
 CONSENT -- CONSENT/AUTHORIZATION
 EQUIPMENT -- EQUIPMENT/MEDICAL DEVICE
FALL -- FALLS
 IV -- IV
 MEDICATION -- MEDICATION
 OBSTETRICS -- OBSTETRICS
 OTHER -- OTHER EVENTS

Select Injury

ABRASION -- ABRASION
 ALTEREDSTA -- ALTERED STATE (OXYGEN)
 AMPUTATION -- AMPUTATION (IF REMOVAL)
 BLISTER -- BLISTER
 BOWELPERF -- BOWEL PERFORATED
 BRUISE -- BRUISE
 BURN -- BURN
 CARDRESP -- CARDIAC/RESPIRATORY ARR
 COMPARSYND -- COMPARTMENT SYNDROI
 CONTRACTUR -- CONTRACTURE
 CONTUSION -- CONTUSION

Select Cause

BEHAVIOR -- BEHAVIORAL ISSUE
 LOOK/SOUND -- BRAND/GENETIC NAME LO
 CALCULATE -- CALCULATION ERROR
 COMMUNICAT -- COMMUNICATION ISSUE
 COMPLIC -- COMPLICATION
 CONTRAINDI -- CONTRAINDICATED
 CPOEINC -- CPOE INCORRECT ENTRY
 EDUTRAIN -- EDUCATION/TRAINING
 ENVIRONMEN -- ENVIRONMENTAL FACTOR
 EQUIPFAIL -- EQUIPMENT FAILURE
 HANDWR -- HANDWRITTEN ENTRY

Select Severity

A -- A-Near miss/did not reach the patient (omissio
 B -- B-Occurrence reached the patient but did not
 C -- C-Occurrence reached the patient and require
 D -- D-Occurrence may have contributed to or resu
 E -- E-Occurrence may have contributed to or resu
 F -- F-Occurrence may have contributed to or resu
 G -- G-Occurrence required intervention to sustain
 H -- H-Occurrence may have contributed to or resu
 I -- I-Unknown origin
 NONPAT -- Non Patient Event

Select Outcome

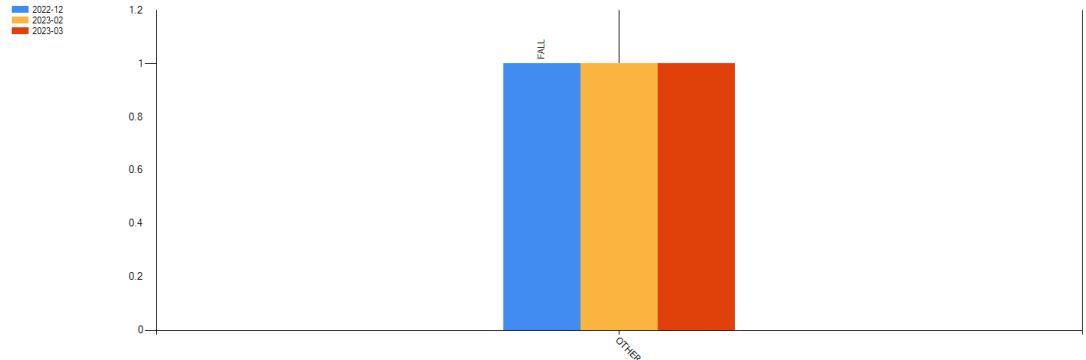
EXP -- DEATH
 EXTPATCAR -- EXTENDED PATIENT CARE
 LPATCAR -- LOW IMPACT ON PATIENT CARE
 NPATCAR -- NO IMPACT ON PATIENT CARE

Select Type

ACUTE -- ACUTE
 CANCERCNTR -- CANCER CENTER PATIEN
 CATHCART -- CATH CART
 CLINIC -- CLINIC PATIENT
 CCU -- CRITICAL CARE
 EMTALA -- EMTALA patient
 ER -- ER PATIENT
 HOMEHEAL -- HOME HEALTH PATIENT
 HOSPICE -- HOSPICE PATIENT
 INPAT -- INPATIENT
 INTSWING -- INTERM SWINGBED

Sub Categ by Month

Security Filter: None
 38-01--SHODAIR CHILDREN'S HOSPITAL
 Incident Date: 9/16/2022 - 4/6/2023



INCIDENT CATEGORY	INCIDENT SUB CATEGORY	2022-12	2023-02	2023-03	Total
FALL	OTHER	1	1	1	3
	Total	1	1	1	3

Above example shows Sub Categories by Month report for Category = FALL for Beginning/Ending Date range selected.

You can combine reports with respective filters accordingly to obtain the desired data you want to display.

Person Type Filter – You can click on Person Type to further filter the data by person type (i.e., FALLS – PATIENT – for specific date range).

Include Near Miss? – You can click on this checkbox to include NEAR MISS incidents in your counts/result.

Additional Filters – USER Specific

If you have specific filters added to your security settings (ie., your locations only or a specific event /incident category, etc. – your Additional Filters will be displayed in the sub title of the graph). This will allow you to know if in addition to the filters you noted in the report screen above, if you have any other sub filters automatically assigned to obtain the output on the report due to your limitation on your security.

It will display in the title of the graph as below:

Security Filter: None
38-01--SHODAIR CHILDREN'S HOSPITAL
Incident Date: 9/16/2022 - 4/6/2023

Above example shows the user who ran the report does NOT have any additional security filters. If you do have security filters, it will display accordingly (i.e., Location: Adolescent Aute, etc).

IF you do not see the correct number/counts of data that you expect, please check with your HAS Administrator or RiskQual Support – support@riskqual.com for assistance.

Event Details

This reports provide a detail/log of each incident. It can also be run with any of the above noted filter combinations and a date range.

Select Event Details and add any filters as needed as example below:

Reports

<p>Select Module</p> <p>Incident</p>	<p>Select Report</p> <p>Category by Month Sub Categ by Month Dept/Site by Month Location by Month Unit/Svc by Month Facility by Month Falls by Type Med Variances by Type ADRs by Type Event Details</p>	<p>Select Facility</p> <p>38-01--SHODAIR CHILDREN'S HOSPITAL</p>
<input checked="" type="checkbox"/> Add Category/Injury/Cause/Sev Filter?		
<p>Select Category</p> <p>ADMIN -- ADMINISTRATIVE ARREST -- ARREST (CARDIAC/RESPIRATOF BEHAVIOR -- BEHAVIOR BLOOD -- BLOOD RELATED CONSENT -- CONSENT/AUTHORIZATION EQUIPMENT -- EQUIPMENT/MEDICAL DEVIC FALL -- FALLS IV -- IV MEDICATION -- MEDICATION OBSTETRICS -- OBSTETRICS OTHER -- OTHER EVENTS</p>	<p>Select Injury</p> <p>ABRASION -- ABRASION ALTEREDSTA -- ALTERED STATE (OXYGEN/ AMPUTATION -- AMPUTATION (IF REMOVAL BLISTER -- BLISTER BOWELPERF -- BOWEL PERFORATED BRUISE -- BRUISE BURN -- BURN CARDRESP -- CARDIAC/RESPIRATORY ARR COMPARSYND -- COMPARTMENT SYNDROI CONTRACTUR -- CONTRACTURE CONTUSION -- CONTUSION</p>	<p>Select Cause</p> <p>BEHAVIOR -- BEHAVIORAL ISSUE LOOK/SOUND -- BRAND/GENETIC NAME LO CALCULATE -- CALCULATION ERROR COMMUNICAT -- COMMUNICATION ISSUE COMPLIC -- COMPLICATION CONTRAIINDI -- CONTRAINDICATED CPOEINC -- CPOE INCORRECT ENTRY EDUTRAIN -- EDUCATION/TRAINING ENVIRONMEN -- ENVIRONMENTAL FACTOR EQUIPFAIL -- EQUIPMENT FAILURE HANDWR -- HANDWRITTEN ENTRY</p>
<p>Select Severity</p> <p>A -- A-Near miss/did not reach the patient (omissid B -- B-Occurrence reached the patient but did not C -- C-Occurrence reached the patient and require D -- D-Occurrence may have contributed to or resu E -- E-Occurrence may have contributed to or resu F -- F-Occurrence may have contributed to or resu G -- G-Occurrence required intervention to sustain H -- H-Occurrence may have contributed to or res I -- I-Unknown origin NONPAT -- Non Patient Event</p>	<p>Select Outcome</p> <p>EXP -- DEATH EXTPATCAR -- EXTENDED PATIENT CARE LPATCAR -- LOW IMPACT ON PATIENT CARE NPATCAR -- NO IMPACT ON PATIENT CARE</p>	<p>Select Type</p> <p>ACUTE -- ACUTE CANCERCNTR -- CANCER CENTER PATIEN CATHCART -- CATH CART CLINIC -- CLINIC PATIENT CCU -- CRITICAL CARE EMTALA -- EMTALA patient ER -- ER PATIENT HOMEHEAL -- HOME HEALTH PATIENT HOSPICE -- HOSPICE PATIENT INPAT -- INPATIENT INTSWING -- INTERM SWINGBED</p>

Person Type: PATIENT -- PATIENT **Include Near Misses?**
Select Beginning Date: 08/09/2021 **Select Ending Date:** 04/05/2023
Subtitle: _____

**** CONFIDENTIAL and PROTECTED ****

Above filter would display a list of incidents that are Category Fall and for Patients within that time range above.

Results:

4 Record(s) found

Incident Number	Person Type	Person Name	Med Rec Number	Admit ID/Number	Incident Date	Incident Time	Dept	Dept Rept Error	Unit/Wing	Location	Incident Category	Incident Sub Category	Injury Type
38012022000449	PATIENT	Cambell-Adams, Analiese	60010738951	10465476650	12/19/2022	01:13			SCH-PSY - GRASSLANDS PROGRAM	OTHER - OTHER	FALL - FALLS	OTHER - OTHER	FRACTURE - FRACTURE
38012022000545	PATIENT	Holland, James S	60002323285	10412272425	04/11/2022	09:50			SCH-RESA2 - GLACIER PROGRAM	OTHER - OTHER	FALL - FALLS	OTHER - OTHER	NONE - NONE
38012023000067	PATIENT	Jorgenson, Elizabeth	60011206068	10481633736	02/28/2023	23:00			3100 - ADOLESCENT ACUTE	3100 - ADOLESCENT ACUTE	FALL - FALLS	OTHER - OTHER	NONE - NONE
38012023000074	PATIENT	McNair, Leigha	60011233971	10484748194	03/06/2023	20:25			3900 - CHILDREN'S ACUTE	3900 - CHILDREN'S ACUTE	FALL - FALLS	OTHER - OTHER	OTHER - OTHER

SORT – You can Click on any column header to sort Descending or again by Ascending order by that column.

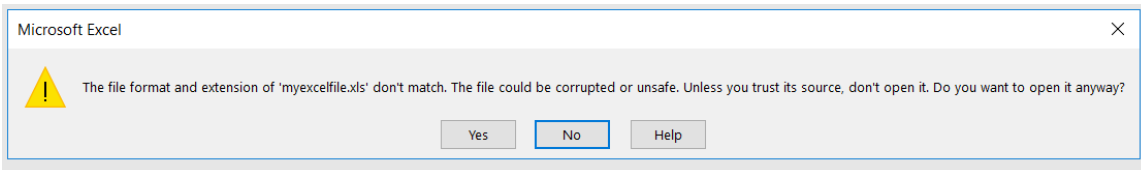
EXPORT TO EXCEL – You can click on Export to Excel button to export the list to Excel.

Export To Excel

Click Export to Excel button to export the list to MS Excel.

IF YOU DO NOT SEE the Export to Excel button – that means you do not have rights to export to excel. Contact your administrator/risk manager to provide you with that access.

Upon Clicking Export to Excel button - You may receive a warning message to ensure the data can be exported.



Click YES to continue to Excel.

The event details grid will be displayed in MS Excel:

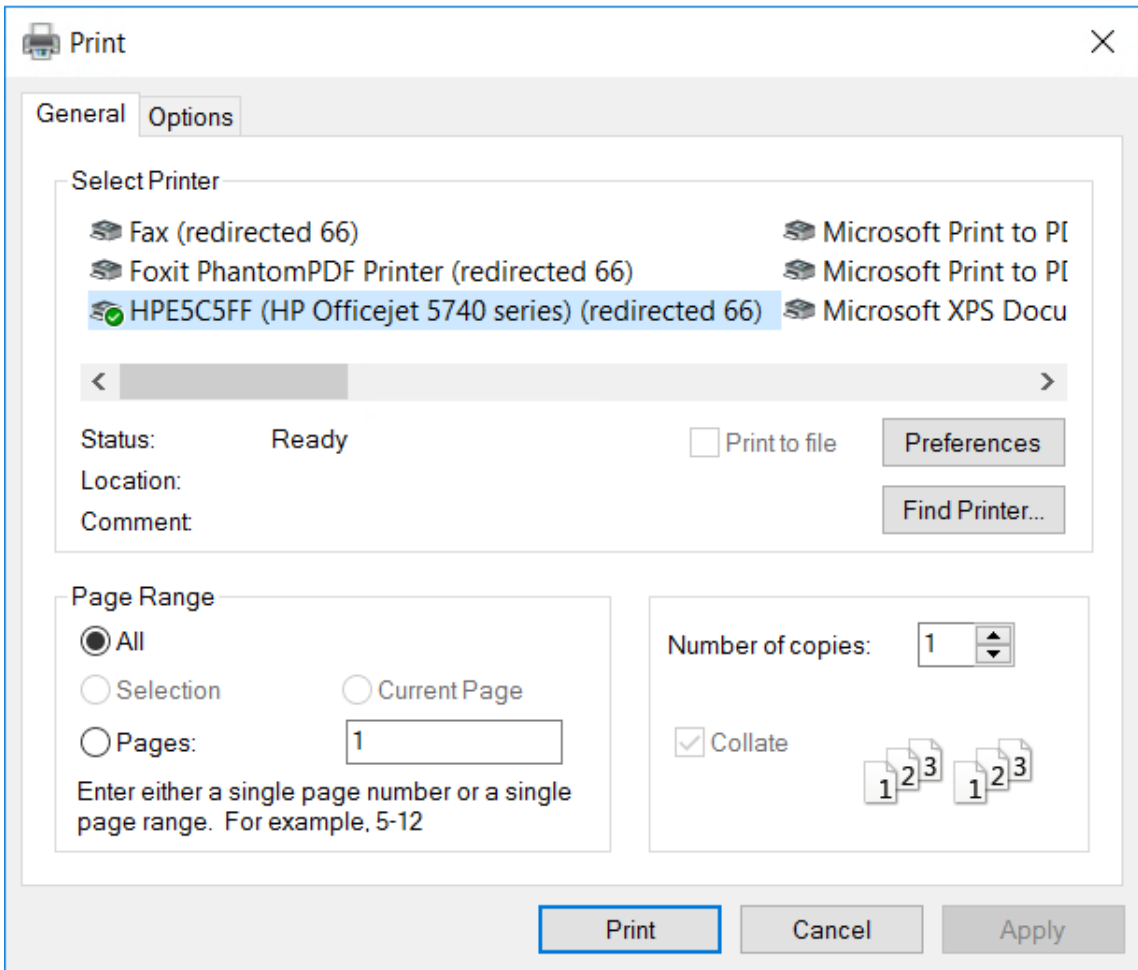
Incident Number	Person Type	Person/Org Name	Med Rec Number	Encounter #	Incident Date	Incident Time	Dept	Dept Reporting	Unit/Floor	Location	Incident Category	Incident Sub Category
NFNFM2020000002	OTHER	Other, Susie			4/9/2020	12:12				PATROOM - Patient Room	FALL - Fall	
NFNFM2020000003	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/9/2020	12:12				PATROOM - Patient Room	FALL - Fall	
NFNFM2020000004	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/9/2020	12:12				PATROOM - Patient Room	FALL - Fall	
NFNFM2020000009	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/21/2020	9:00	BH REHAB - BEHAVIORAL HEALTH REHAB			PATROOM - Patient Room	FALL - Fall	CARRSTROLL - From Baby Carrier/St
NFNFM2020000010	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/28/2020	9:00	CARDIAC CL - CARDIAC CLINIC			EXAMROOM - Exam Room	FALL - Fall	AMBULATING - While Ambulating - w
NFNFM2020000012	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/28/2020	9:00	CARDIAC CL - CARDIAC CLINIC			EXAMROOM - Exam Room	FALL - Fall	AMBULATING - While Ambulating - w
NFNFM2020000019	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	6/5/2020	9:00	ED - EMERGENCY DEPT			PATROOM - Patient Room	FALL - Fall	BED - From Bed
NFNFM2020000024	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	7/30/2020	9:00	CARDIO CTH - CARDIAC CATH LAB			NURSTATION - Nursing Station	FALL - Fall	FOUNDFLR - Found on Floor
NFNFM2020000001	PATIENT	Patient, Testing	NFTEST012345	NFTEST012345	4/9/2020	12:12				PATROOM - Patient Room	FALL - Fall	
NFNFM2020000015	STUDENT	tet			5/1/2020	12:12	CS - CENTRAL SERVICES			ELEVATOR - Elevator	FALL - Fall	BED - From Bed

Print Report/Graph

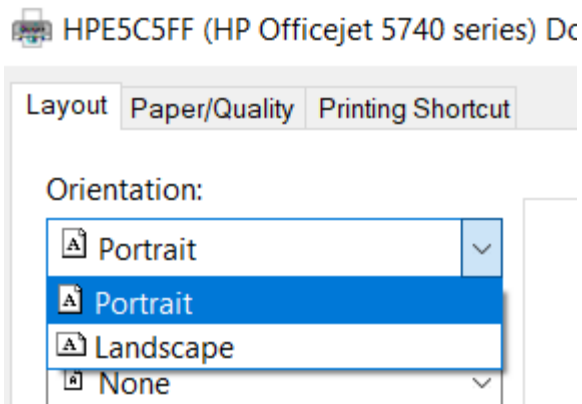
Print

You can print the report/graph by clicking PRINT button .

The Print window displays for your assigned printer :



You can change the report to output as Landscape by clicking on Preferences button and click on LAYOUT tab and change to Landscape:



If you DO NOT SEE your assigned printer in the list above, check with your IS Department for assistance.



Any Questions

Contact Risk/Quality Management for any questions

Contact RiskQual Technologies Support Services - support@riskqual.com



You Have Successfully Completed User Training

Thank You for Training with Us!

