

MedTrainer Incident Reporting

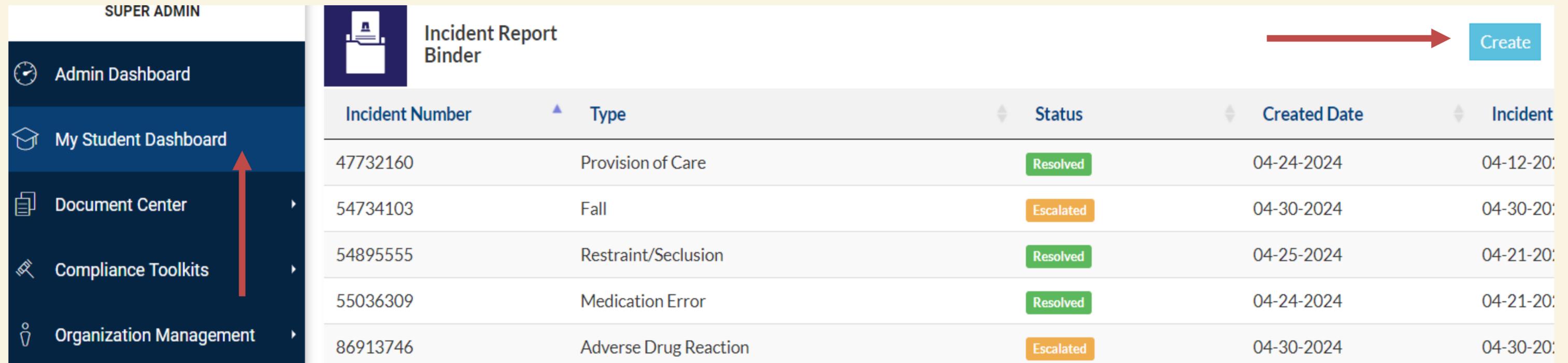
May 3, 2024

Winona Health



Creating a New Incident/Feedback Report

To create a new incident report, click the **Create** option from the **My Student Dashboard** page.



The screenshot displays the SUPER ADMIN interface. On the left, a dark blue sidebar contains navigation options: Admin Dashboard, My Student Dashboard (highlighted with a red arrow), Document Center, Compliance Toolkits, and Organization Management. The main content area is titled 'Incident Report Binder' and features a table of incident reports. A red arrow points to a 'Create' button in the top right corner of the binder page.

Incident Number	Type	Status	Created Date	Incident
47732160	Provision of Care	Resolved	04-24-2024	04-12-2024
54734103	Fall	Escalated	04-30-2024	04-30-2024
54895555	Restraint/Seclusion	Resolved	04-25-2024	04-21-2024
55036309	Medication Error	Resolved	04-24-2024	04-21-2024
86913746	Adverse Drug Reaction	Escalated	04-30-2024	04-30-2024

Creating a New Incident/Feedback Report (cont.)

After clicking on the ▼, select the appropriate form:

- **Feedback** – Choose this form to submit any complaint, compliment, or other feedback from a patient/resident/visitor/employee.
- **Incident** – Choose this form to report any type of event or circumstance that could have, or did, result in harm to a patient/resident/visitor/employee.

Then click **Continue**

The image displays two screenshots of a web application dialog box titled "Create New Incident Report".

The top screenshot shows the dialog box with a yellow instruction box: "Please select the Incident Report Form that you want to create, then click on **Continue** to go to the next step." Below this is a dropdown menu currently set to "Select a Form". A search bar is visible below the dropdown, and a red bracket highlights the options "Feedback" and "Incident" in the dropdown list.

The bottom screenshot shows the same dialog box, but the dropdown menu is now set to "Incident". A red arrow points to the "Continue" button at the bottom right of the dialog box, which is highlighted in blue. Other buttons visible are "Cancel" and "New Form".

Creating a New Incident/Feedback Report (cont.)

Complete the form as directed, providing as much detail as needed to provide a complete description of the incident/feedback.

When reporting incidents:

- Please provide a summary of facts of the event as they occurred.
- Avoid opinions, making assumptions, or drawing conclusions.



Patient / Resident / Visitor / Employee Information ⓘ

Employee Patient Vendor Visitor Other

Name * Employee Internal ID

Date of Birth Phone

Gender ⓘ

MRN or FIN

Incident Description ⓘ

Date of Incident * Time

Location Incident Occurred * Department Incident Occurred *

Specific Location Where Incident Occurred *

Incident Description *

Did this incident reach the patient/resident/visitor/employee or is it a near miss? Actual Incident Near Miss Unsafe Condition ⓘ *

* = Required field

Creating a New Incident/Feedback Report (cont.)

Upload any supporting documentation (**do not upload medical records*), add your electronic signature, and click **Submit form**. You can also click the **Save Draft** button so you can revisit and continue editing before submitting.

The screenshot shows a web form with the following elements:

- Supporting Documentation** section with an information icon and a message: "The changes will not be saved until you click on the **Save Documentation** button. The page will refresh afterwards."
- Action** section with an information icon and a message: "The changes will not be saved until you click on the **Submit** button. The page will refresh afterwards."
- A dropdown menu labeled "Please select next action to be taken *".
- A yellow warning box: "The option **Resolve Incident** has been disabled for your user type".
- Attachment** section with a text input field containing ".pdf, .doc(x), .ppt(x), .txt, .zip, .xlsx, .xls, .png, .jpg, .jpeg only" and an upload icon.
- Buttons: "Save Draft" (blue) and "Submit form" (green) at the bottom left; "Save Documentation" (green) and "Additional Documentation" (blue) at the bottom right.
- A red arrow points to the "Submit form" button.

Thank you!

CONTACT INFORMATION

Winona Health

