click or scroll to see specific instructions for how to report an event at an institution.

Reporting Safety Events at Children's

June 8, 2016

Children's MINNESOTA

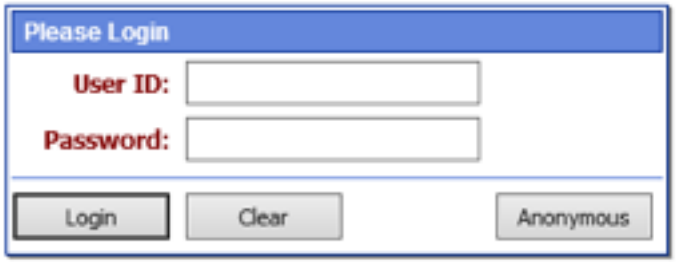
SLR Login

The SLR system is located on the home page of StarNet, or through Applications > Safety Learning Reporting.

If accessing Children's intranet via remote access on a personal device, note that the SLR system is not compatible with Mac.

Upon launching the program, a login screen will appear. A Children's and network password will provide access to the system. The password will change in sync with network password changes.

SLR submitters have the option of submitting a report anonymously.



Children's MINNESOTA

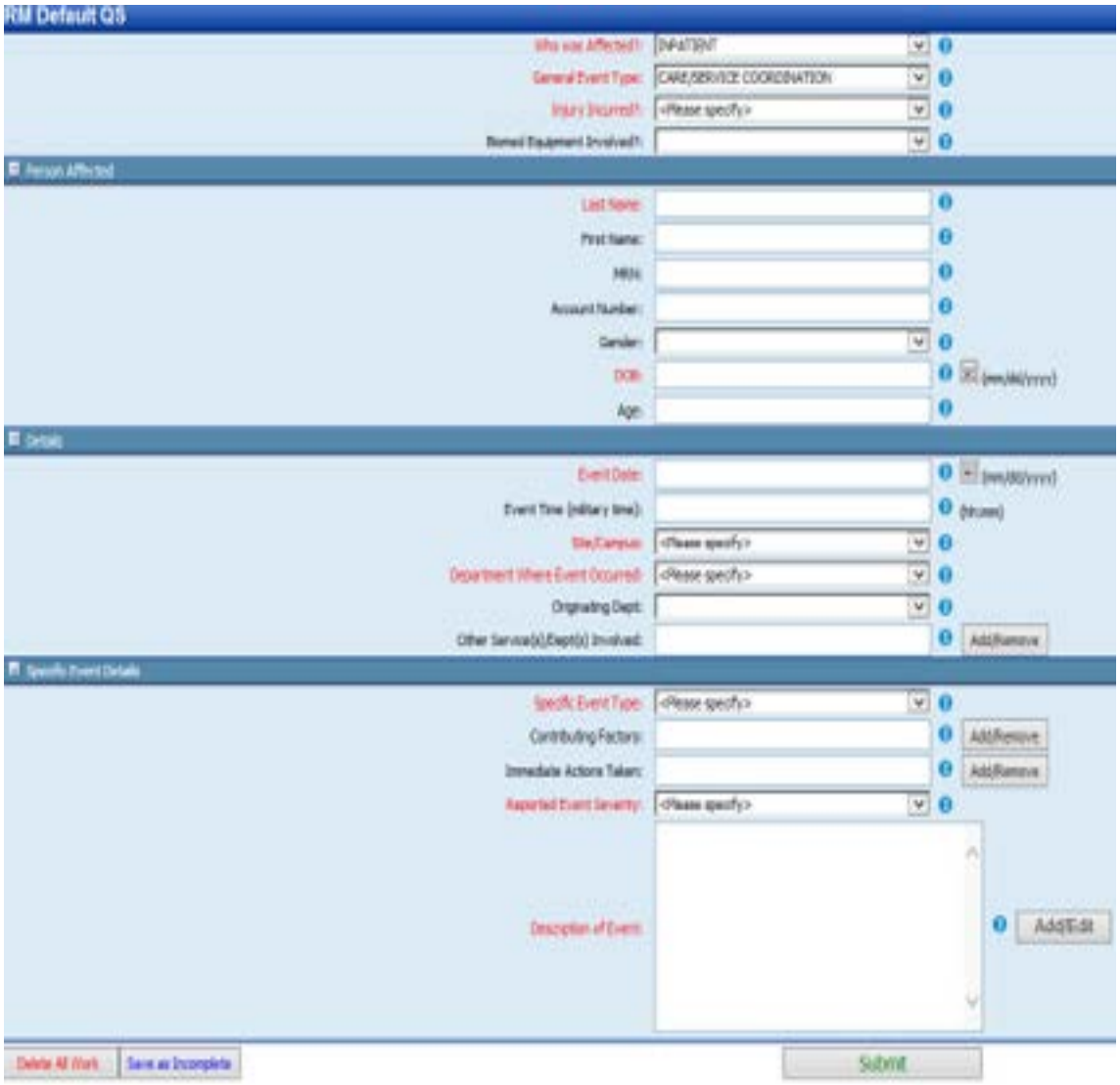
SLR Documentation

Children's uses a quick submission form to report safety events. Field selections are based on conditional formatting and will change based on selection, however, you will stay on one screen for all documentation.

Mandatory fields are denoted by red type.

If you are called away from documentation, or want to return to the report at a later time, save the report as incomplete. The form will remain in your profile until you submit it.

If you encounter difficulty with a submission, safe the report as incomplete, and email Quality & Safety with either the File ID number, or patient name. The report can typically be retrieved.



Children's MINNESOTA

When to submit a SLR

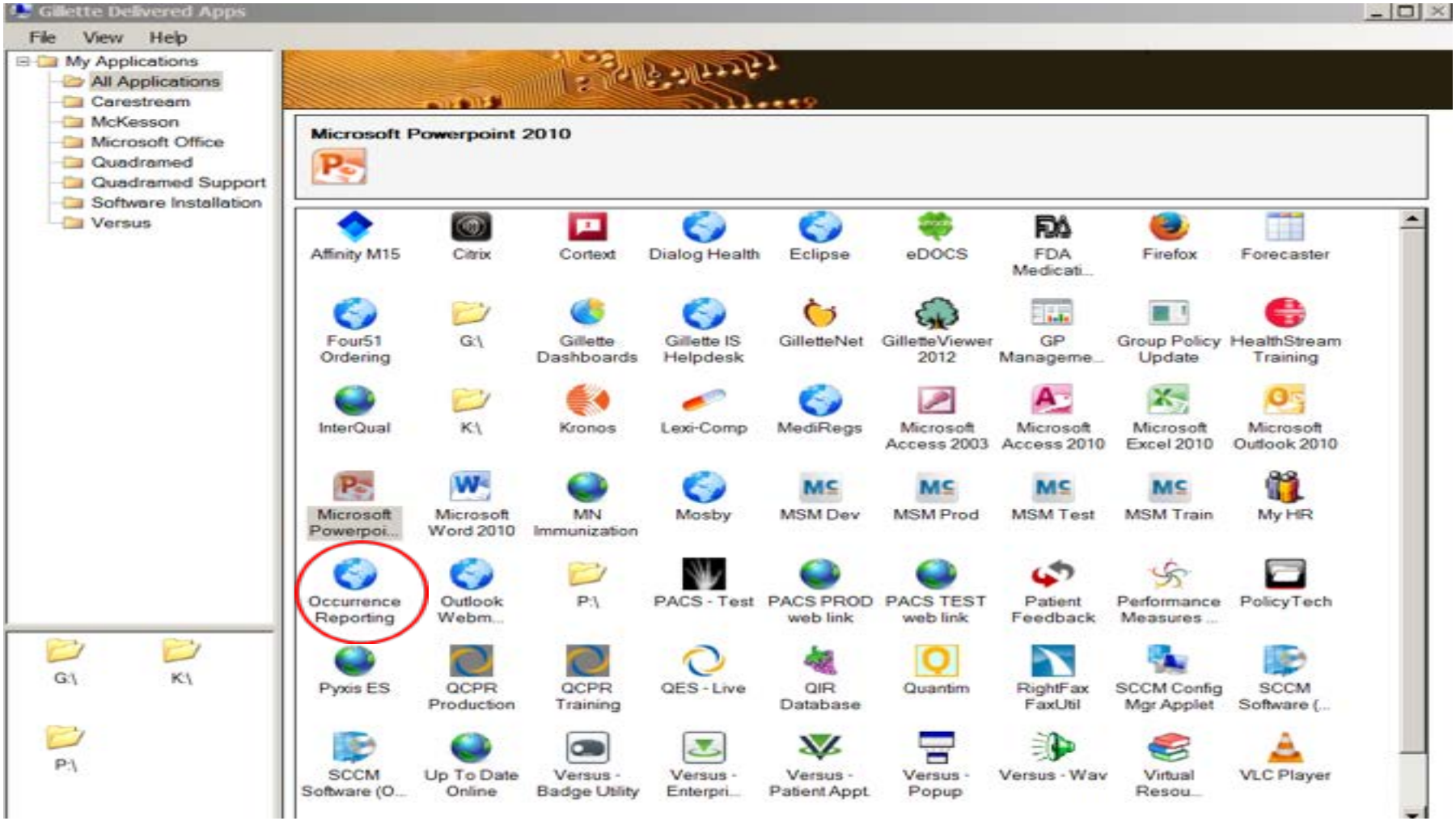
- Any time an error reaches a patient whether or not harm was caused.
- When an error almost reaches a patient, but is caught at the last moment.
- Safety issues impacting staff, family members, or visitors.

- Any time you have a suggestion on how we could provide safer care.
  - An error does not have to take place to submit a SLR!
  - Children's best opportunity to keep patients, families, visitors, and staff safe is when situations that have the capacity to cause harm are reported before an event occurs.

- Due to the volume of SLRs, we currently do not respond to each submission. If you would like follow-up, please indicate that in the narrative. If you are not a regular Children's employee, please include your preferred email address in the event that follow-up takes place following your rotation.

Children's MINNESOTA

Where To Find Gillette's Occurrence Reporting Application




Gillette Children's
Specialty Healthcare
Occurrence Reporting
Occurrences Home
Occurrences
QIR Reporting
Documentation
Administration
Log out
Documentation
Link To Access
Welcome to the Occurrence Reporting Home Page
Report a Patient Safety Issue
Click here to report a patient safety issue

How to Report Events at HCMC


Hennepin County Medical Center
Info Oncall
Go
Clinical | Departments | Directories | Forms | Policies | Regulations | Systems | Links | HCMC.org | Help
Emergency Management
Compliance (includes Privacy)
News and More
Medical Staff
Nursing
Mission & Leadership
Phone Directory
Performance Improvement
Outlook Web App
Event/Near Miss Reporting
centered around you
Attend an on-site educational meeting about your
retirement benefits!
No registration required. Call 612-873-9056 with questions.
PERA Benefits
Explore how PERA is funded and describe the various types of benefits provided to its members
Thursday, October 9 | 2:30-4 pm | Excelen Auditorium
Wells Fargo
One-hour sessions on "Small steps to big retirement savings" held in Excelen Auditorium
Tuesday, October 14 at 7 am, 11 am, and 3 pm
Wednesday, October 15 at 7 am, 12 pm, and 3 pm
Click 1
Stay Informed!
Employee Benefits
Employee/Manager Self-Service
Web Clock
My Learning Center
Human Resources Portal
Minneapolis 56°F AccuWeather.com Weather Forecast
Inspirations Café Menu
Maps/Traffic/Parking
Better You! Employee Health & Wellness Portal

Click 2

Hennepin County Medical Center

Info Oncall

Clinical | Departments | Directories | Forms | Policies | Regulations | Systems

Emergency Management

Compliance (includes Privacy)

News and More

Medical Staff

Nursing

Mission & Leadership

Phone Directory

Performance Improvement

Outlook Web App

Event/Near Miss Reporting

centered around you

Medical Director
John Hitt, MD

Vice President
Lori Johnson

Contact Person
Kris Sherer

Phone Number
612-873-3150

Location
G.2

Hours of Operation
8:00 am - 4:30 pm

Home > Departments > PMI

Event/Near Miss Reporting

- Event and Near Miss Reporting Form
- Event/Near Miss Reporting FAQs

Additional Reporting Requirements

- Adverse Health Events Reporting Law: Minnesota's 29
- Vulnerable Adult - Policy #005443
- Safe Medical Devices - Policy #003124
- Ombudsman's Requirements for Reporting Serious Injur #001982

Manager Tools

- Checklist for Conducting an Event Investigation

Training/Educational

- Test Event System Reporting Form

- Can be anonymous, but you can choose to identify yourself as a trainee and/or provide your name
- Use this process to report an actual event or near miss, patient safety concern, or medical product/equipment failure.
- Additionally, call the Patient Safety Reporting line (612-873-3989) if the event had a serious outcome
- All events are reviewed by Patient Safety Staff and Unit Managers or their designees at a minimum.
- A formal review or workgroup may convene if the event meets criteria
- To obtain feedback on the result of an event report, call the Patient Safety Reporting line

Hennepin County
Medical Center

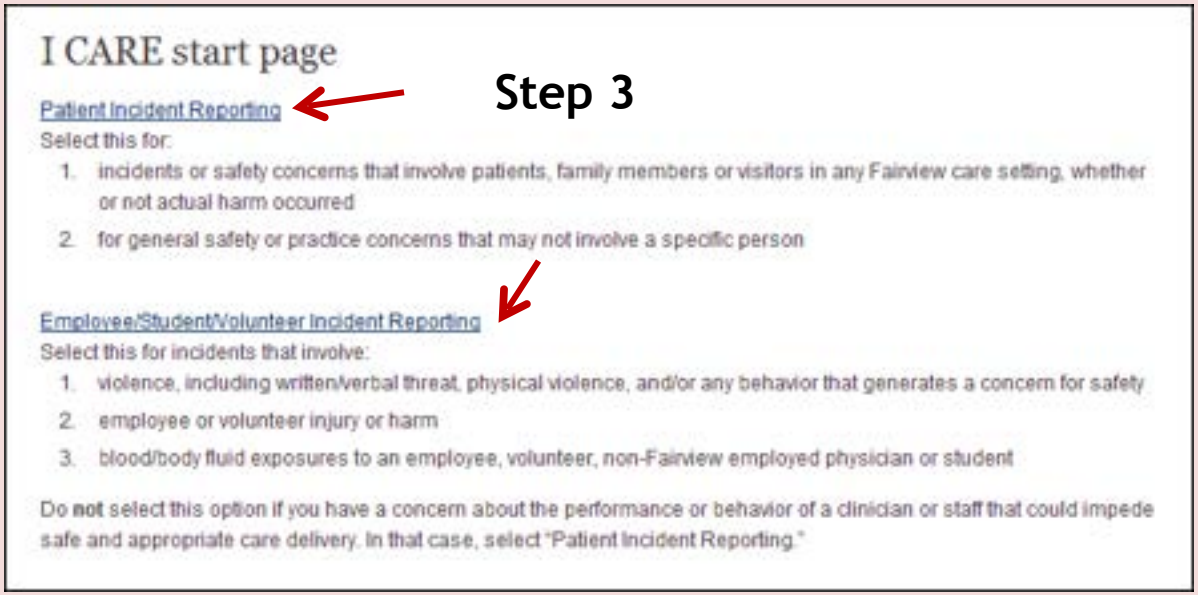
HEALTH

UNIVERSITY OF MINNESOTA

Inpatient and Outpatient Occurrence Reporting

How do I submit an inpatient occurrence report?

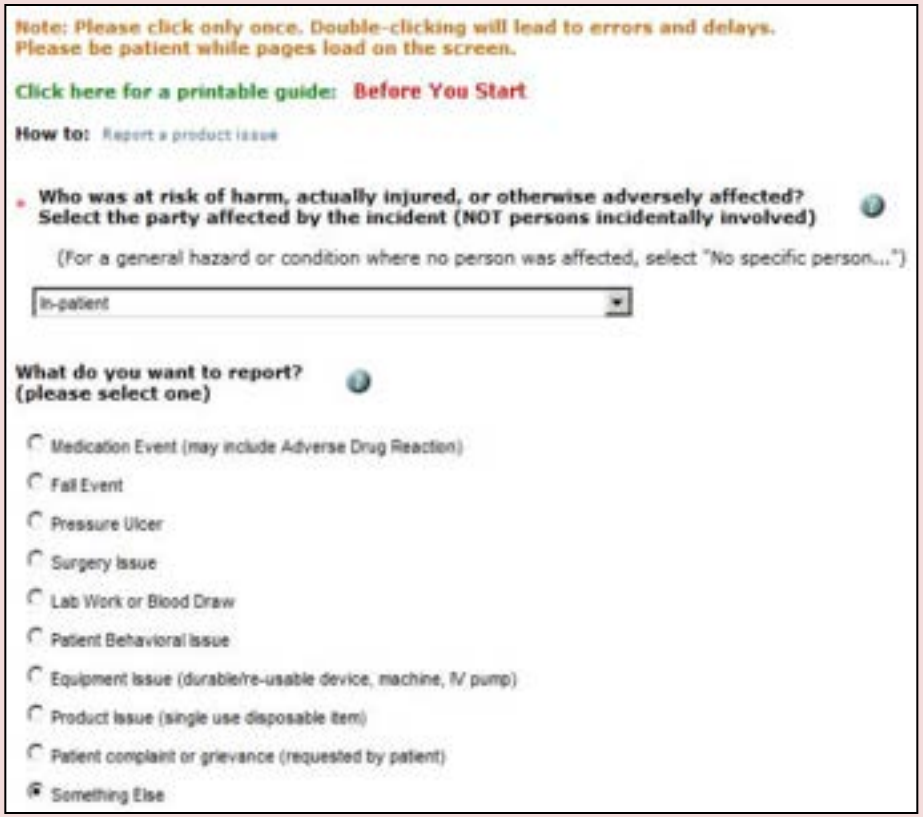
1. Go to the Fairview Intranet page- http://intranet.fairview.org/
2. Click "ICare Reporting" located on the top right of your page
3. If you want to submit an event involving a patient, select 'Patient Incident Reporting". If you want to submit an event involving an employee, student, or volunteer, select "Employee/Student/Volunteer Incident Reporting"
4. Follow instructions and submit



HEALTH
UNIVERSITY OF MINNESOTA

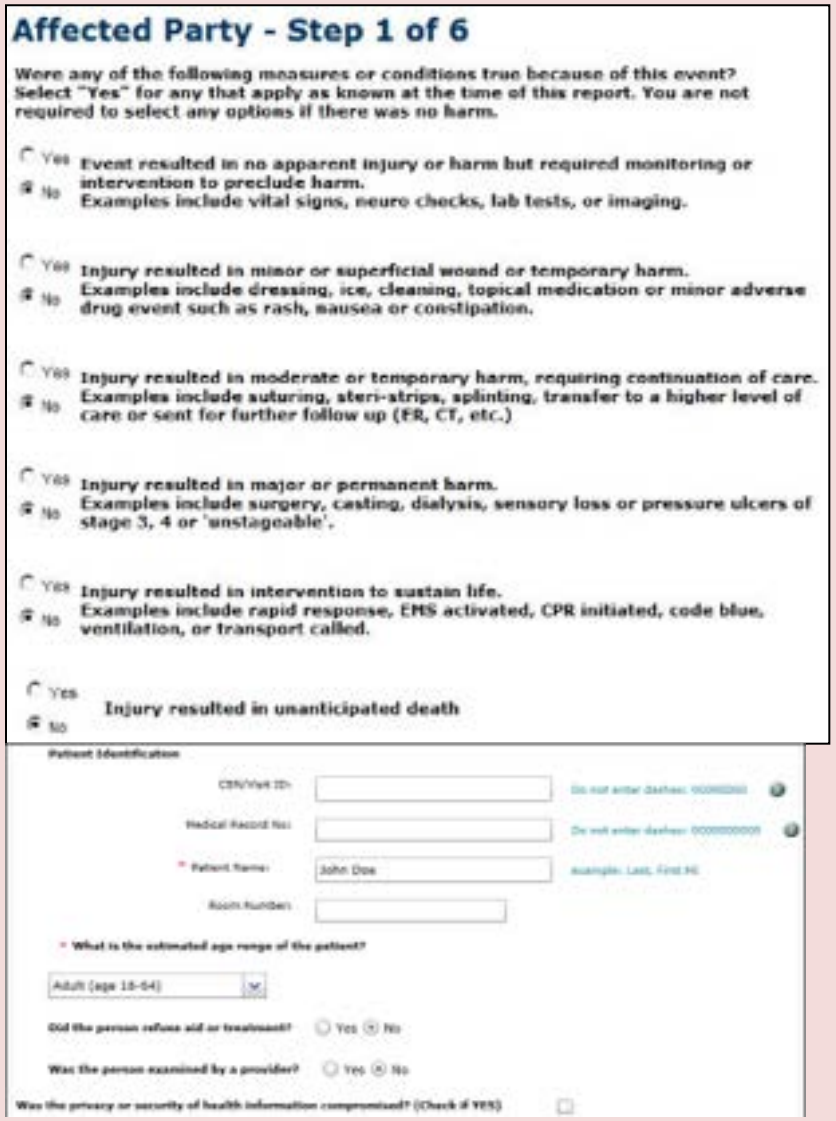
Step 4: Filling Out ICare and Submitting

a.



- Select category of person affected and type of event you would like to report

b.

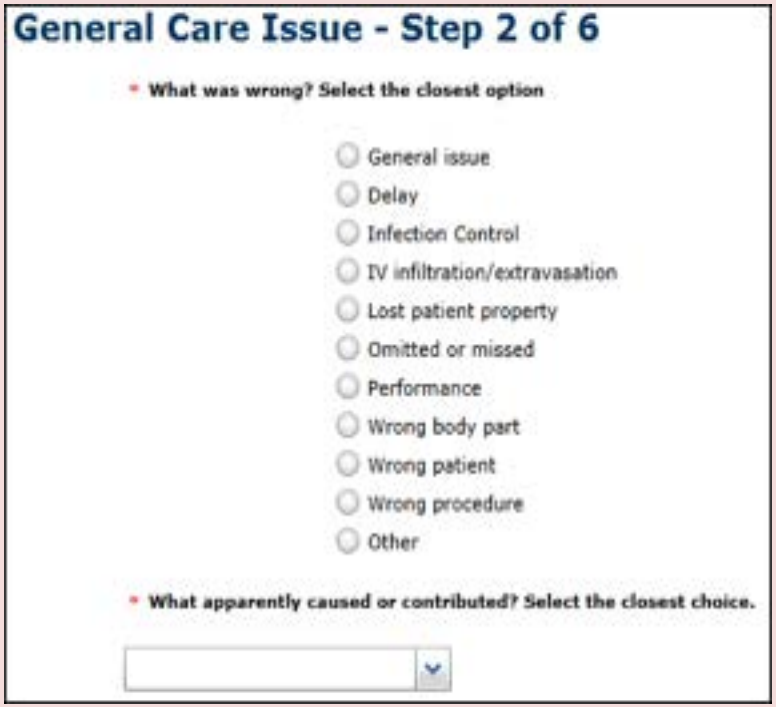


- Answer yes/no questions about injury and provide required patient information

c.

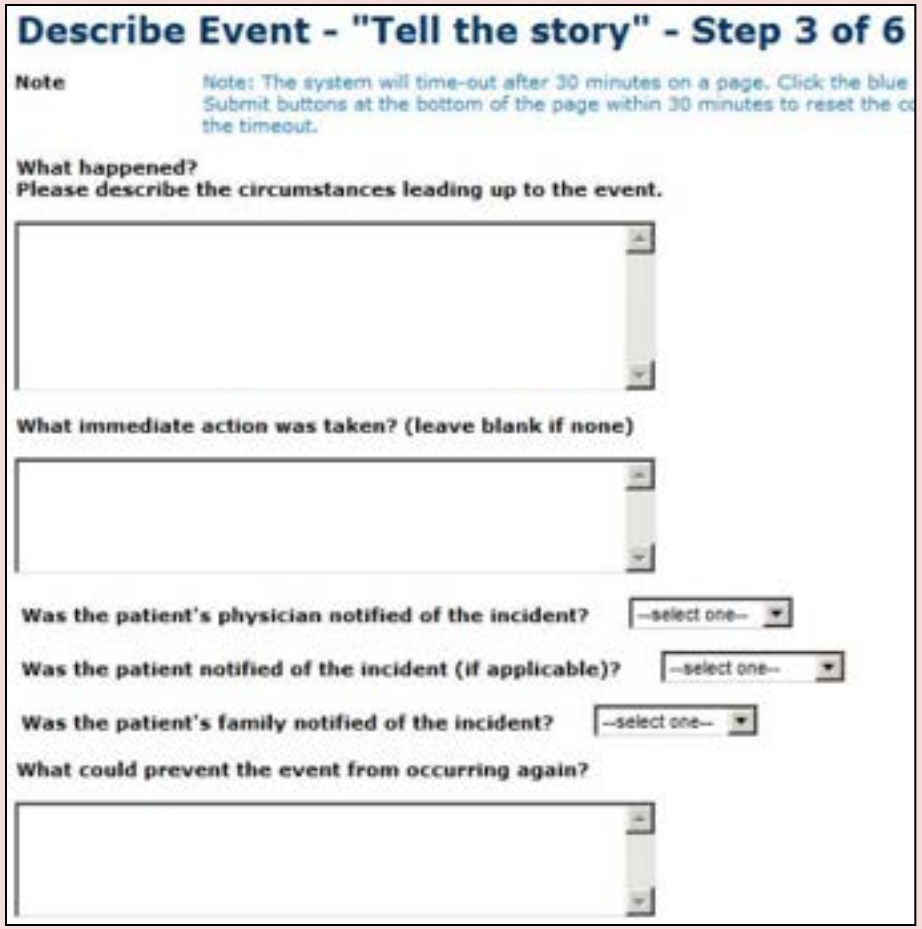
- Select what was happening at the time of event

d.



- Choose category detail of event and what may have contributed to event

e.



- Describe the event, follow-up actions, indicate who was notified about event, and what could be done to prevent the event from occurring again

f.

- Provide information on date and location of event

e.

- Submitter may choose whether to provide contact information or remain anonymous before submitting report

Step 1

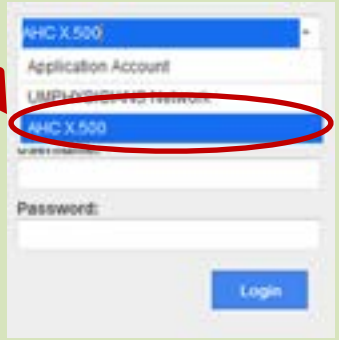
How do I submit an outpatient occurrence report?

1. Go to the UMP reSource page - http://resource.umphysicians.command scroll down and click on the green “ACT Reporting” tab on the bottom right of your screen/Users may also go to https://act.umphysicians.com
2. Login with your UMP credentials or x500
3. Click the document shaped icon on the left of your screen
4. Choose the type of event you want to report
5. Follow instructions and submit

Step 2

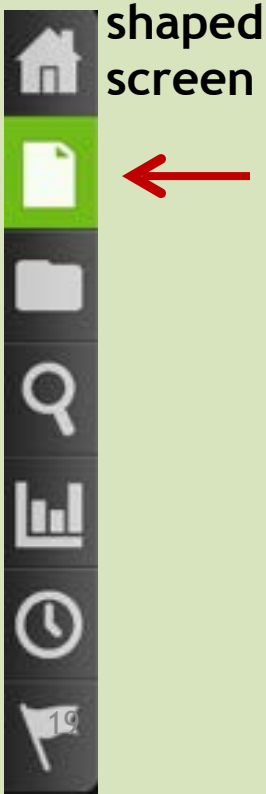
HEALTH
UNIVERSITY OF MINNESOTA

Step 3: Login with your UMP credentials or x500



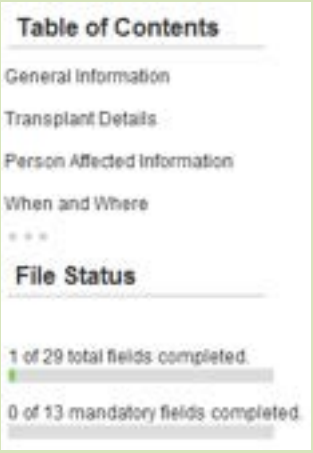
Providers: Use this dropdown menu to select the AHC X.500 option to login with your X.500 ID

Step 4: Click the document shaped icon on the left of your screen

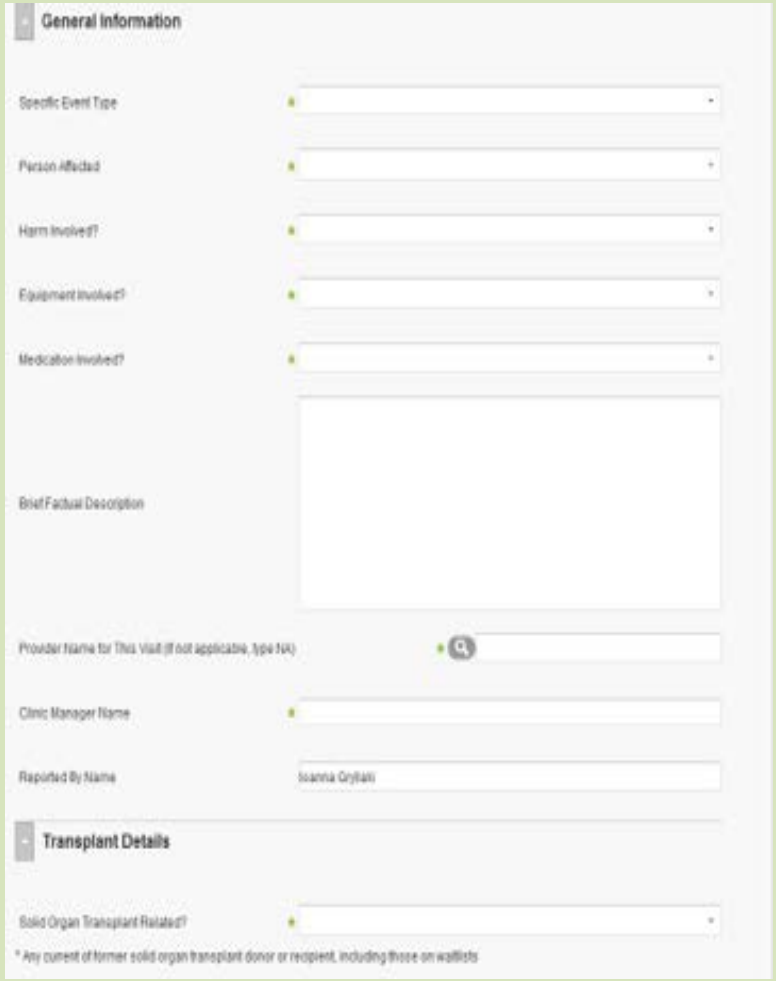


Step 5: Choose the type of event you want to report

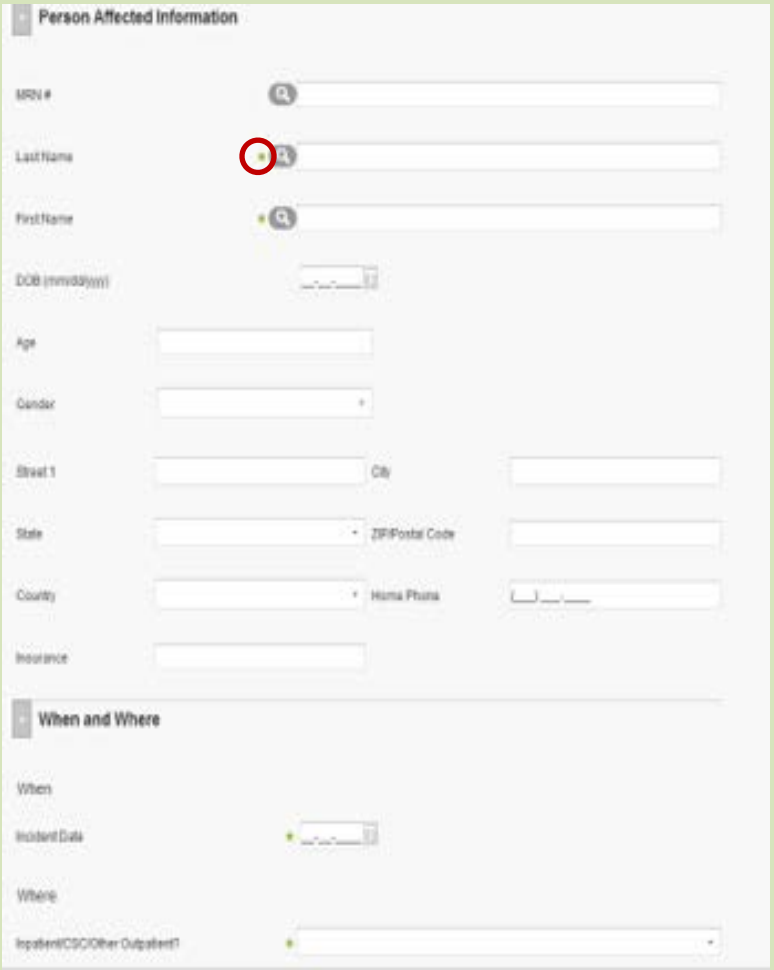
Step 6: Follow instructions and submit



Use this table to guide you through your report



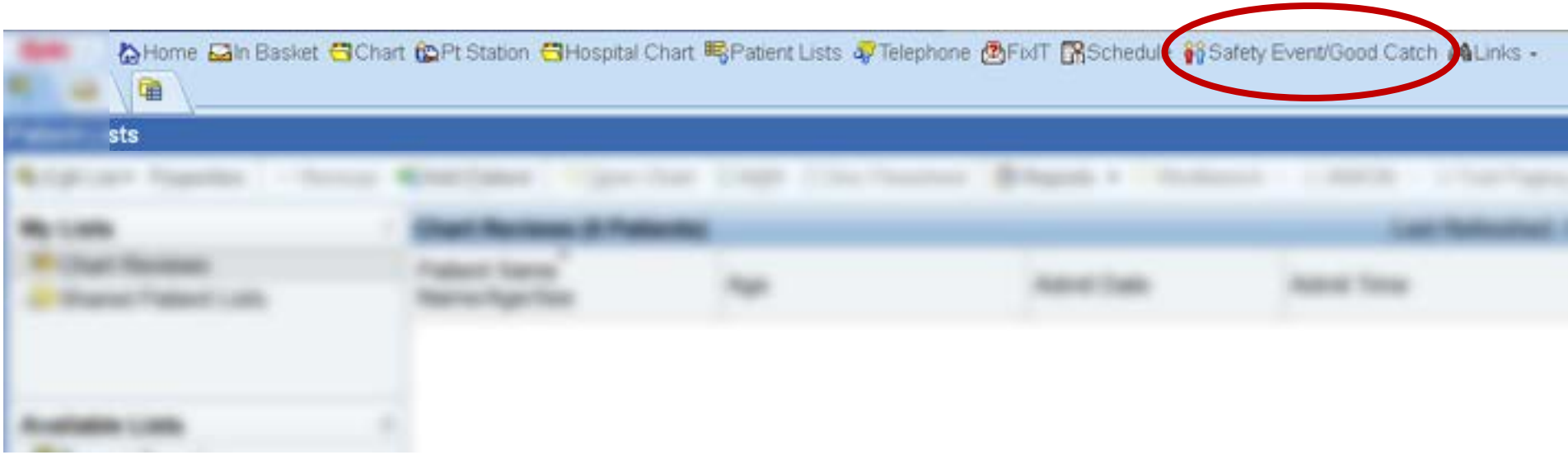
* This indicates the field is mandatory



UNIVERSITY OF MINNESOTA HEALTH

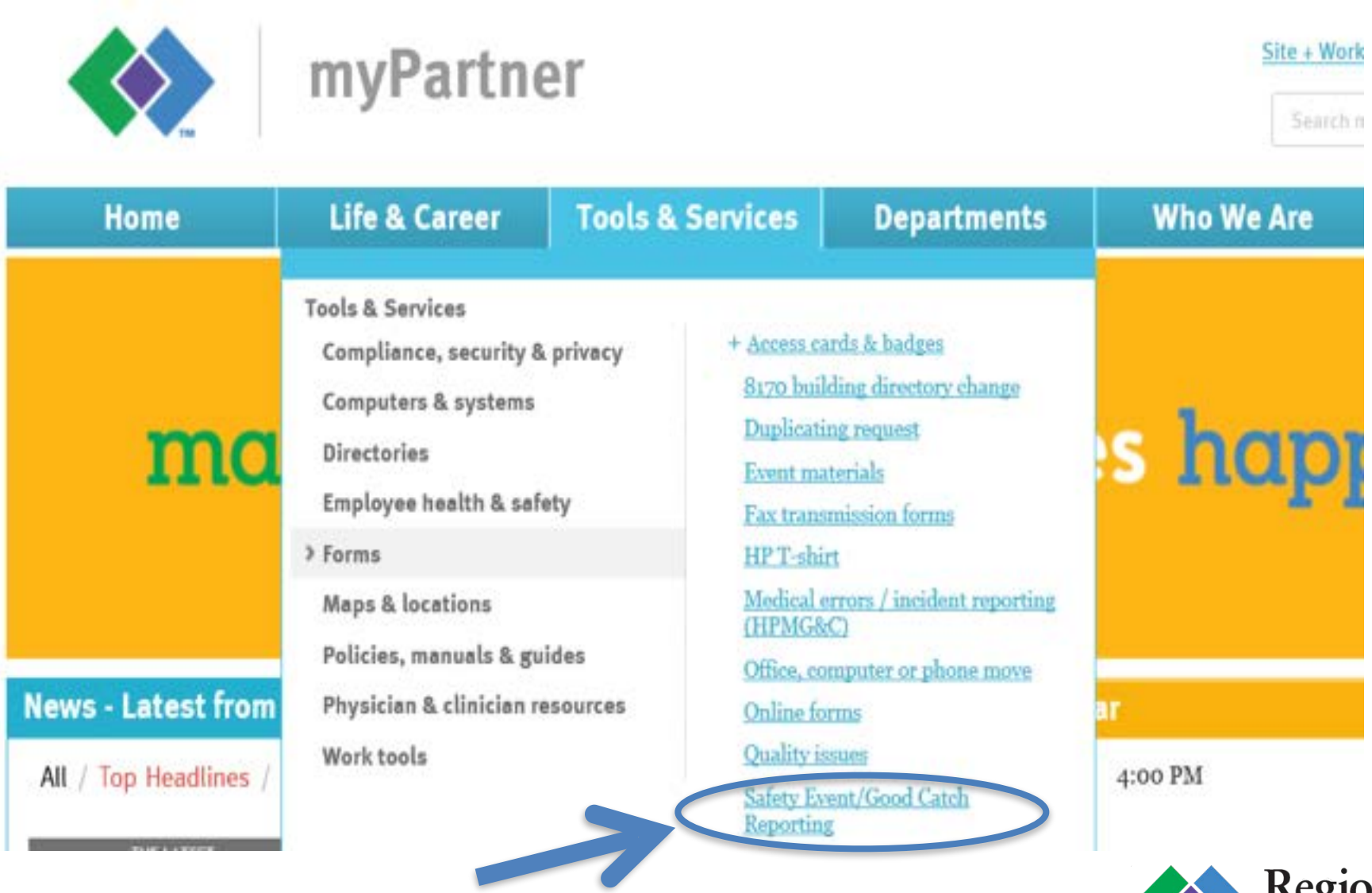
How to report a Safety Event at Regions Hospital

Option 1 – Report through EPIC



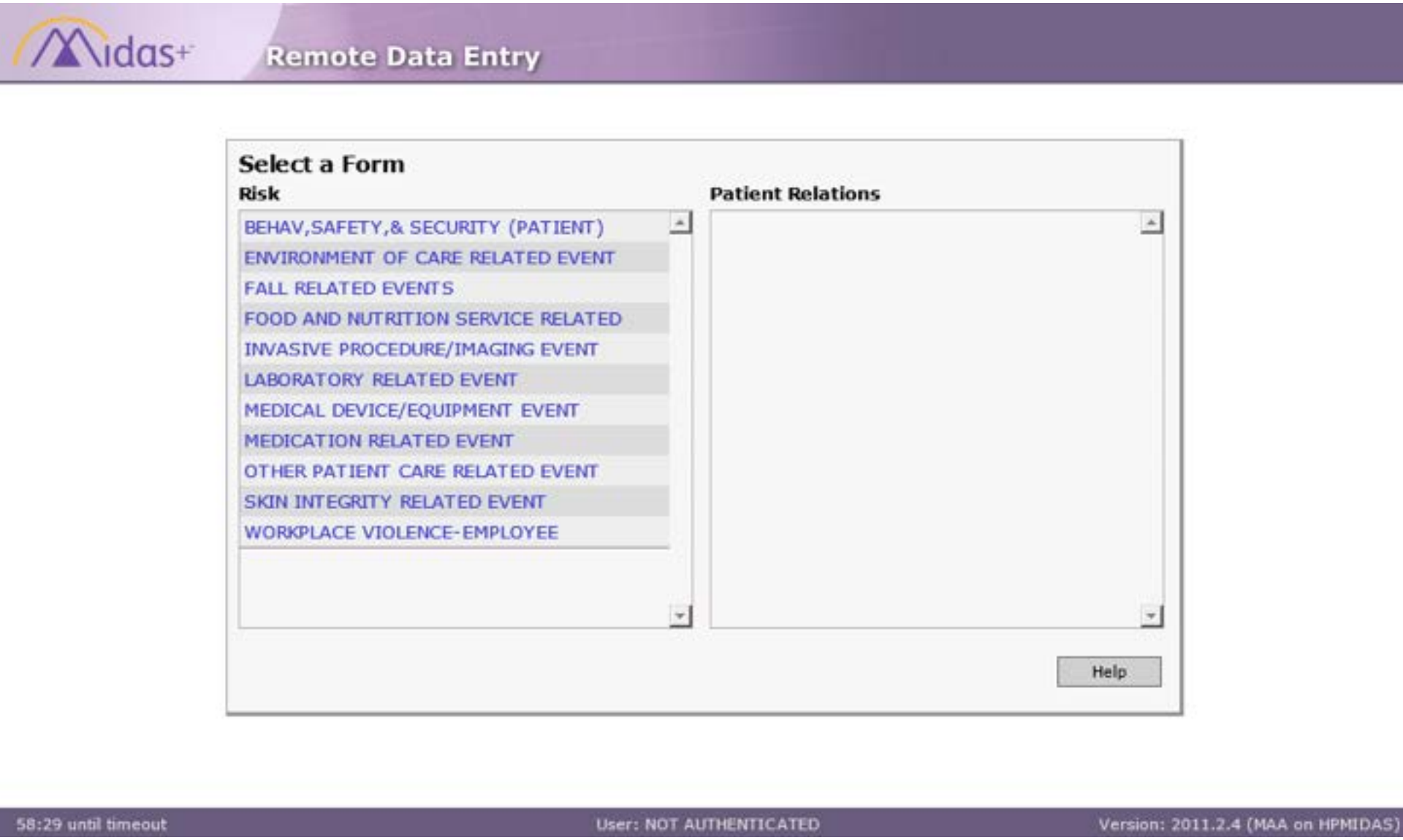
Regions Hospital®

Option 2 – Reporting through myPartner



Regions Hospital

Complete event report



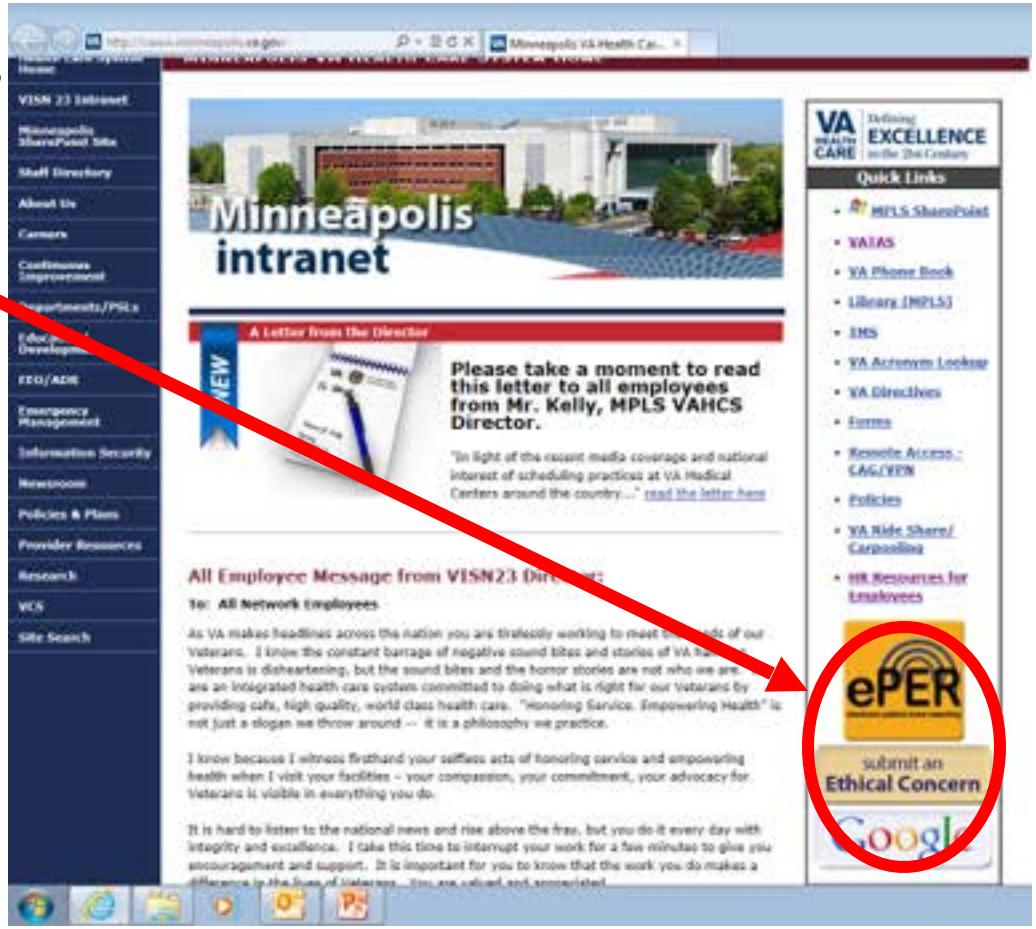
Regions Hospital

How to report a Safety Event at the Minneapolis VA Hospital

Two Options

1. Online Event reporting
   - Anonymous
   - Every report reviewed

2. Quality Management department (4S)
   - Patient Safety Office
   - Quality Improvement officers
   - *Always available!*
     Ext. 3022 or 4572



Event Reporting