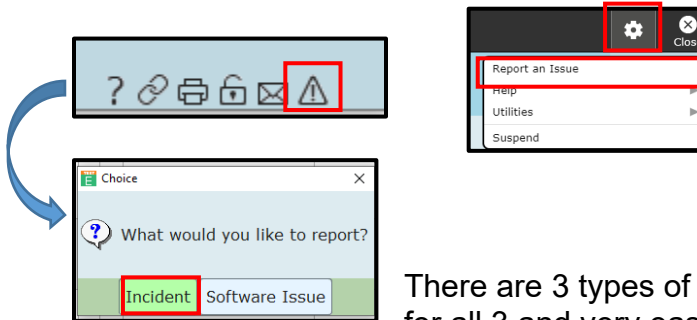


CARE4 MODULE NAME: Risk Management

Incident Reporting (CGMH, GBGH & RVH)

Overview:

From your desktop in Expanse – you can enter Incident Reporting in Expanse
Click on the triangle with the exclamation mark on it (found at the bottom right of your Expanse desktop screen) or on the cogwheel at the top right corner of screen



There are 3 types of incidents you can enter- similar functionality for all 3 and very easy to use

- Select your facility
- Each type has specific incidents associated to them

Patient Incident Example

Enter type, event code and the patient's account number @ identifier

- Fill out the required information
- Attach any additional information
- Save
- An Incident Number will be filed and an email will be sent to you confirming

