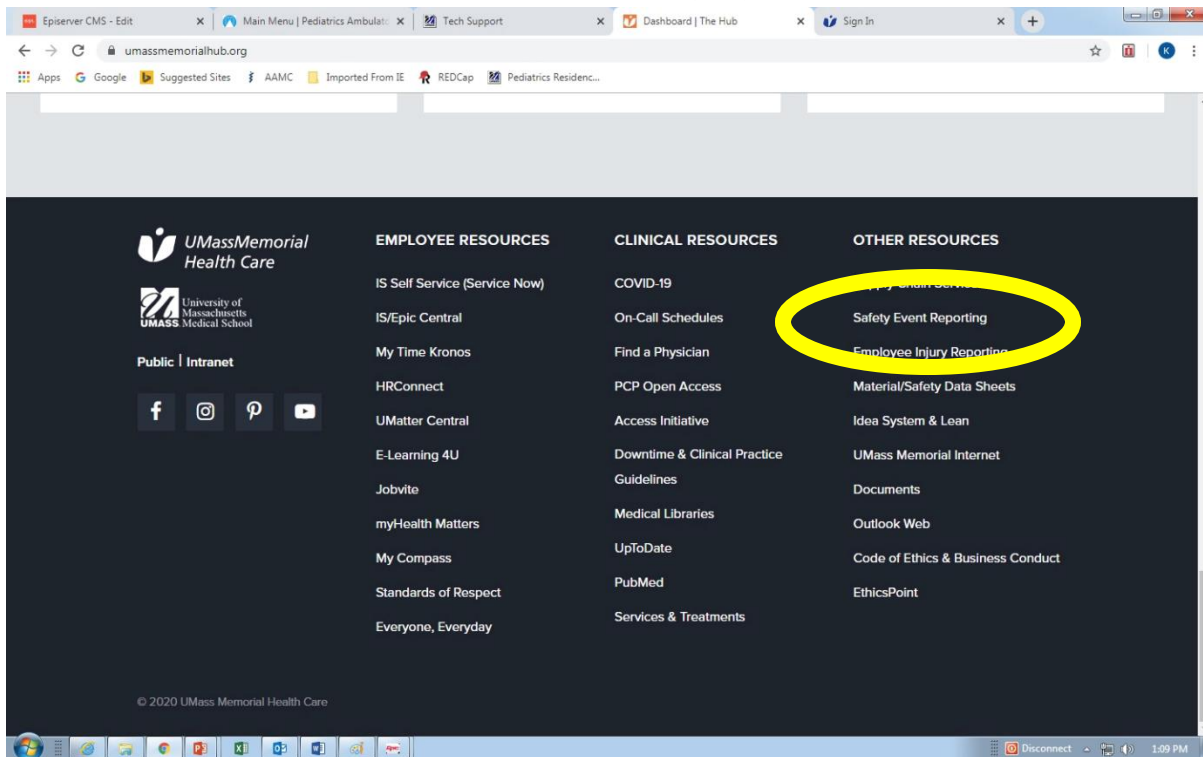
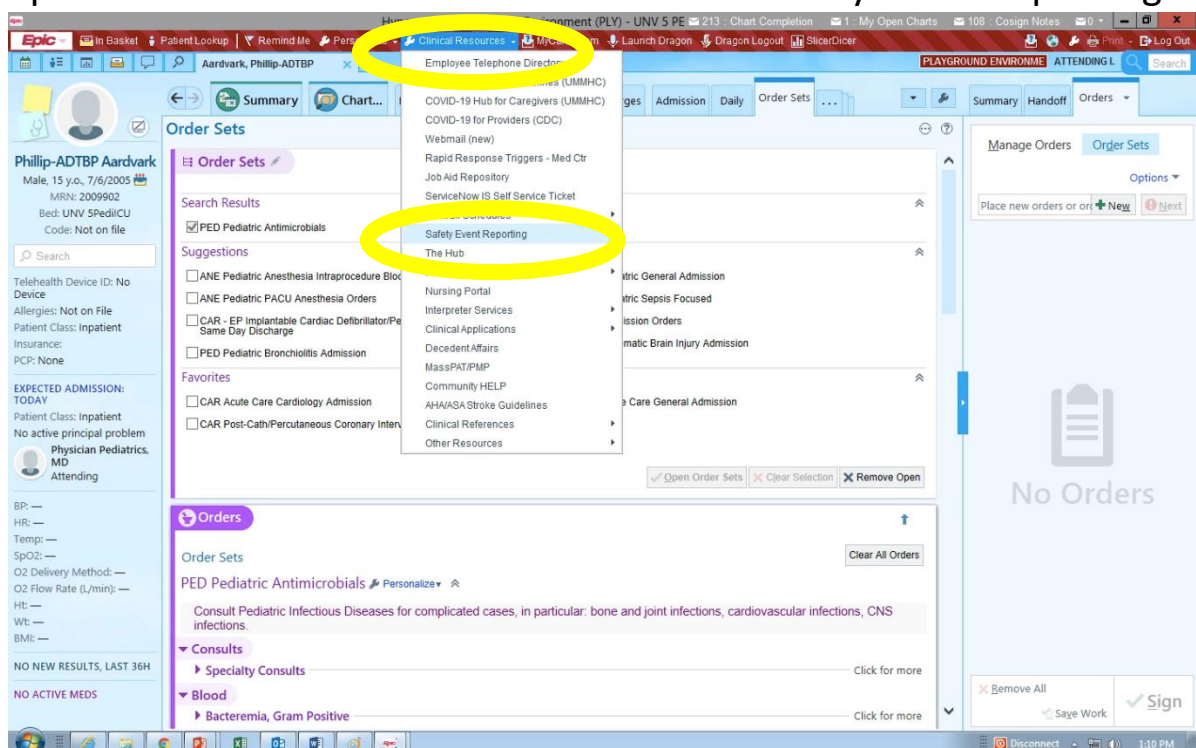


# How to File a Patient Safety Report

1. *Thanks for reporting!!* It is truly the most important thing we can do to improve patient safety.
2. Access the report filing system through either option:
  - a. the Hub, at the bottom of the web page



- b. Epic under the "Clinical Resources" tab -> "Safety Event Reporting"



3. Next, log in (if requested) and simply fill in the fields. Things in **red** are required and are generally all you need.

The screenshot shows the 'Safety Event Reporting' form on the UMass Memorial Health Care Datix website. The browser address bar shows 'https://uhcsafety.umassmemorial.org/Datix/Live/index.php'. The page title is 'Datix Safety Event Reporting'. The form includes a welcome message, instructions, and a logo for UMass Memorial Health Care. A section titled '\*\*\* IF THIS IS THE FIRST TIME YOU'VE SEEN THIS SCREEN \*\*\*' contains the question 'Do you want to submit this event anonymously?' with a dropdown menu and 'Submit' and 'Cancel' buttons. The footer indicates 'DatixWeb 14.0.35.1 © Datix Ltd 2018' and a confidentiality notice.

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The screenshot shows the 'Event Basics' section of the 'Safety Event Reporting' form. The form includes a welcome message, instructions, and a logo for UMass Memorial Health Care. A section titled '\*\*\* IF THIS IS THE FIRST TIME YOU'VE SEEN THIS SCREEN \*\*\*' contains the question 'Do you want to submit this event anonymously?' with a dropdown menu and 'Submit' and 'Cancel' buttons. The 'Event Basics' section includes fields for 'Event Type', 'Event Category', 'Event discovery date', and 'Event occurrence date'. The 'Event occurrence date' field is set to '07/06/2020'. The 'Event occurrence time' field is empty. The footer indicates 'DatixWeb 14.0.35.1 © Datix Ltd 2018' and a confidentiality notice.

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