

Entering an Event in Verge


1. Click on the **icon** representing the event type that you wish to report, The “**OTHER**” icon will only be used to report physician related issues.




2. Work through the form answering as many questions as possible. Start at the top of each page and work your way down; **follow up questions are based on your answers to previous questions.**
3. Question headers outlined in **yellow** signify **mandatory** questions and they must be completed in order to move on to the next page or save your entry. Use the “**Next page >>**” and “**<< Previous page**” buttons to navigate throughout the form.

Fall


Next page >> Save form





Patient Safety Event Report

Data/Time of Event

* 

*

Reporter's Name

Who reported the event or unsafe condition?

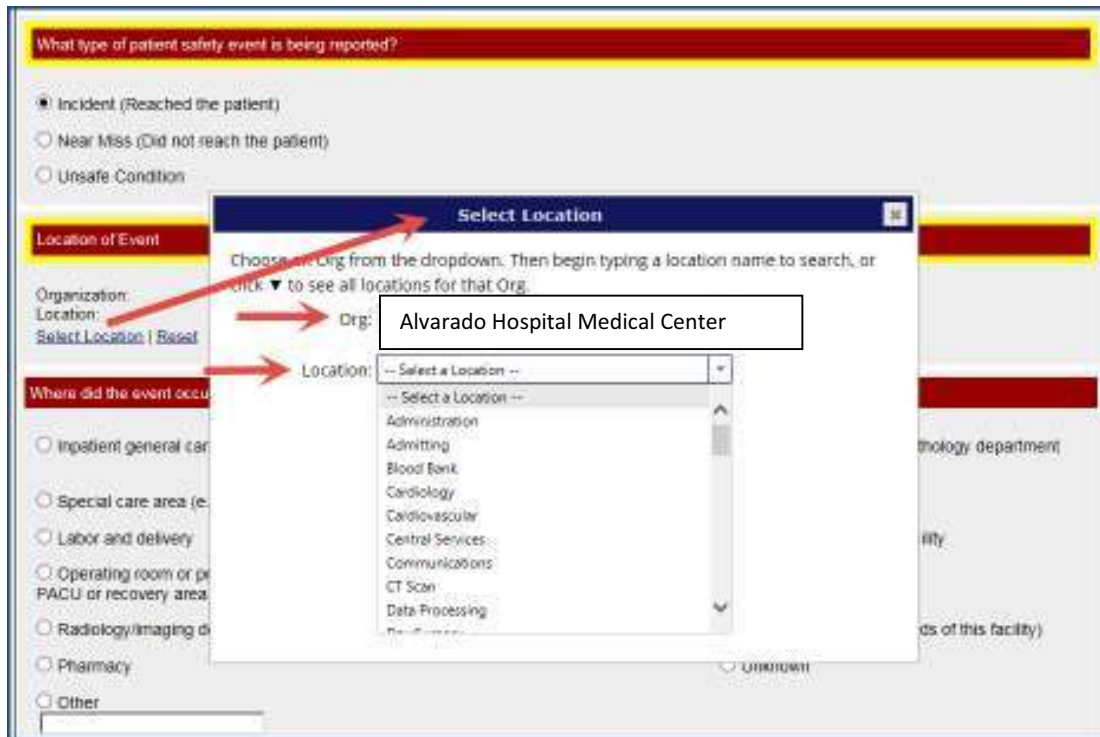
Healthcare professional

Healthcare worker, including nursing assistant, patient transport/retrieval personnel, assistant/orderly, clerical/administrative personnel, interpreter/translator, technical/laboratory personnel, pastoral care personnel, biomedical engineer, housekeeping, maintenance, patient care assistant, or administrator/manager

Emergency service personnel, including police officer, fire fighter, or other emergency service officer

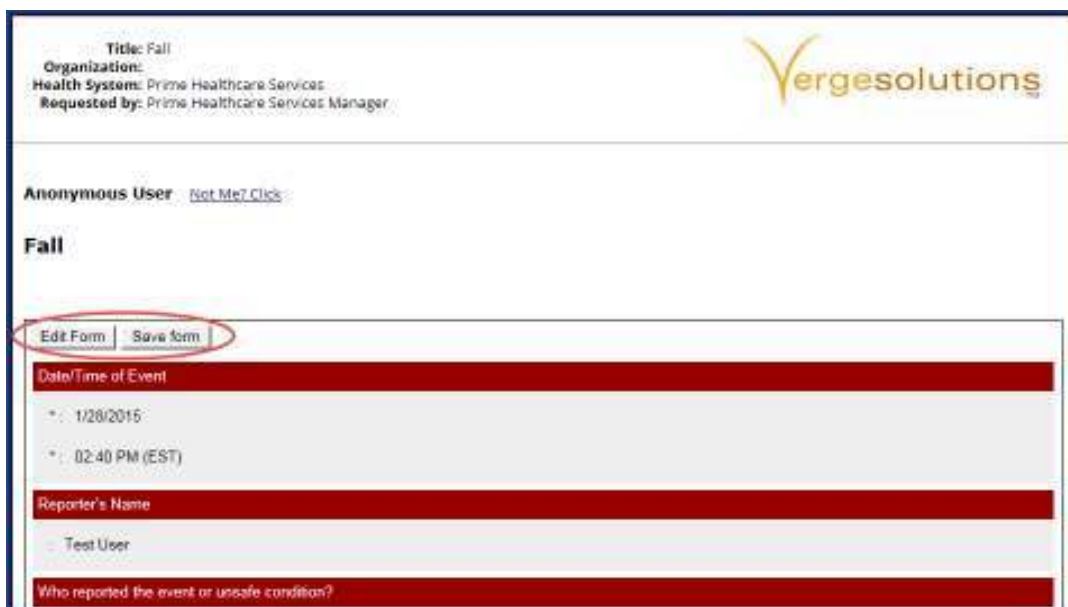
Patient, family member, volunteer, caregiver, or home assistant

- Select the **location** where the event occurred by first choosing the Organization and then the specific department/location related to that organization. Click “Select” after setting both fields.



The screenshot shows a web form for reporting a patient safety event. A modal window titled "Select Location" is open, allowing the user to choose an organization and then a specific location. The organization "Alvarado Hospital Medical Center" is selected. The location dropdown menu is open, showing a list of departments including Administration, Admitting, Blood Bank, Cardiology, Cardiovascular, Central Services, Communications, CT Scan, and Data Processing. The "Incident (Reached the patient)" radio button is selected in the main form.

- When the event details page and the event specific page are completed you will come to a screen to review your answers. If changes are needed to the form click “**Edit Form**” to make any edits. To submit just click “**Save form**”. You will see a **Thank You** screen appear, this means your entry has been submitted and saved.



The screenshot shows a review screen for a patient safety event report. The form contains the following information: Title: Fall; Organization: Prime Healthcare Services; Health System: Prime Healthcare Services; Requested by: Prime Healthcare Services Manager. The user is identified as "Anonymous User". The event details are: Date/Time of Event: 1/28/2015 at 02:40 PM (EST); Reporter's Name: Test User. The "Who reported the event or unsafe condition?" field is currently blank. The "Edit Form" and "Save form" buttons are circled in red.