

Reporter Guide

Healthcare SafetyZone[®] Portal

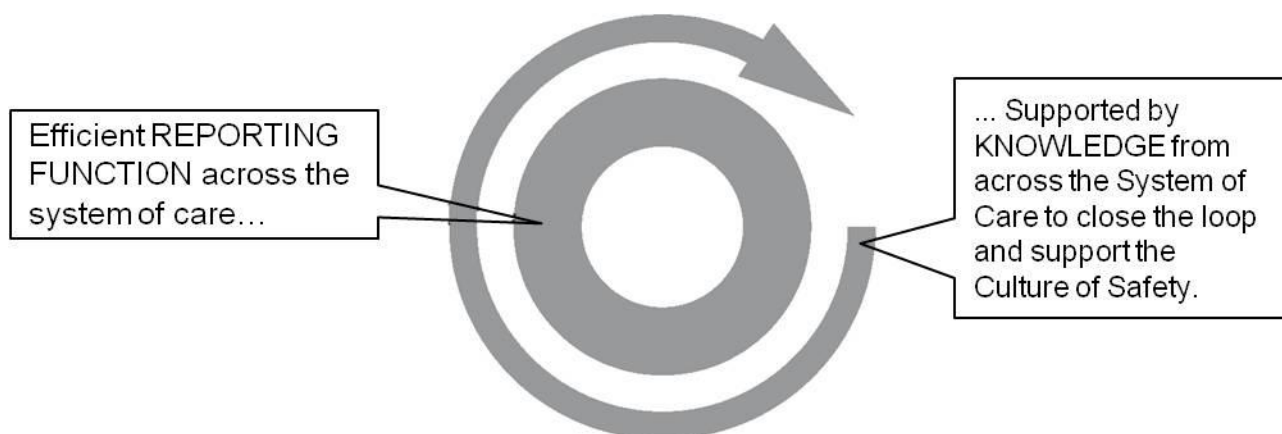
by

Clarity Group, Inc.

Basic Architecture of the Healthcare *SafetyZone*[®] Portal

The Healthcare *SafetyZone*[®] Portal is designed to be an integrating tool for your health system. Coming from the perspectives of each the Quality, Risk, Safety, and Service areas of your health system, the Portal is intended to serve as both a tool for the reporting, collecting and analyzing of data, and as a mechanism for organizing and distributing the same data across your system of care.

There are two (2) major components - Knowledge Management and Reporting - and these are linked to provide a continuous flow of information and knowledge to help ensure that the system remains a Healthcare *SafetyZone* for its patients, visitors and staff.



Benefits

- Time saved by staff in the reporting process
- Increased reporting from across the system
- Improved accuracy of data - no re-entry
- Enhanced information and clear follow-up trail
- Reporting and education are linked to support a blame-free culture

Anticipated Results

- Shared information - many perspectives to address a single database
- Enhanced decision making process - more efficient, more effective
- Enhanced first-line of awareness
- Culture of awareness and positive action supported
- Ability to gain consistency in reporting and analysis across the system

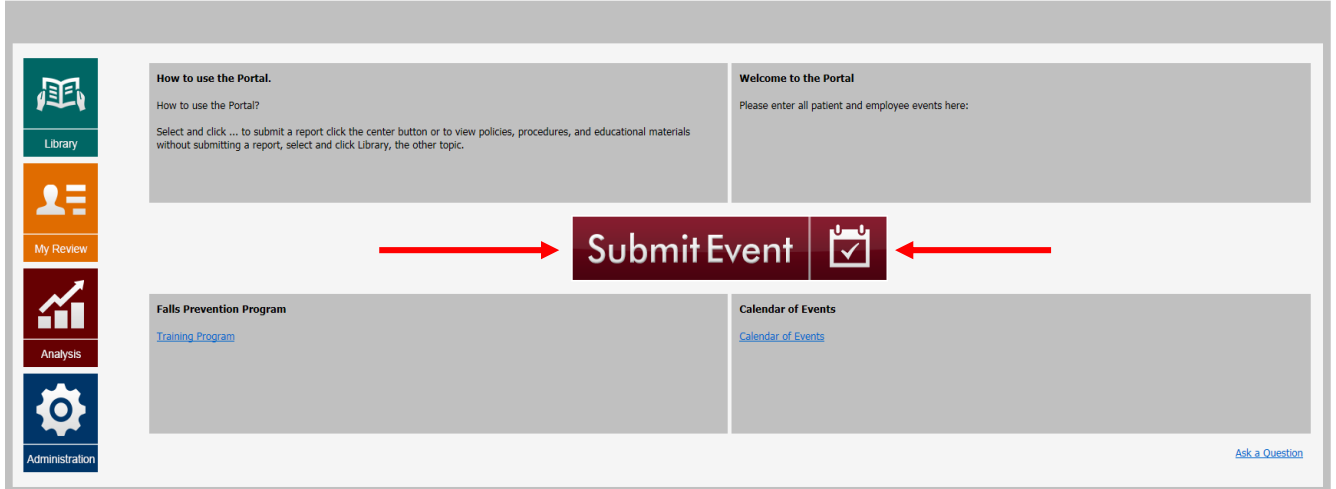
Section One: Submit an Event

Location: Home Page > Submit Event

Home Page


Community 

Healthcare SafetyZone® Portal 



How to use the Portal.
How to use the Portal?
Select and click ... to submit a report click the center button or to view policies, procedures, and educational materials without submitting a report, select and click Library, the other topic.

Welcome to the Portal
Please enter all patient and employee events here:

Submit Event 

Falls Prevention Program
[Training Program](#)

Calendar of Events
[Calendar of Events](#)

[Ask a Question](#)

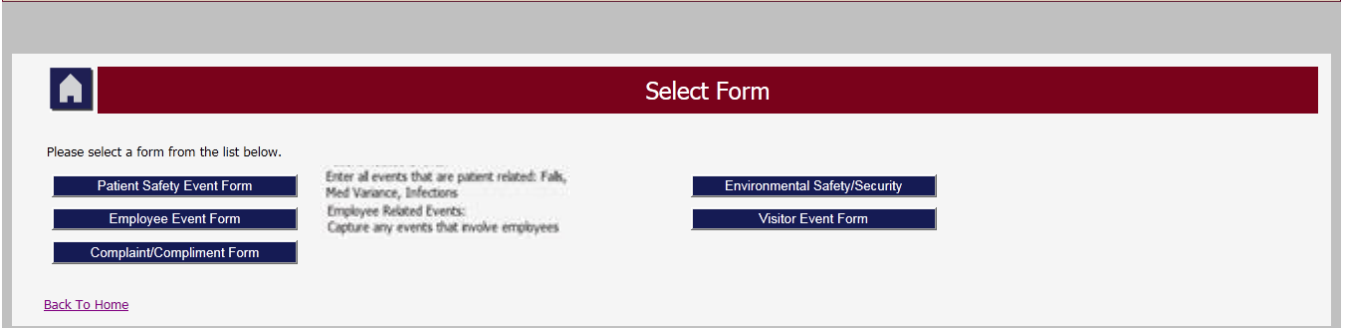
If your facility or group is using multiple forms to capture events, you will encounter a select form page prior to the blank event. This page contains form names and descriptions to help you determine which form you should submit under. To start an event submission click the button of the appropriate form.

Select Form Page

Community 

Healthcare SafetyZone® Portal 

Please select a form to continue.



Select Form

Please select a form from the list below.

Patient Safety Event Form
Enter all events that are patient related: Falls, Med Variance, Infections

Employee Event Form
Employee Related Events:
Capture any events that involve employees

Complaint/Compliment Form

Environmental Safety/Security

Visitor Event Form

[Back To Home](#)

The next page is a section-by-section display of a generic Event Submission Form. This example illustrates how a form can be compartmentalized and split into topic areas.

Blank Event Form

Current Form: Patient Safety Event Form

[Save](#)

[Reset](#)

[Cancel](#)

[Home](#) Event Number: 13995

NOTE: Required questions marked with *

*Event Date/Time:

Hour: 0 Min: 0

Indicates Current Form

Date/Time of Event

Indicates Event #

To whom did this happen:

[Lookup Demographics](#)

Medical Record # / Account #:

*First Name:

*Last Name:

Gender:

Female Male

DOB: (MM/DD/YYYY)

Subject of Event

*Event Type:

*Sub Event Type:

Please select Sub Event Type:

Type of Event

*Location:

*Sub Location:

Please select Sub Location:

*Sub Sub Location:

Please select Sub Sub Location:

Location of Event

Do you feel another department has involvement with or needs notification of this incident?

Yes No

*Describe the event: (facts only please)

Contributing Factors:

- A contributing factor not determined
- Code/Emergency situation
- Communication
- Computer system/network down
- Cross coverage
- Distractions
- Environmental factors
- Fatigue
- Imprint, identification failure
- No 24hr pharmacy
- No access to patient information
- Patient names similar/same
- Patient transfer
- Performed incorrectly
- Poor lighting
- Range orders
- Shift change
- Staff
- Weather
- Workload increase
- Other

Contributing Factors

Witnesses:

Witness Information

*Reporter name:

[Save](#)

[Reset](#)

[Cancel](#)

Reporter Information

Section One: Submit an Event

To submit a completed event, click the “Save” button. Once submitted original answers can never be cleared, only edited by a reviewer with documented changes. *(Note: You have approximately one hour to complete an event submission. If you exceed the one hour mark you will be returned to the Home Page and your information will be lost.)*

The “Reset” button clears the form and generates a new event number. The “Cancel” button clears the form and exits event submission function. *(Note: Neither button saves any information.)*

If your facility or group allows for attachments during event submission, you will encounter the following page upon clicking the “Save” button...




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Current Form: Patient Form

Are there any attachments for this event?

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If you wish to add an attachment click the “Yes” button...



Community  Healthcare SafetyZone® Portal 

Current Form: Patient Form

Search Category:

Description:

Category:

Attachment:

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The file(s) you wish to add must reside on either your intranet or hard drive. To add an attachment, enter a description and then browse for the file. Once selected, click the “Add Attachment” button. When finished click the “No More Attachments” button. *(Note: “Category” is an optional field used for search purposes only.)*

Section Three: The Library Function

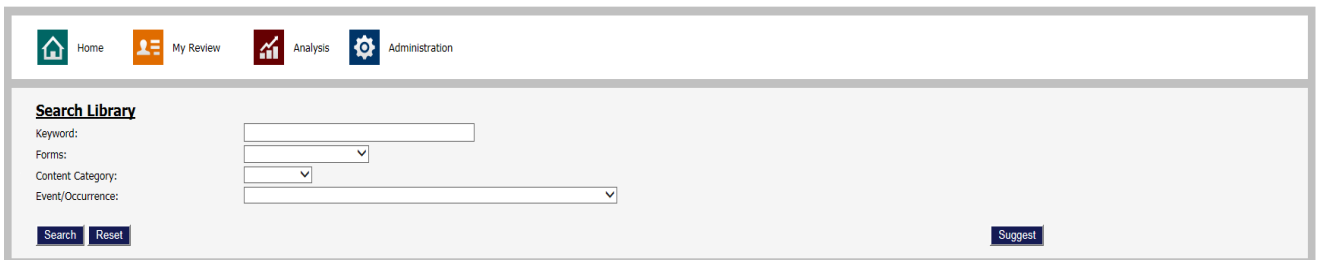
Location: Home Page > Library

This next section will walk you through the reference or Library functions of the Portal. Part of the benefit of the Portal lies in its ability to function as an online library of necessary articles and various other content for your organization. Keeping this kind of close connection between educational / informational content and event reporting tools ensures that, with each new event reported, the pertinent and necessary educational content is reaching the right people at the right time.



To the left is an image of the Portal's main menu bar. The second option down is where you can search the Library for various content pieces that reside in the system.

Upon clicking the "Library" button you will be taken to the search screen (below) where you may begin entering your search criteria.



The screenshot shows the Portal's search interface. At the top, there is a navigation bar with icons and labels for Home, My Review, Analysis, and Administration. Below this is a section titled "Search Library". It contains four input fields: "Keyword:" (a text box), "Forms:" (a dropdown menu), "Content Category:" (a dropdown menu), and "Event/Occurrence:" (a dropdown menu). At the bottom of this section are three buttons: "Search", "Reset", and "Suggest".

You can search the Library based on four options individually or combined with each other.

1. Search based on a keyword or phrase.
2. Search based on the Form the content is associated with.
3. Search based on the type of content you want (Policies, Training, News, etc.)
4. Search based on the event type the content is applied to.

Once you have entered the search criteria, click the "Search" button to see the results. These results will vary largely based on the criteria used and how populated the Library is. As the Portal grows, so will your Library.

You can suggest new content to be added by clicking the "Suggest" button.



If you have any questions regarding the Healthcare *SafetyZone*[®] Portal and its reviewing capabilities, please don't hesitate to contact the Clarity Help Desk at 773.864.8298 or email support@claritygrp.com

