



Staff Reporting Version

Datix Event Reporting System Review

Risk Management's Event Reporting
System-
Intranet

Online reporting is the reporting mechanism of choice for reporting those events of Risk Management concern. Online reporting is accessed through the Marshall Health Intranet Home page under the Faculty/Staff Link.

The paper form should only be used when online Datix access is unavailable for extended lengths of time.



Prepared by Deanna Parsons for
presentation use in her position as CHH
Director of Risk Management



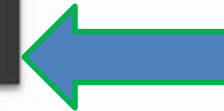
Faculty & Staff

[Home](#) | [Faculty & Staff](#)

Academic Resources

- [Academic Portal](#)
- [Academic Calendar](#)
- [MUSOM Question Bank](#)
- [MUSOM Curriculum Query](#)
- [Course Webpages](#)

- QUICK LINKS
- CME
- Policies
- Curriculum Committee
- New Innovations
- Personnel Advisory Committee
- Professional Development Program
- WebClock
- Cabell Clinics Event Reporting



Medical School Faculty & Staff Policies

- To file an event report go to the Marshall Health homepage and go to the Faculty/Staff drop-down and click on the Cabell Clinics Event Reporting link

Accessing through the Event Reporting link will open directly to the reporting form.
Please read the statement below.

Datix: CHH Event Reporting Form - Windows Internet Explorer provided by Cabell Huntington Hospital

http://datix.chhi.org/datix/live/index.php

Datix: CHH Event Reporting Form

New Form | Login | Datix

CHH Event Reporting Form

Completion of an Event Report within this system is not a substitute for medical record documentation. If an event occurs that relates to patient care, treatment, testing, etc., information concerning the event and the patient's status needs to be documented in the patient's medical record.

★	Indicates a mandatory field
?	Click for help with a particular field
▼	View and select from the list of available options for that field
Date format:	Enter in the format mm/dd/yyyy. Alternatively, click the button to select the date from a calendar
Time format:	Enter in the format hh:mm (Military time - 24hr clock)

If you have any questions, change requests or require assistance with completing this form, [click here to e-mail your Datix System Manager](#).

CONFIDENTIAL. The information contained in this report may be privileged and/or protected by one or more of the following: Peer Review, QA/I (PMI), HIPAA, Attorney/Client, and/or Work Product.

Patient / Person Information

Clear Section

★ Type of Person Involved

e.g. Patient, Employee, Visitor

★ Last Name

★ First Name

Show Additional Demographics?

Done Trusted sites | Protected Mode: Off 125% 12:05 PM

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Designation of 'Type of Person Involved' in event

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http://datix.chhi.org/datix/live/index.php

File Edit View Favorites Tools Help

Datix: CHH Event Reporting Form

New Form | Login | Datix

CHH Event Reporting Form

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Patient / Person Information

★ Type of Person Involved
★ Last Name
★ First Name
Show Additional Demographics?
★ Gender
Date of Birth (MM/dd/yyyy)
★ Was the person injured in the Event?

Inpatient
Outpatient
ER Patient
Home Care
Visitor
Physician
Physician (intern/resident/fellow)
Employee/Member of Staff
Volunteer

Dropdown

Add Another

Reporter's Details

Full Name
May disregard if reporter prefers to remain anonymous.

javascript:jQuery("#con_type_6_title").dropdownButton

Trusted sites | Protected Mode: Off

100%

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Any field **noted by a red asterisk *** is a required input that must be completed before you can progress through the system.

Time format: Enter in the format hh:mm (Military time - 24hr clock)

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People Affected

- + Add a new event
- My reports
- Design a report
- New search
- Saved queries
- Show staff

Patient / Person Information

[Clear Section](#)

* Type of Person Involved
e.g. Patient, Employee, Visitor

* Last Name

* First Name

Show Additional Demographics? Yes

Address

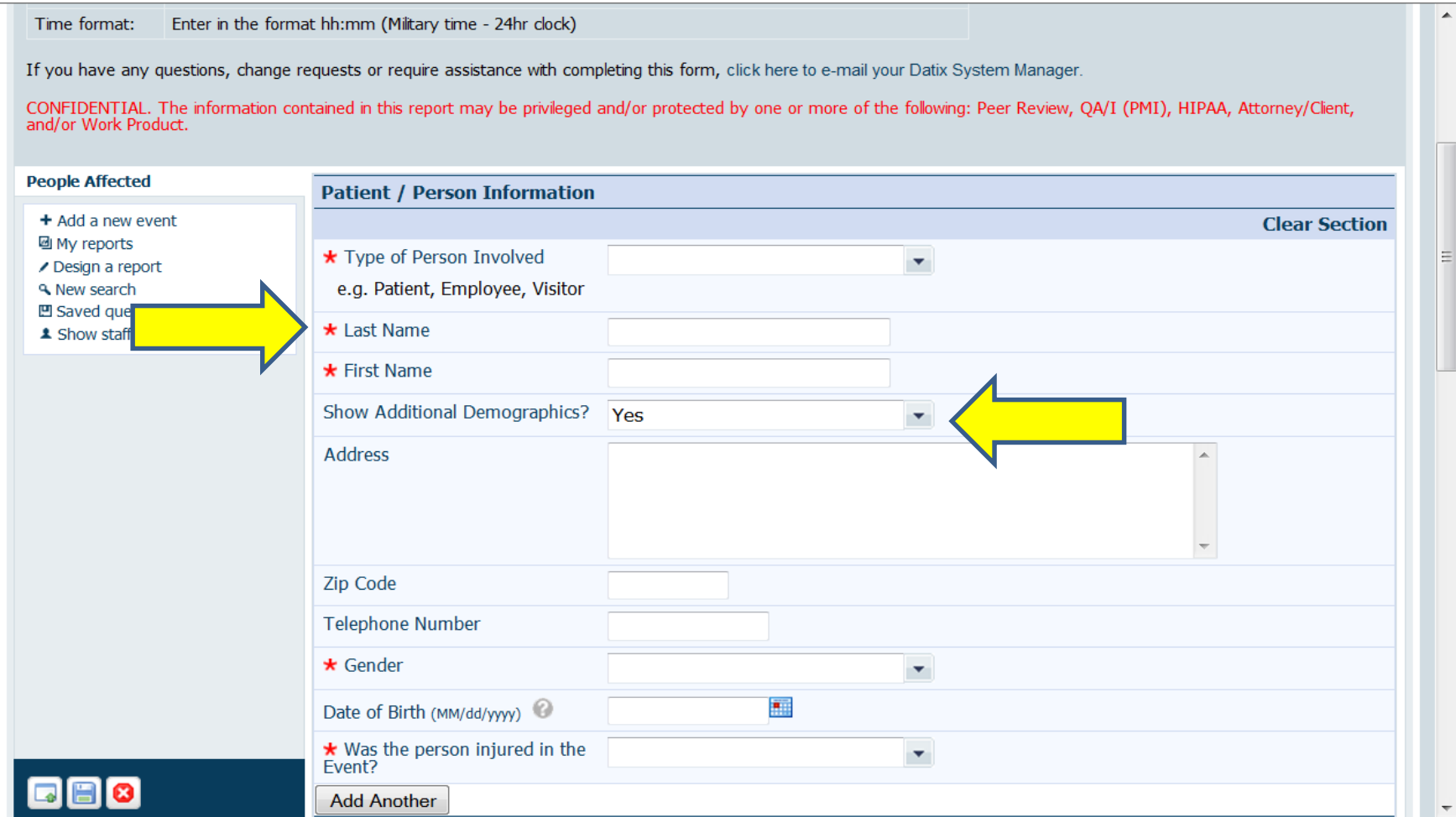
Zip Code

Telephone Number

* Gender

Date of Birth (MM/dd/yyyy)

* Was the person injured in the Event?

The image shows a screenshot of a web-based form titled "Patient / Person Information". The form contains several input fields, some of which are marked with a red asterisk to indicate they are required. Two yellow arrows are overlaid on the image: one points to the "Add a new event" option in the "People Affected" sidebar, and the other points to the "Show Additional Demographics?" dropdown menu. The form includes fields for "Type of Person Involved", "Last Name", "First Name", "Address", "Zip Code", "Telephone Number", "Gender", "Date of Birth", and "Was the person injured in the Event?". A "Clear Section" link is located in the top right corner of the form area. At the bottom of the form is an "Add Another" button. The overall interface has a light blue and white color scheme.

Drop down boxes ease report completion:

Event Reporting - ... CHHi | Home page


Visitor

* Last Name

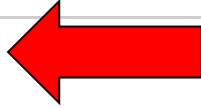
* First Name

Show Additional Demographics? ▼


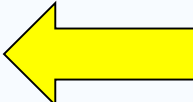
* Gender ▼

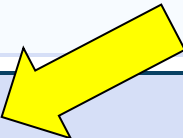
Date of birth (MM/dd/yyyy) 



* Was the person injured in the incident?




Depending on the dropdown selection other windows may open requesting more information.




* Was the person injured in the incident? Yes  

Injury Details 

Injuries	Nature of Injury	Area of Injury	
			
Add Another Injury			

Treatment received 

When you choose the Event Classification in the NATURE OF EVENT section, the screens will change to help guide you provide necessary information.

Nature of the Event	
Classification of Event	Fall Related 
Event Sub Category	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div> 
Nature of Event	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Fall Related	
Patient considered high risk for fall?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div> 
Risk assessment completed before fall?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Was Falling Star protocol utilized?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Patient's 1st Fall?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Was fall witnessed?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Was fall assisted?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Seen by physician after fall?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Call light in reach?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Fall occur within 12 hours postoperative?	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
Surface Condition	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>

Dropdowns with larger areas above indicate multi-select fields.

By single clicking on your choice you can select as many options as you wish. To finish you double click your last selection.

The image shows a screenshot of a web-based form titled "Event Classification". The form is divided into several sections:

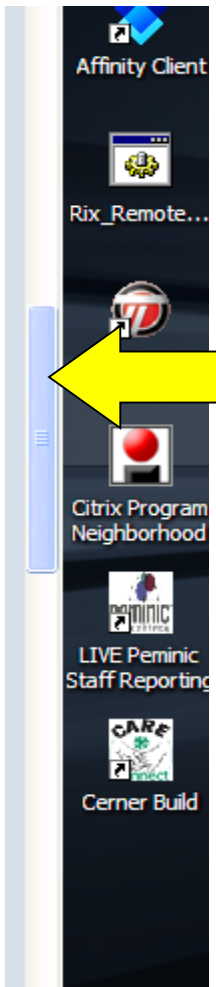
- Event Classification**: This section contains three dropdown menus:
 - "* Would this event be considered a near miss?"
 - "* Event Category"
 - "Event Sub Category" with the instruction "If applicable" below it.
- Narrative**: This section contains a text input field labeled "* Narrative Description of Event".

Two yellow arrows point to the right side of the "Event Sub Category" dropdown menu. The top arrow points to a small icon with a red 'x' (a clear selection button), and the bottom arrow points to the dropdown arrow itself. This indicates that these elements are used to manage the multi-select options.

Use the right sided Scroll Bar to see all the fields.

Event Location Information	
Department Reporting Event	<input type="text"/>
Department Location of Event	<input type="text"/>
Location (type)	<input type="text"/>
Other Department(s) Involved	<input type="text"/>

Nature of the Event	
Classification of Event	Fall Related
Event Sub Category	<input type="text"/>
Nature of Event	<input type="text"/>



- Affinity Client
- Rix_Remote...
- Citrix Program Neighborhood
- LIVE Peminic Staff Reporting
- Cerner Build

To add information regarding witnesses to the event choose 'Yes' and complete the information requested in the new section.

The screenshot shows a web form titled "Witnesses" with a light blue header. The first field is a dropdown menu labeled "★ Were there any Witnesses to the Event?" with the value "Yes" selected. A yellow arrow points to this dropdown. Below this is a "Clear Section" button. The next field is "★ Type of Person" with an empty dropdown. Below that are text input fields for "First Name", "Last Name", and "Address" (with a vertical scrollbar). At the bottom of the form is a "Telephone Number" field and an "Add Another" button. At the very bottom of the form are "Save" and "Cancel" buttons. The Datix logo is visible in the bottom right corner of the page.

Once you have completed the report left click on the Save at the bottom of the form to submit your report.

The screenshot shows a web form with the following sections:

- Two empty input fields at the top.
- A dropdown menu labeled "Nature of Event".
- A section header "Event Description".
- A label "Narrative Description of Event" next to a large text area.
- A horizontal scrollbar below the text area.
- A section header "Witnesses".
- A "Clear Search" link on the right.
- A dropdown menu with a red asterisk and the text "Were there any Witnesses?".
- An "Add Another" button.
- At the bottom right, a "Save" button and a "Cancel" button. A large red arrow points to the "Save" button.

Any Questions?

Call Deanna Parsons CHH Risk Mgmt at CHH ext. 2315