

## Incident Report Template

<b>Incident ID</b>	<b>[Auto-generated]</b>
<b>Date/Time</b>	[MM/DD/YYYY – HH:MM AM/PM]
<b>Reported By</b>	[Name, Department, Contact]
<b>Issue Summary</b>	[Brief description of the problem]
<b>Systems/Users Affected</b>	[List of affected systems or user groups]
<b>Incident Category</b>	[Outage, Security Breach, Access Issue, etc.] (Wang et al., 2021).
<b>Initial Response Time</b>	[Time when response began]
<b>Resolution Actions Taken</b>	[Step-by-step actions]
<b>Escalation Required?</b>	[Yes/No – If yes, specify tier or team]
<b>Root Cause Identified</b>	[Yes/No – Provide summary if applicable]
<b>Resolution Time/Date</b>	[MM/DD/YYYY – HH:MM AM/PM]
<b>Follow-Up Required</b>	[Yes/No – Specify if user training or patching is needed]
<b>Prepared By</b>	[Technician Name]
<b>Approved By</b>	[Supervisor Name]

## Reference

Wang, S. V., Pinheiro, S., Hua, W., Arlett, P., Uyama, Y., Berlin, J. A., ... & Schneeweiss, S. (2021). STaRT-RWE: structured template for planning and reporting on the implementation of real world evidence studies. *Bmj*, 372.  
<https://www.bmj.com/content/372/bmj.m4856.short>