

ZEROHARM

JOB AID: SUBMITTING A SAFETY EVENT

Midas+ Patient and Visitor Event Reporting

Submitting an Event

1. Access Midas+ Event Reporting (Patient & Visitor) via [@MC](#).
2. Select the event type. A list of events is included under each type.
3. Select Facility: Type **OH** then press the **TAB** key to show a list of hospital prefixes (OH-DR, OH-GC, OH-FR, OH-MCE, OH-NA, OH-SA and OH-MCMG). Select facility and press **TAB**.
4. Enter Event Date: Enter "t" to quickly enter the current date then press the **TAB** key.
5. Choose Affected Individual: Patient (default) or Non-Patient. Non-Patients would include visitors, vendors, volunteers, etc., click "Next."
 - a. Select the **Name** radio button, type patient's Last Name, press **TAB** key and Click **Lookup**.
 - b. Select correct name/encounter then click OK.

Note: The Patient's Midas+ record can only be opened by one (1) person at a time.

6. Complete the event data entry screen. **Note:** You have 20 minutes to complete the report once started. Users **cannot** save and come back later to complete the entry.
 - a. All **bolded** fields are mandatory.
 - b. Press the **TAB** key to accept the data and move to the next field. **DO NOT press the Enter Key.**
 - c. Navigating drop-down fields:
 - i. Click the ellipses to view the entire list of choices.
 - ii. For multi-page lists, use the **Prev** or **Next** buttons at the bottom of the list to change pages.
 - iii. Type the first few letters and press the **TAB** key to see a list of terms that start with these letters.
 - iv. Hold down the CTRL key and use the mouse to select multiple entries at one time.
 - v. Enter hospital prefix to see only departments at the facility.
 - d. You must select a "Significance". Enter your best assessment with the information available at the time. Notify your direct manager or Risk Officer about any serious events.
 - e. Employee or Provider Witness Fields: Do not click the ellipsis button for this field. Type part or all of the individual's last name and press the **TAB** key. Click on the individual's name. Repeat process to choose multiple colleagues.
 - f. Other Witness and Resident Fields (free text): Type the witness's name followed by their relationship to the patient and press **TAB**. *For Example: Jane Doe - Patient's Daughter.*
 - g. Involved Departments: Enter your department first followed by any other departments that were involved in the event.

Very Important: To find a department, enter the prefix for your facility and press **TAB**. All departments for all facilities are listed in this dictionary field. Search for a keyword by typing the left bracket "[" and the key word. (e.g., [Green will return 3 Green, 5 Green, etc.)

- h. Brief Factual Description: Please be as detailed as possible.
- i. Entered By: Enter your name (preferred). May enter "anonymous" or "XXX".
- j. After completing the data entry, click the Submit button in the upper right-hand side of the screen. A message will appear indicating your entry was successful.

Note: If any mandatory fields were missed, you will be prompted to return to the form and complete them before you can successfully submit the event.

- k. After the event is submitted, click on the **X** in the upper right corner to close the screen and exit the program.



MOUNT CARMEL

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