VERITAS Event Reporting System

Entering in a VERITAS event
**You must now use Google Chrome instead of Internet Explorer**

This is the preferred web browser to use with VERITAS.

To access VERITAS click on Resources Directory
- Scroll down and click on VERITAS
- Or go to website [https://veritas.mc.vanderbilt.edu](https://veritas.mc.vanderbilt.edu)
• To login to VERITAS you must click on “Login using your vunetID and password” icon

• NOTE: You must be on a Vanderbilt workstation in order to access VERITAS. If you are at home, you will need to VPN through the Vanderbilt firewall.
To login to VERITAS you must use your VUNETID and password

Anonymous reporting is allowed
• Any VERITAS entry that you have not completed will be listed under My Incomplete Files

• To finish the VERITAS entry, click on the Incident ID or File Name
To begin a new VERITAS entry click on the paper icon called “New File”
• Click on the type of event you wish to enter
• You can search items in the “Find a form” box
  • See the example above by typing in the search box
• Begin by including specific event information
• Scroll down for additional information fields
• **Fields with an asterisk (*) are required**
• Enter in information about the person affected
• If the person is a patient, click on the magnifying glass next to “MRN”
- Enter in the MRN or name, then click on Search
- Once you find the correct patient, click on Accept
• Enter the Event Details for when and where the event occurred
Enter the Specific Event Details for this event including the Brief Factual Description
• Under “Who was Involved/Witnessed/Notified,” Click on Add to list each person involved
• Ignore if there are no other individuals involved
• Enter the involved individual’s role and information and click OK
• Involved individual’s information will be updated
• Click Add again to list additional individuals
• Click on Submit when complete
A message confirming your VERITAS was submitted successfully should appear.