

VERITAS Event Reporting System Upgrade

August 2018

Reviewer Training

How to get to VERITAS

Vanderbilt University Medical Center

Patients and Visitors go to VanderbiltHealth.com

Sophie is back to thank those who saved her life [READ >](#)

Resources for employees

Resources Directory

Email

Kronos

C2HR

****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.

VUMC - Vanderbilt Health | X

Secure | <https://ww2.mc.vanderbilt.edu/mcmain/employees>

VANDERBILT UNIVERSITY
MEDICAL CENTER

MENU

- Student Recreation Center
- Synergy
- System Support Services
- Tableau
- The Reporter
- Travel
- Vaccine Info Sheets for Patients (CDC)
- Vanderbilt Environmental Health & Safety
- Vanderbilt File Transfer Application
- Vanderbilt Medicine Magazine
- Vanderbilt Nurse Magazine
- VandyWorks
- VandyWorks User Guide
- Verge Solutions/V-Survey
- Veritas
- Vice Chancellor's Suggestion Box
- VIM Leader Portal
- Volunteering at Vanderbilt
- VPIMS Web (Vanderbilt Perioperative Information Management System)
- VPN Information
- VShare
- VUMC Community Culture Survey
- VUMC Event Calendar
- VUMC Help Desk - Self Service
- VUMC Information Technology (IT)
- VUMC Software Store
- VUNetID Help
- WALDO (Web Access to Labor Data Online)
- Web Development, VUMC
- Work / Life Connections - EAP
- Work Injury / Illness Reporting
- Workforce Performance Operations (WPO)
- xMatters
- YES - Your Enrollment Services

Find a Doctor Office of Research Popular Links

Parking and Transportation Giving Vanderbilt Health

Patient and Visitor Info Volunteer My Health at Vanderbilt

School of Medicine Patient Privacy Medical Record Information

School of Nursing Media Request an Appointment

Vanderbilt University Web Policy Patient & Visitor Info

f t YouTube g+

Scroll down and click on VERITAS.

Or go to website <https://veritas.mc.vanderbilt.edu>.

https://veritas.mc.vanderbilt.edu/landing/ VERITAS II

VANDERBILT VERITAS II

POWERED BY solutions

This report will be reviewed by Risk and Insurance Management, and by individual(s) responsible for the location or event type. Medical Center events entered into VERITAS are considered confidential and are not to be used for disciplinary purposes or external research.

On August 2nd, Veritas will be down to upgrade

Please report all work-related injuries using VERITAS.

If you wish to report an incident anonymously, please click the "Anonymous" button below; otherwise click "Login" and enter your VunetID and ePassword on the next screen

For any urgent concerns, also contact your supervisor immediately

To access training for the new VERITAS [click here](#)
After logging in enter "VERITAS" in the "Find a Course" search area.

Anonymous

Login using vunetID and password

To login to VERITAS you must click on "Login using your vunetID and password" icon.


You cannot review VERITAS if you are logged in Anonymously.

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.

RL Login

Secure | https://rltest.mc.vanderbilt.edu/RL6_Test/Homecenter/Client/Login.aspx?ReturnUrl=%2fRL6_Test%2f

RL software for safer healthcare



VANDERBILT

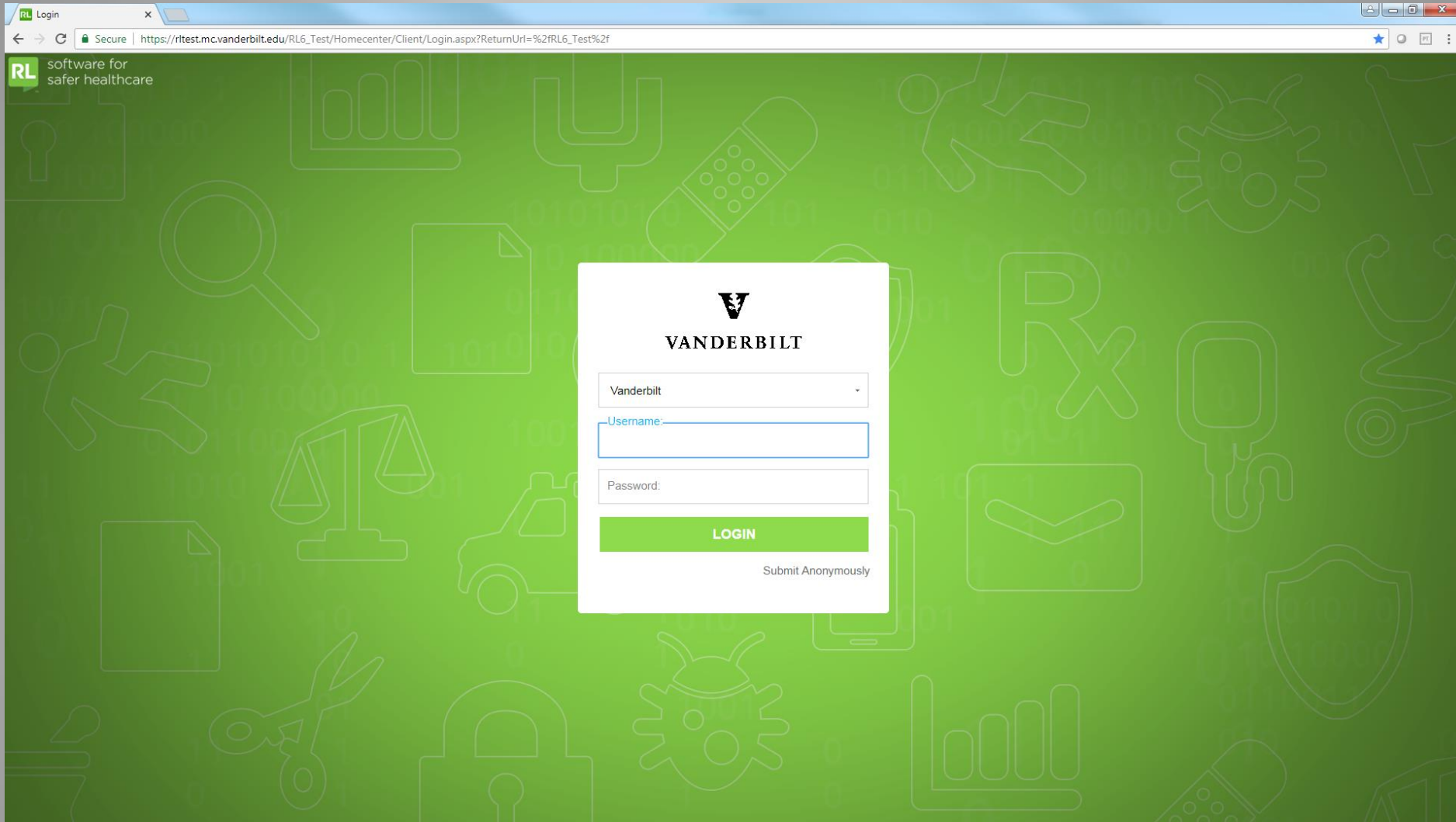
Vanderbilt

Username:

Password:

LOGIN

[Submit Anonymously](#)



To login to review VERITAS, you must use your VUNETID and password.

RL File Info Center - My Imp x

Secure | https://rltest.mc.vanderbilt.edu/RL6_Test/app.aspx/#/FileInfoCenter/468

software for safer healthcare

Dashboards Bookmarks Logged in as RL User

File Info Center

VIEW: MY IMPORTANT FILES

Search

1 - 5 of 5 50 per page

<input type="checkbox"/>	Incident ID	File Name	MRN	First Name	Last Name	Updated Date
<input type="checkbox"/>	566432	AMALWBS/LBE Event (566432)	321654987	FOGHORN	LEGHORN	07-18-2018 09:09:22
<input type="checkbox"/>	566431	DIAGNOSIS/TREATMENT Event (566431)	216546513	DEREK	ZOOLANDER	07-18-2018 08:48:19
<input type="checkbox"/>	566429	FALL Event (566429)	58445127	BLACK	KNIGHT	07-18-2018 08:37:27
<input type="checkbox"/>	566427	INFECTION CONTROL Event (566427)	26574412	SMELL	ELDERBERRY	07-18-2018 08:29:17
<input type="checkbox"/>	566426	FALL Event (566426)		LIBERTY	BELL	07-18-2018 08:05:40

My Risk Files

The system will automatically open to your “File Info Center.”

My Important Files will be displayed by default.

Whenever you need to return to the File Info Center, click on the Clip Board symbol in the top left corner.

File Info Center - My Risk x
 Secure | https://rltest.mc.vanderbilt.edu/RL6_Test/app.aspx/#/FileInfoCenter/1044

software for safer healthcare

File Info Center
 VIEW: MY RISK FILES

Search [] 1 - 50 of 2859 50 per page

PERSONAL VIEWS	Incident ID	File Name	File Entered Date	Last Name	First Name	Site	Updated Date	Entered By
My Important Files	566446	COMPLAINT Event (566446)	07-18-2018	BARGER	JIM	VUH (Adult)	07-18-2018 11:12:02	DeAnna Crawford
My Risk Files	566426	FALL Event (566426)	07-18-2018	BELL	LIBERTY	VUH (Adult)	07-18-2018 08:05:40	Kevin O'Bryant
	566435	VEHICLE DAMAGE Event (566435)	07-18-2018	DAVIS	JEFFREY	VUH (Adult)	07-18-2018 09:27:36	Jeff Davis
	566437	WORK-RELATED INJURY OR ILL	07-18-2018	DAVIS	JEFFREY	VUH (Adult)	07-18-2018 09:39:18	Jeff Davis
	566428	SKIN/TISSUE Event (566428)	07-18-2018	DEAD	BRING OUT YOUR	VUH (Adult)	07-18-2018 08:42:31	Christie Schenk
	566434	INJURY/ILLNESS Event (566434)	07-18-2018	DOE	JANE	VUH (Adult)	07-18-2018 09:23:20	Jeff Davis
	566433	PROPERTY DAMAGE Event (566433)	07-18-2018	DOE	JOHN	VUH (Adult)	07-18-2018 09:19:55	Jeff Davis
	566427	INFECTION CONTROL Event (566427)	07-18-2018	ELDERBERRY	SMELL	VUH (Adult)	07-18-2018 08:29:17	Christie Schenk
	566441	SAFETY/SECURITY/RESTRAINT	07-18-2018	IBARRA		VUH (Adult)	07-18-2018 09:47:34	Cherry Salmon
	566444	DIAGNOSIS/TREATMENT Event (566444)	07-18-2018	JONES	BOB	VUH (Adult)	07-18-2018 11:09:06	DeAnna Crawford
	566429	FALL Event (566429)	07-18-2018	KNIGHT	BLACK	VUH (Adult)	07-18-2018 08:37:27	Christie Schenk
	566432	AMA/LWBS/LBE Event (566432)	07-18-2018	LEGHORN	FOGHORN	VUH (Adult)	07-18-2018 09:09:22	Kevin O'Bryant
	566438	AMA/LWBS/LBE Event (566438)	07-18-2018	OBRYANT		VUH (Adult)	07-18-2018 09:43:13	Cherry Salmon
	566430	SAFETY/SECURITY/RESTRAINT	07-18-2018	RABBIT	WHITE	VUH (Adult)	07-18-2018 08:44:59	Christie Schenk
	566439	SURGERY/INVASIVE PROCEDU	07-18-2018	SALMON		VUH (Adult)	07-18-2018 09:44:28	Cherry Salmon
	566447	DIAGNOSIS/TREATMENT Event (566447)	07-18-2018	SMTIH	SUSAN	VUH (Adult)	07-18-2018 11:13:50	DeAnna Crawford
	566423	CONSENT/DOCUMENTATION E	07-18-2018	TESTZZZ	ATEST	VUH (Adult)	07-18-2018 07:38:31	Kevin O'Bryant
	566443	COMPLAINT Event (566443)	07-18-2018	TURNER	MELINDA	VUH (Adult)	07-18-2018 11:07:55	DeAnna Crawford
	566431	DIAGNOSIS/TREATMENT Event (566431)	07-18-2018	ZOOLANDER	DEREK	VUH (Adult)	07-18-2018 08:48:19	Christie Schenk
	566424	LAB SPECIMEN/TEST Event (566424)	07-18-2018	ZTEST	LESTEST1	VUH (Adult)	07-18-2018 08:00:21	Kevin O'Bryant
	566425	SAFETY/SECURITY/RESTRAINT	07-18-2018	ZTEST	PROVTEST1	VUH (Adult)	07-18-2018 08:03:38	Kevin O'Bryant
	566445	CONSENT/DOCUMENTATION E	07-18-2018	BROWN	TIMOTHY	VUH (Adult)	07-18-2018 11:10:28	DeAnna Crawford

To view all active click on My Risk Files.

The most recent events entered will be at the top of the page.

Any event that where the names are **bold** has not been opened.

Fired Alerts

Alert Notification Management
VIEW: ALL STATES

Search

Notification...	Module	Notification Date	State	Alert Name	Schedule Name
<input type="checkbox"/> 364575	Risk	07-20-2018 09:00:23	In-Progress	A VERITAS has been added ...	Fired Alerts
<input type="checkbox"/> 364574	Risk	07-20-2018 08:17:37	New	A VERITAS has been added ...	Fired Alerts

If you are set up to receive fired alerts, you will find any new files for your location or event type in the Alert Notification section of your home screen when you click on the clock icon on the left side of the screen. Click on the Notification ID to open the alert.

Notification Details ?

Subject: A VERITAS has been added for your area
Messages:

IMPORTANT ALERT
 RL, you are receiving this Alert because a new Veritas event has been added/changed in the system.
 This Notification was generated on 07-20-2018 09:00:23.
 Below are the links to the files that triggered this Alert.

566453 File 566453 [Open File](#)

[More Details](#)

Exit [Delete](#) [UnSnooze](#) [Snooze](#) [Acknowledge](#)

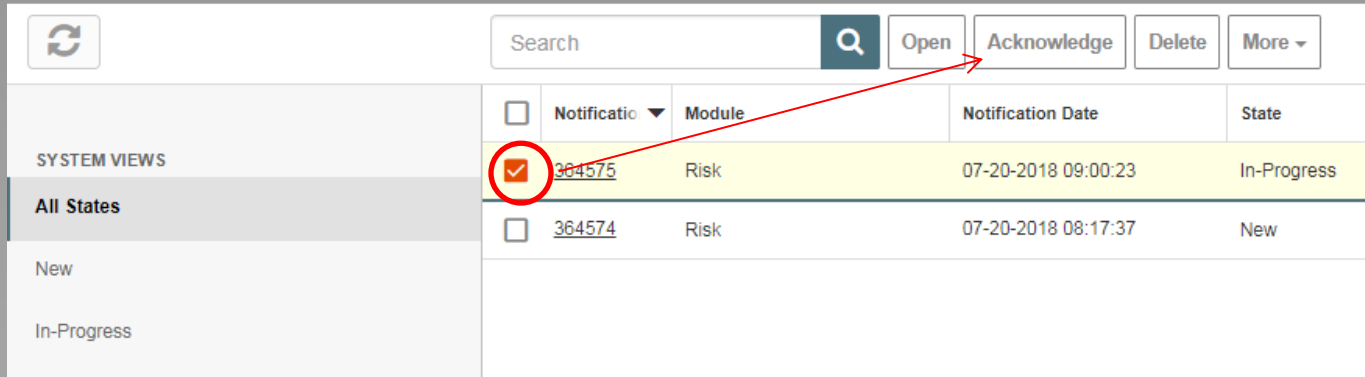
To open the file, click on Open File on the same line as the file number. You might have multiple VERITAS reports contained in the alert.

<input type="checkbox"/> 364575	Risk	07-20-2018 09:00:23	In-Progress	A VERITAS has been added ...	Fired Alerts
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Once you open your fired alert, it displays as "In Progress."

Alert Notification Management

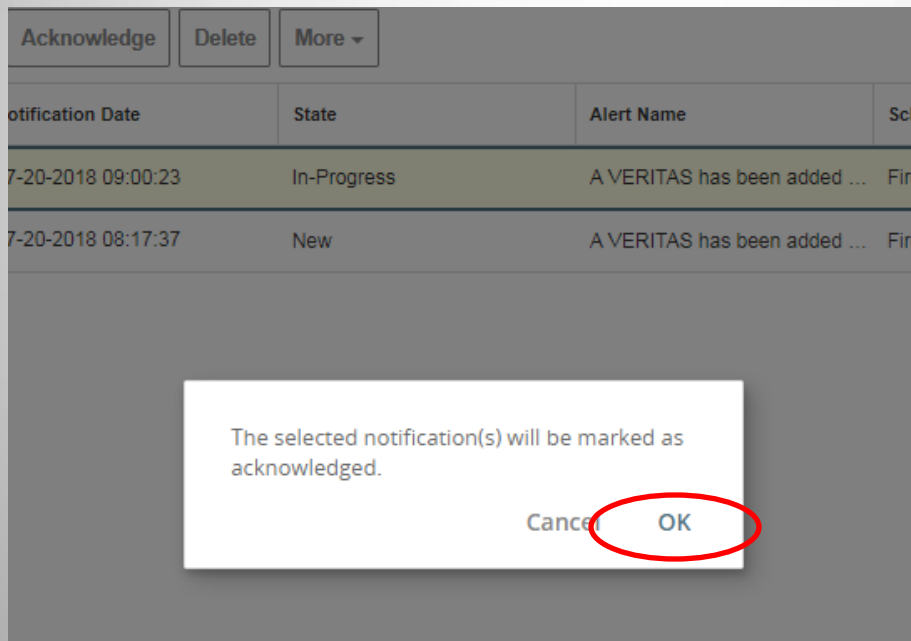
VIEW: ALL STATES



Search

	<input type="checkbox"/> Notification	Module	Notification Date	State
SYSTEM VIEWS				
All States	<input checked="" type="checkbox"/>	Risk	07-20-2018 09:00:23	In-Progress
New	<input type="checkbox"/>	Risk	07-20-2018 08:17:37	New
In-Progress				

To dismiss your fired alert and remove it from your Alert Notifications, check the box by the desired report, and click Acknowledge.



Notification Date	State	Alert Name	Sch
7-20-2018 09:00:23	In-Progress	A VERITAS has been added ...	Fire
7-20-2018 08:17:37	New	A VERITAS has been added ...	Fire

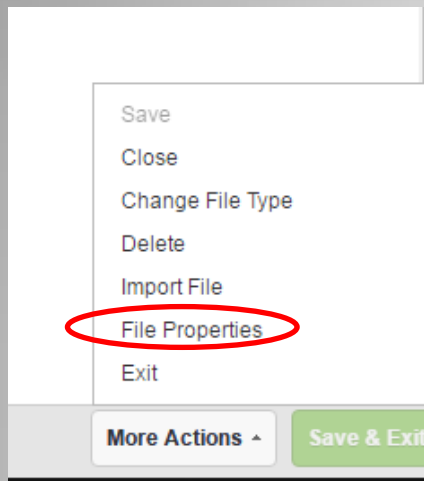
The selected notification(s) will be marked as acknowledged.

Verify that you wish to remove the alert. Click OK.

Removing a file from your alert notification does not remove it from your risk file list.

Important Files

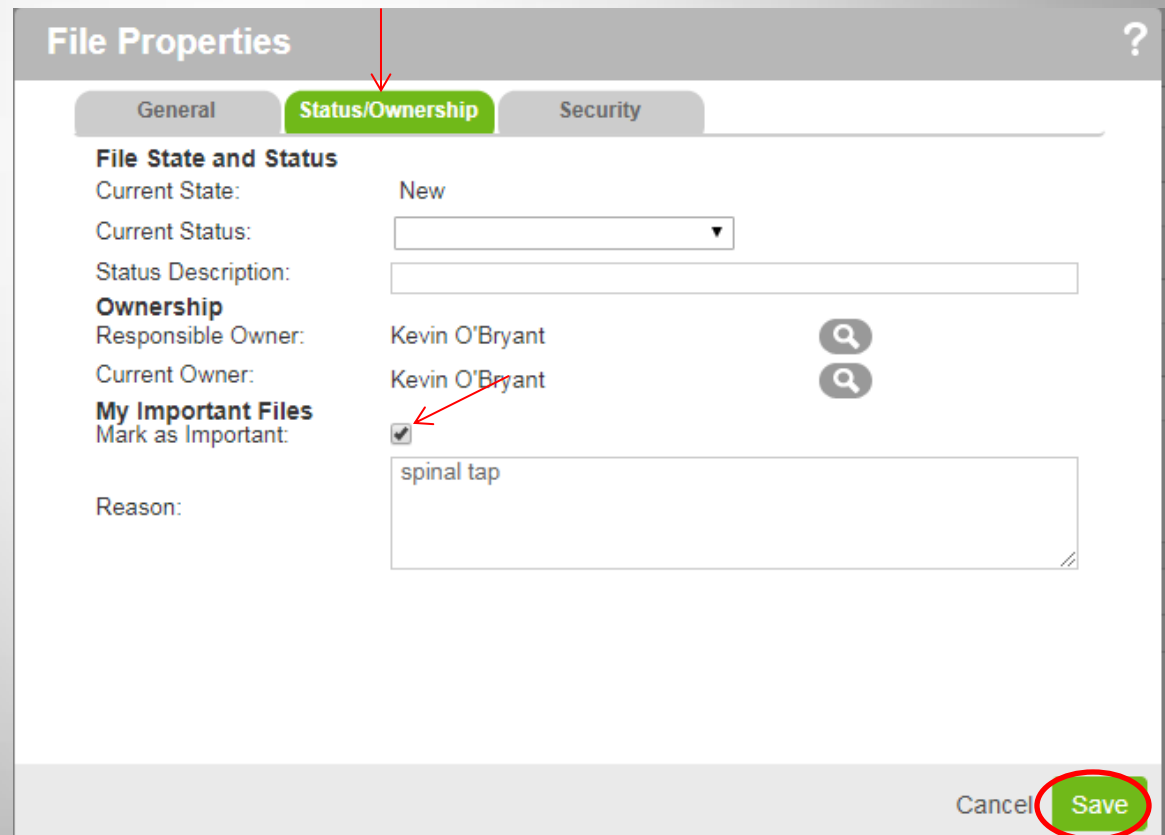
Method 1: From inside the file itself.



Open a VERITAS report.

In the bottom right corner, under More Actions, select File Properties—Status/Ownership, then click Mark as Important.

If you want to enter a reason or other notes, type them in the box provided. Click Save.



The 'File Properties' dialog box is shown with the 'Status/Ownership' tab selected. The 'File State and Status' section includes 'Current State' (New), 'Current Status' (dropdown), and 'Status Description' (text box). The 'Ownership' section shows 'Responsible Owner' and 'Current Owner' as Kevin O'Bryant, each with a search icon. The 'My Important Files' section has 'Mark as Important' checked (indicated by a red arrow) and a text box containing 'spinal tap'. The 'Reason:' label is above an empty text box. At the bottom right, the 'Save' button is circled in red, next to a 'Cancel' button.

File Info Center

VIEW: MY IMPORTANT FILES

PERSONAL VIEWS	<input type="checkbox"/>	Incident ID	File Name	MRN
My Important Files	<input type="checkbox"/> ! 🔒	566432	AMA/LWBS/LBE Event (566432)	321654987
My Risk Files	<input type="checkbox"/> ! 🔒	566431	DIAGNOSIS/TREATMENT Event (566431)	216546513
	<input type="checkbox"/> ! 🔒	566429	FALL Event (566429)	58445127
	<input type="checkbox"/> ! 🔒	566427	INFECTION CONTROL Event (566427)	26574412
	<input type="checkbox"/> ! 🔒	566426	FALL Event (566426)	

<input type="checkbox"/> ! 🔒	566426	FALL Event (566426)
<input type="checkbox"/> ! 🔒	566427	INFECTION CONTROL Event (566427)
<input type="checkbox"/> ! 🔒	566426	FALL Event (566426)










Your file will now appear in the My Important Files. Only you can see that you marked this file as important.

If you hover over the green exclamation point, you will see your reason/notes for this file.

<input type="checkbox"/>			Incident ID	File Name
<input type="checkbox"/>	!	🔒	566431	DIAGNOSIS/TREATMENT Event (566431)
<input type="checkbox"/>	!	🔒	566429	FALL Event (566429)
<input type="checkbox"/>	!	🔒	566427	INFECTION CONTROL Event (566427)
<input type="checkbox"/>	!	🔒	566426	FALL Event (566426)

If you no longer want the file marked as Important, click the green exclamation point and it will no longer be marked as important.

Method 2: From your My Risk Files.

<input type="checkbox"/>		Incident ID	File Name	File Entered Date
<input type="checkbox"/>		566452	MEDICATION/FLUID Event (5664	07-19-2018
<input type="checkbox"/>		566450	COMPLAINT Event (566450)	07-19-2018
<input type="checkbox"/>		566449	LAB SPECIMEN/TEST Event (566	07-19-2018
<input type="checkbox"/>		566451	SKIN/TISSUE Event (566451)	07-19-2018
<input type="checkbox"/>		566426	FALL Event (566426)	07-18-2018
<input type="checkbox"/>		566445	CONSENT/DOCUMENTATION E	07-18-2018
<input type="checkbox"/>		566437	WORK-RELATED INJURY OR ILL	07-18-2018
<input type="checkbox"/>		566428	SKIN/TISSUE Event (566428)	07-18-2018
<input type="checkbox"/>		566434	INJURY/ILLNESS Event (566434)	07-18-2018

From the main screen, select a file from your list of Risk files. Click the transparent exclamation point.

Mark file as important

Specify the reason

Cancel

Enter desired notes in the reason field, then click OK.

File Info Center

VIEW: MY RISK FILES

Search Summary Print Email More 1 - 100 of 2863 50 per page

PERSONAL VIEWS

My Important Files

My Risk Files

<input type="checkbox"/>	Incident ID	File Name	File Entered Date	Last Name	First Name	Site	Updated Date	Entered By
<input type="checkbox"/>	566453	COMPLAINT Event (566453)	07-20-2018	ASTLEY	RICK	VUH (Adult)	07-20-2018 08:58:16	Anonymous
<input type="checkbox"/>	566452	MEDICATION/FLUID Event (566452)	07-19-2018	BOINGO	OINGO	VUH (Adult)	07-19-2018 12:40:15	Kevin O'Bryant
<input type="checkbox"/>	566449	LAB SPECIMEN/TEST Event (566449)	07-19-2018	SOMETIMES	CHARLOTTE	VUH (Adult)	07-19-2018 10:24:26	Kevin O'Bryant
<input type="checkbox"/>	566451	SKIN/TISSUE Event (566451)	07-19-2018	DURAN	DURAN	VUH (Adult)	07-19-2018 12:37:21	Kevin O'Bryant
<input type="checkbox"/>	566426	FALL Event (566426)	07-18-2018	BELL	LIBERTY	VUH (Adult)	07-18-2018 08:05:40	Kevin O'Bryant
<input type="checkbox"/>	566445	CONSENT/DOCUMENTATION Event (566445)	07-18-2018	BROWN	TIMOTHY	VUH (Adult)	07-18-2018 11:10:28	DeAnna Crawford
<input type="checkbox"/>	566437	WORK-RELATED INJURY OR ILLNESS Event (566437)	07-18-2018	DAVIS	JEFFREY	VUH (Adult)	07-18-2018 09:39:18	Jeff Davis
<input type="checkbox"/>	566428	SKIN/TISSUE Event (566428)	07-18-2018	DEAD	BRING OUT YOUR	VUH (Adult)	07-18-2018 08:42:31	Christie Schenk
<input type="checkbox"/>	566434	INJURY/ILLNESS Event (566434)	07-18-2018	DOE	JANE	VUH (Adult)	07-18-2018 09:23:20	Jeff Davis
<input type="checkbox"/>	566433	PROPERTY DAMAGE Event (566433)	07-18-2018	DOE	JOHN	VUH (Adult)	07-18-2018 09:19:55	Jeff Davis
<input type="checkbox"/>	566427	INFECTION CONTROL Event (566427)	07-18-2018	ELDERBERRY	SMELL	VUH (Adult)	07-18-2018 08:29:17	Christie Schenk
<input type="checkbox"/>	566441	SAFETY/SECURITY/RESTRAINT Event (566441)	07-18-2018	IBARRA		VUH (Adult)	07-18-2018 09:47:34	Cherry Salmon
<input type="checkbox"/>	566444	DIAGNOSIS/TREATMENT Event (566444)	07-18-2018	JONES	BOB	VUH (Adult)	07-18-2018 11:09:06	DeAnna Crawford
<input type="checkbox"/>	566429	FALL Event (566429)	07-18-2018	KNIGHT	BLACK	VUH (Adult)	07-18-2018 08:37:27	Christie Schenk
<input type="checkbox"/>	566432	AMA/LWBS/LBE Event (566432)	07-18-2018	LEGHORN	FOGHORN	VUH (Adult)	07-18-2018 09:09:22	Kevin O'Bryant
<input type="checkbox"/>	566438	AMA/LWBS/LBE Event (566438)	07-18-2018	OBRYANT		VUH (Adult)	07-18-2018 09:43:13	Cherry Salmon
<input type="checkbox"/>	566430	SAFETY/SECURITY/RESTRAINT Event (566430)	07-18-2018	RABBIT	WHITE	VUH (Adult)	07-18-2018 08:44:59	Christie Schenk
<input type="checkbox"/>	566439	SURGERY/INVASIVE PROCEDURE Event (566439)	07-18-2018	SALMON		VUH (Adult)	07-18-2018 09:44:28	Cherry Salmon
<input type="checkbox"/>	566447	DIAGNOSIS/TREATMENT Event (566447)	07-18-2018	SMTIH	SUSAN	VUH (Adult)	07-18-2018 11:13:50	DeAnna Crawford
<input type="checkbox"/>	566423	CONSENT/DOCUMENTATION Event (566423)	07-18-2018	TESTZZZ	ATEST	VUH (Adult)	07-18-2018 07:38:31	Kevin O'Bryant
<input type="checkbox"/>	566443	COMPLAINT Event (566443)	07-18-2018	TURNER	MELINDA	VUH (Adult)	07-18-2018 11:07:55	DeAnna Crawford
<input type="checkbox"/>	566431	DIAGNOSIS/TREATMENT Event (566431)	07-18-2018	ZOOLANDER	DEREK	VUH (Adult)	07-18-2018 08:48:19	Christie Schenk

In the File Info Center are all the events you have access to based on your assigned areas for VERITAS.

To open an event click on "My Risk Files", double click on the Incident ID or File Name.

Opening Files from My Risk Files

<input type="checkbox"/>	Incident ID	File Name	File Entered Date	▼	Last Name	First Name
<input type="checkbox"/> ! 🔒	566453	COMPLAINT Event (566453)	07-20-2018		ASTLEY	RICK
<input type="checkbox"/> ! 🔒	566454	ENVIRONMENT Event (566454)	07-20-2018		MODE	DEPECHE
<input type="checkbox"/> ! 🔒	566450	COMPLAINT Event (566450)	07-19-2018		BUNNYMEN	ECHO
<input type="checkbox"/> ! 🔒	566451	SKIN/TISSUE Event (566451)	07-19-2018		DURAN	DURAN
<input type="checkbox"/> ! 🔒	566452	MEDICATION/FLUID Event (5664	07-19-2018		BOINGO	OINGO
<input type="checkbox"/> ! 🔒	566449	LAB SPECIMEN/TEST Event (566	07-19-2018		SOMETIMES	CHARLOTTE
<input type="checkbox"/> ! 🔒	566430	SAFETY/SECURITY/RESTRAINT	07-18-2018		RABBIT	WHITE
<input type="checkbox"/> ! 🔒	566445	CONSENT/DOCUMENTATION E	07-18-2018		BROWN	TIMOTHY
<input type="checkbox"/> ! 🔒	566428	SKIN/TISSUE Event (566428)	07-18-2018		DEAD	BRING OUT YOUR
<input type="checkbox"/> ! 🔒	566434	INJURY/ILLNESS Event (566434)	07-18-2018		DOE	JANE
<input type="checkbox"/> ! 🔒	566433	PROPERTY DAMAGE Event (566	07-18-2018		DOE	JOHN
<input type="checkbox"/> ! 🔒	566427	INFECTION CONTROL Event (56	07-18-2018		ELDERBERRY	SMELL

Your files are sorted automatically by File entered date, with the newest events at the top of the page. To sort by another column, click on the title at the top of the page and VERITAS will re-sort by that column

Unopened files are bold. Once you open the file, it will no longer be bold.

General Management - 566450

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General Management - 566450

Add Follow-up

Table of Contents

- General Event Information
- Person Affected
- Event Details
- Specific Event Details
- Who Was Involved/Witnesse...
- ...

File Notifications

- Linked Files (0)
- Alerts (0)
- Tasks (0)
- Summaries
- Audits
- File Exports

VANDERBILT

File State: New
File Owner: Kevin O'Bryant
Entered Date: 07-19-2018
Imported FileID:

General Event Information

General Incident Type * COMPLAINT

Classification of Person Affected * PATIENT

Is This Event ESStar Related * No

Is this a workplace violence event? * No

Equipment/Device Involved/Malfunct... * No

Person Affected

Last Name * BUNNYMEN

First Name ECHO

MRN * 456999222

DOB

Attending Physician

Last Saved: 07-19-2018 10:27

Exit More Actions Save & Exit

To review information on the event, you can scroll down or click on the sections under the “Table of Contents” to the left

Adding Follow-Up and Sign Off

RL software for safer healthcare

General Management - 566450

Add Follow-up ▾

Table of Contents

- General Event Information
- Person Affected
- Event Details
- Specific Event Details
- Who Was Involved/Witnesse...
- ...

File Notifications

- Linked Files (0) ▶
- Alerts (0) ▶
- Tasks (0) ▶
- Summaries ▶
- Audits
- File Exports

VANDERBILT

General Event Information

- General Incident Type * COMP
- Classification of Person Affected * PATIE
- Is This Event EStar Related * No
- Is this a workplace violence event? * No
- Equipment/Device Involved/Malfunct... * No

To add a follow up, click on the “Add Follow-Up” button to open options
Click “Work done on file”.

New Work done on file Follow-up



General

Type

Work done on file

Sub-Type



[Dropdown menu]

Date



Compliance
Event Analysis
Reported to MedWatch/FDA

Followup Time

Reviewed- Follow up needed and done (specify in comments)
Reviewed-No follow up needed

Follow-up By



Referral (to QSRP/PMI)

Followup To/With:

[Text input field]

Was the report delivered?

[Dropdown menu]

Details

Form Letters: Please Select

[Populate](#) [Email](#) [Print](#)

Cancel

Add

Complete section as appropriate and click OK when complete.

*Note-if you select Reviewed-Follow up needed and done, the Follow up To/With and Comment boxes will become mandatory.

Please be specific and comprehensive in documenting your follow-up, so others who review can see what you've done.

General Management - 566450

Reported Incident Severity: **Severity Level 0-Near Miss**

Actual Incident Severity: [Empty]

Brief Factual Description: The Killing Moon came too soon

Who Was Involved/Witnessed/Notified

Who Was Involved/Witnessed This Event

Party Involved Name	Classification of Party	Department
Not Specified		

Follow-Up Actions

Follow-Up Actions

Type	Date	Followup Time	Followup To/With:
Work done on file	07-19-2018	13:59	Patient Family

Resolution/Outcome

NDNQI Rating (VPH Use Only): Not Specified

Last Saved: 07-19-2018 13:59

Exit More Actions Save & Exit

If you need to add additional Follow-Up, repeat the process.
Save the event.

software for safer healthcare

General Management - 566450

Add Follow-up ▾

Table of Contents

- General Event Information
- Person Affected
- Event Details
- Specific Event Details
- Who Was Involved/Witnesse...
- ...

File Notifications

- Linked Files (0) ▶
- Alerts (0) ▶
- Tasks (0) ▶
- Summaries ▶
- Audits
- File Exports

VANDERBILT

General Event Information

- General Incident Type * COMP
- Classification of Person Affected * PATIE
- Is This Event EStar Related * No
- Is this a workplace violence event? * No
- Equipment/Device Involved/Malfunct... * No

To sign off, complete same steps for entering follow-up and select Sign-Off.

New Sign-Off Follow-up



General

Type

Sub-Type *

Date *

Followup Time

Follow-up By *

Followup To/With:

Was the report delivered?

Details

Form Letters:

[Populate](#) | [Email](#) | [Print](#)

Cancel

Add

Complete same steps for entering follow-up. Select Sign Off as the Follow -Up subtype.

General Management - 5 X
Secure | https://rltest.mc.vanderbilt.edu/RL6_Test/filepage.aspx?file=566450&form=RSK_GENERAL_MANAGE&ReturnUrl=%2fRL6_Test%2fapp.aspx%23%2fFileInfoCenter%2f1044&alertId=&showhideack=

RL software for safer healthcare
Dashboards Bookmarks Logged in as RL User

General Management - 566450
Add Follow-up

Table of Contents
General Event Information
Person Affected
Event Details
Specific Event Details
Who Was Involved/Witnesse...

File Notifications
Linked Files (0)
Alerts (0)
Tasks (0)
Summaries
Audits
File Exports

Reported Incident Severity: * Severity Level 0-Near Miss
Actual Incident Severity:
The Killing Moon came too soon
Brief Factual Description:

Who Was Involved/Witnessed/Notified
Who Was Involved/Witnessed This Event
[Add](#) [Modify](#) [Delete](#)

Party Involved Name	Classification of Party	Department
Not Specified		

Follow-Up Actions
[Modify](#) [Delete](#)

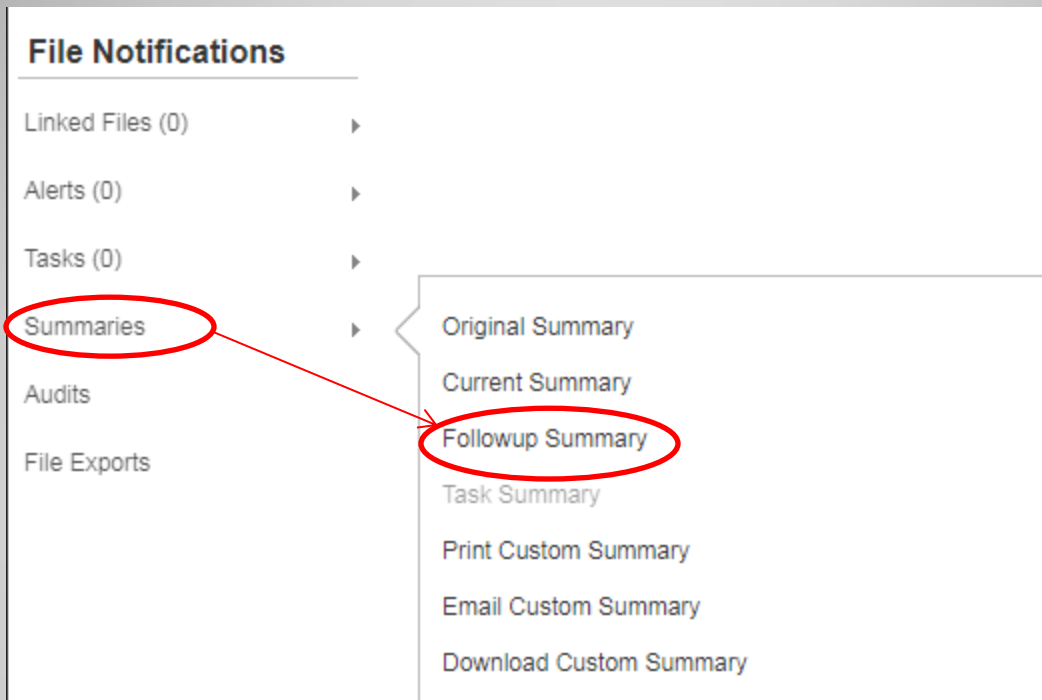
Type	Date	Followup Time	Followup To/With:
<input type="checkbox"/> Work done on file	07-19-2018	13:59	Patient Family
<input type="checkbox"/> Sign-Off	07-19-2018	14:08	

Resolution/Outcome
NDNQI Rating (VPH Use Only) Not Specified
[Add/Modify](#)

Last Saved: 07-19-2018 14:10
Exit More Actions Save & Exit

Save the event.

The VERITAS report will drop off your My Risk Files list, but will be available to view through searching.



To view follow-up or sign off that has been entered, click Summaries and choose Follow-up summary. The summary will open in a different tab.

Creating Tasks

File Notifications

- Linked Files (0)
- Alerts (0)
- Tasks (0)**
- Summaries

Task For File 566450 - My Incomplete Tasks

No Tasks

Showing 0/0

[Create Task](#) | [More Tasks...](#)

Click Tasks, Then Create Task.

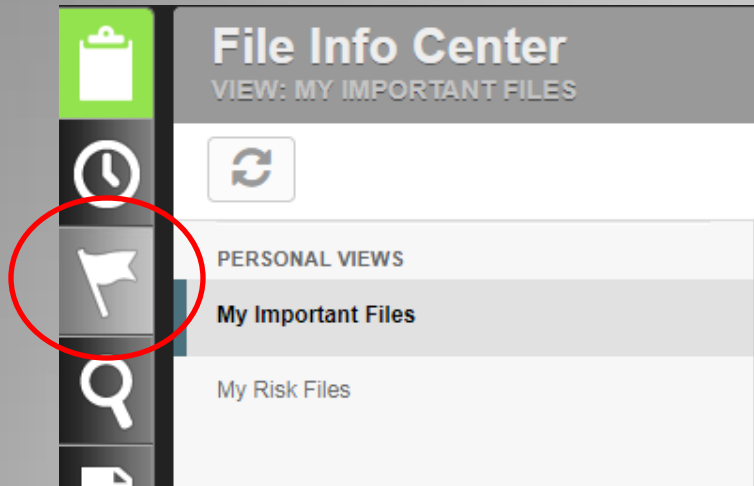
Add/Modify Task

Type *	<input type="text"/>	File ID	566449
Priority	<input type="text"/>	Deadline *	<input type="text"/>
Re-Assign To *	<input type="text" value="o'br"/>		
Description	<div>Kevin O'Bryant (OBRYANKD@Vanderbilt) Title: Unspecified Dept: Data Analyst - Risk Management Status: Active</div>		
Reminder Date	<input type="text"/>	Email Notifications?	<input checked="" type="checkbox"/>
% Completed	<input type="text"/>	Send Emails to	<input type="text" value="Assignee"/>

Cancel

Complete the applicable fields (those with green asterisks are required). To find a person to task a file, click in the "Reassign To." You can search typing the name. Click OK when done.

Viewing Tasks



To view tasks assigned to you, click on the flag on the left side of the screen.

Task Management

VIEW: MY INCOMPLETE TASKS

Search 1 - 1

<input type="checkbox"/>	Task ID	Task Description	Assigned To	Created By	Due Date	Assigned Date	Task Type	Priority	Status
<input type="checkbox"/>	13143		RL User	Kevin O'Bryant	07-31-2018	07-19-2018	Follow-up with Patient	Normal	Incomplete

SYSTEM VIEWS

- Today's Tasks
- Future Tasks
- Overdue Tasks
- My Delegated Tasks
- My Incomplete Tasks**
- My Completed Tasks
- All My Tasks

Click on the Task ID to open the Task.

Modify Task



Type	* Follow-up with Patient	File ID	566449		x
Priority	Normal	Deadline	* 07-31-2018		
Re-Assign To	* x RL User (RLUser)				

Description

Reminder Date	<input type="text"/>	Email Notifications?	<input checked="" type="checkbox"/>
% Completed	<input type="text" value="0"/>	Send Emails to	Assignee

Cancel **Open File** OK

Click on Open File to open the VERITAS report associated with the Task. You can then add your Follow-up and Sign off as previously described.

Completing Tasks


Add Follow-up ▾

Table of Contents

- General Event Information
- Person Affected
- Event Details
- Specific Event Details
- Who Was Involved/Witnesse...
- ...

File Notifications

- Linked Files (0) ▶
- Alerts (0) ▶
- Tasks (1) ▶
- Summaries ▶
- Audits
- File Exports


VANDERBILT

General Event Information

General Incident Type * LAB SPECI

Classification of Person Affected * PATIENT

Person Affected

Task For File 566449 - My Incomplete Tasks

Follow-up with Patient task assigned to you | Due in 12 days
Normal Priority | 0% complete | Due on 07-31-2018

[Open](#) | [Complete](#) | [Re-Assign](#)

Showing 1/1
[Create Task](#) | [More Tasks...](#)

To complete the task, click on Tasks under “File Notification.” In the box that appears, click on “Complete”.

Task For File 566449 - My Incomplete Tasks

Follow-up with Patient task assigned to you | Due in 12 days
Normal Priority | 0% complete | Due on 07-31-2018

Please confirm to complete the task.
[Ok](#) | [Cancel](#)

Showing 1/1
[Create Task](#) | [More Tasks...](#)

Click on “OK” to complete.

Emailing a Report

File Notifications

Linked Files (0) ▶

Alerts (0) ▶

Tasks (0) ▶

Summaries ▶

Audits

File Exports

Original Summary

Current Summary

Followup Summary

Task Summary

Print Custom Summary

Email Custom Summary

Download Custom Summary

To email a file to someone who is a supervisor but not a reviewer, click Summaries under on the far right of the screen, then click Email Custom Summary.

This is the Email screen.

Email

Send Via

Client Server

To

Subject:

File Summary for File ID #566449

Message:

Summary:

Original Summary ▼

Edit Summary Hide Instructional Text
 Redact Sensitive Fields / Tagged Text Hide Empty Fields

Show Sections

[Select None](#) [Select All](#)

- Form Header
- General Event Information
 - Untitled subsection
- Person Affected
 - Untitled subsection
- Event Details
 - Untitled subsection
- Specific Event Details
 - Untitled subsection

Close

OK

The image shows a portion of an email client interface. At the top left, the word "To" is written in blue text and is circled with a red oval. Below it is an empty text input field. Underneath that is the label "Subject:" followed by a text input field containing the text "File Summary for File ID #566449". Below the subject field is the label "Message:" followed by a large, empty text area for the email body.

You can enter the individual's entire email address (with vumc.org at the end) or you can click To and search for their name in the list.

You can add a semicolon after each email address and send one email to multiple recipients.

The image shows a dialog box titled "Email Selector" with a question mark icon in the top right corner. Below the title bar, the text "Type a User Name or Email to Search" is displayed above a search input field. The input field contains the text "kevin o'b". Below the input field, a blue highlighted search result is shown: "Kevin O'Bryant (kevin.d.obryant@vumc.org)". At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

In this example, the user typed "kevin o'b" in the search field in order to find Kevin O'Bryant.

To send the report to Kevin O'Bryant, the user will click on his name and click OK.

Send Via Client Server

To

Subject:

Message:

Summary:

If desired, change subject heading or enter message for body of email (**the message section is not sent securely/encrypted.**)

Message:

Summary:

Show Sections
 Form Header
 General Event Information

Select None | Select All

Sends report as it looked when submitted.

Sends report as it looks right now

Sends follow up section report (does not send actual VERITAS).

Decide which version you want to send and click the appropriate button.

The screenshot shows a web-based interface for customizing an email report. At the top, there is a dropdown menu labeled "Original Summary". Below it are several checkboxes: "Edit Summary", "Redact Sensitive Fields / Tagged Text", "Hide Instructional Text", and "Hide Empty Fields". A "Show Sections" section contains a list of report sections, each with a plus icon and a checked checkbox: "Form Header", "General Event Information", "Person Affected", "Event Details", "Specific Event Details", "Who Was Involved/Witnessed/Notified", "Follow-Up Actions", and "Resolution/Outcome". At the bottom right, there are "Close" and "OK" buttons. Three red callout boxes with arrows point to specific elements: the first points to "Edit Summary", the second to "Hide Empty Fields", and the third to the "Show Sections" list.

Original Summary

Edit Summary Hide Instructional Text

Redact Sensitive Fields / Tagged Text Hide Empty Fields

Show Sections Select None Select All

- Form Header
- General Event Information
- Person Affected
- Event Details
- Specific Event Details
- Who Was Involved/Witnessed/Notified
- Follow-Up Actions
- Resolution/Outcome

Close

Click this if you'd like to edit the text on the report you're emailing.

Click this if you'd like to hide the patient's name and MRN.

Click this if you'd like to hide the empty fields in the report.

These boxes allow you to hide certain sections of your report.

When you are finished customizing your email, click OK to send it. You will get a confirmation page to verify..

Other features

File Notifications

- Linked Files (0) ▶
- Alerts (6) ▶
- Tasks (0) ▶
- Summaries ▶
- Audits**
- File Exports

To see who has reviewed a VERITAS report, click Audits under the File Notification menu.

Audit Log of File ID: 566453

	User	Event Code	Date	IP Address
	RL User	File opened	07-20-2018 08:59:06	10.152.19.248
	Kevin O'Bryant	File state modified by system	07-20-2018 08:58:16	10.152.19.248
+	Kevin O'Bryant	File updated	07-20-2018 08:58:16	10.152.19.248
	Kevin O'Bryant	File opened	07-20-2018 08:57:43	10.152.19.247
	Anonymous	File state modified by system	07-20-2018 08:56:53	
+	Anonymous	File submitted	07-20-2018 08:56:52	

File Notifications

- Linked Files (0) ▶
- Alerts (4)**
- Tasks (0) ▶
- Summaries ▶
- Audits
- File Exports

To see who received an alert to review a VERITAS, click Alerts under the File Notification menu.

Notifications

- Linked Files (0) ▶
- Alerts (4) ▶
- Tasks (0) ▶
- Summaries ▶
- File Exports

Notification Date	Recipient
07-12-2018 09:05:14	Tonise Robinson
07-12-2018 09:03:11	Judith Davis
07-12-2018 09:02:21	Janice Sisco
07-12-2018 09:01:15	Maralie Exton

Showing 4/4
[More Alerts...](#)

Veritas Support Information

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Lindsey Ibarra- Clinical Risk Manager

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Phone: 615-936-5341 (65341 on campus)

Form thank you emails, reviewer lists, and training materials are in the Bookmarks section of VERITAS (on the top right corner of the app).