

From: Debbie Keseling
Sent: Tuesday, January 03, 2017 8:59 AM
To: EveryoneDept <EveryoneDept@carrollhospitalcenter.org>
Subject: NEW PROCEDURE FOR REPORTING INJURIES/INCIDENTS

Effective 1/1/17, the procedure for reporting Injuries/Incidents has changed.

Carroll Hospital Occupational Health

Our Team wants to thank all of our Associates for helping us successfully implement our ReadySet Computer System for all Occupational Health documentation (Health Survey, TB Survey, N-95 Survey, etc.) this year. We are ready to move to our next and final step in the system, which is using ReadySet to document ALL Associate "Injury/Incident Reporting" starting January 1, 2017. **This means that as of January 1, 2017, you will no longer be reporting your injuries or incidents in MIDAS.**

The following are the step by step instructions that will successfully help you complete a report if needed, but our real goal is to prevent any work related injuries/incidents if possible by using the safety equipment available in our daily practice. We will be sending the same directions as below to you via e-mail, but this will at least be an introduction.

To submit an Injury/Incident Report, please follow these instructions.

- * Go to the hospital's intranet page and click on the **ReadySet Quick Link button**
- * Click on **"Current Associate"**
- * Click on the 2nd bullet **"Sign into one of the following sites:"** Then drop down the list and pick **"ReadySet – Associate Health Record"**
- * Sign in with your Single Sign-On (SSO) that you use for any hospital applications
- * Now you are on the Home Page for ReadySet in the "My Health" tab
- * On the left side of the screen about half way down the list click on **"Report Incident"**
- * Now click **"Self-Reported Incident"**
- * A box will appear – "Are you sure you want to submit an injury/incident report?" Click **"yes"**. It will generate a "Self-Reported Incident Survey".
- * Complete the survey and "Submit Final".

This will automatically generate the Injury/Incident Report for our office. As always, thanks for your ongoing support of improving our reporting and documentation process.

Carroll's Occupational Health Team