New Incident Reporting Activity Available in Epic

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Effective July 25th, clinicians can now access RLDatix to file incident reports from within Epic using the new **Incident Reporting** activity, which is available from the **More** activities drop-down menu. The **Incident Reporting** activity promotes clinician efficiency and provides all clinicians with quick access to file incident reports directly from within a patient's active clinical encounter without having to open a separate application.

When accessing the **Incident Reporting** activity within Epic to file an incident report, the patient demographics automatically populate into the report, which can save clinicians time and clicks by eliminating manual data entry.

Incident reporting workflows and expectations are not changing. This enhancement is available in all Ambulatory, Emergency Department, Inpatient, and Perioperative areas.

Accessing the Incident Reporting Activity in Epic

Access the **Incident Reporting** activity from within a patient's active clinical encounter in Epic.

1. Open the desired patient's chart in Epic.
2. Click the **More** activities drop-down menu.
3. Select the **Incident Reporting** activity. *Note*: Clinicians can select the pin icon to set the activity as a favorite, so it is easily accessible for future use.
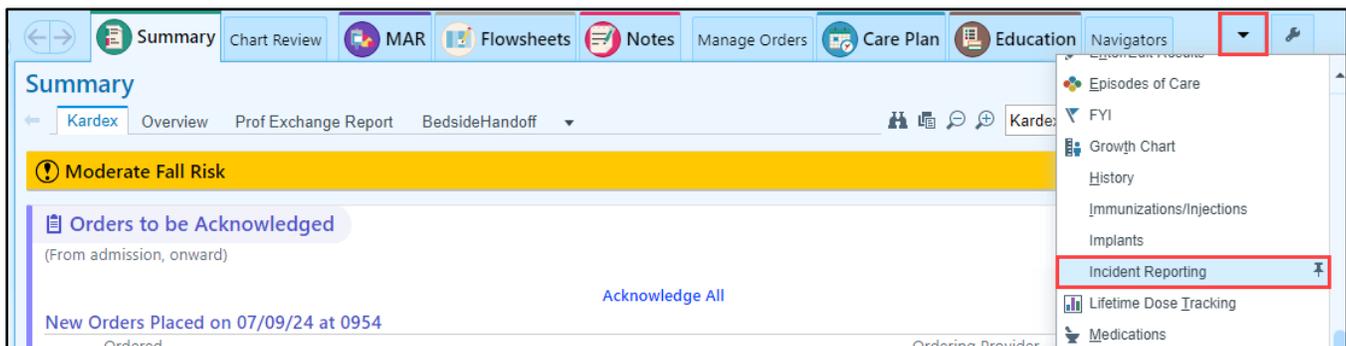
More Activities – Inpatient Encounter
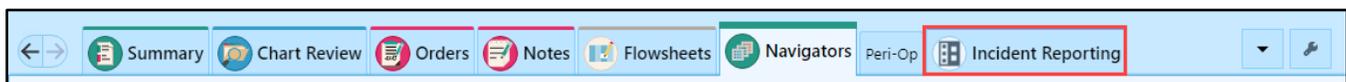
Incident Reporting Activity Tab - Favorited

RLDatix opens in a separate browser tab and a DUO push notification is received.

4. Complete DUO authentication.

Upon successful DUO authentication, the RLDatix Login screen displays.

5. Enter active directory credentials.

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The RLDatix Icon Wall displays.
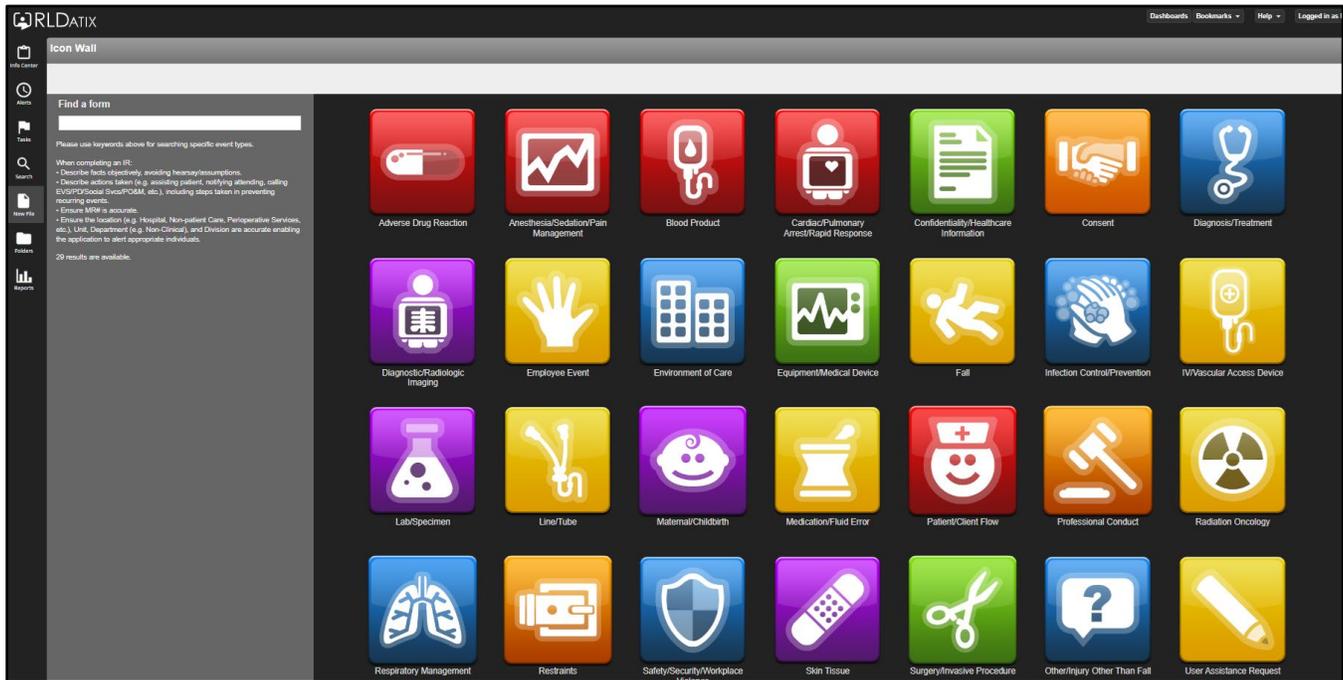
RLDatix Icon Wall

6. Select the appropriate RLDatix incident report form.
7. Verify the patient demographics auto populated into the **Person Affected Details** section, next to the magnifying glass.
8. Select **Epic** for the **Did you validate the data in this section by clicking on the magnifying glass, next to the MRN, above?** question.
9. Complete all appropriate fields for the selected incident report. All required fields display with an ✳ icon.
10. Click **Submit**.

Navigate back to Epic by closing RLDatix or clicking the Epic application in the Windows taskbar.

Incident Report – Person Affected Details

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RLDatix Application Updates

To provide additional clarification and guidance, two updates were made in RLDatix.

New Response Option

The responses for the **Did you validate the date in this section by clicking on the magnifying glass, next to MRN, above?** question is updated to include a new **Epic** option.

- Select **Epic** if accessing RLDatix from within Epic.
- Select **Yes** if accessing RLDatix outside of Epic. Use the magnifying glass next to the **MRN** field to populate the patient demographics.

Person Affected Details – Updated Response Options

Application Timeout

The application's timeout changes to 30 minutes. Previously, it was 60 minutes.