

Incident Detail Report

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The Incident Detail Report shows details about creating and editing an incident, as well as acknowledgements made. It also shows a list of patients associated with the incident.

Important: Because this report can contain protected health information (PHI), access is restricted to your Regional Administrator. Contact your administrator if you need more information.

In addition to setting the date range for the report, you need to search for the incident by selecting one or more types. The system retrieves all incidents that fit these parameters.

To generate this report

1. Click the **Reports** tab.
2. Click **Incident Detail Report**. The *Incident Detail Report* window opens.
3. Select or enter the date range for the report (**Start time**, **End time**).
4. Select the **Format**.
5. Select one or more **Incident Types** and click **Search**. The window shows the incidents that match your criteria.
6. Select the incident.
7. Click **Run Report**. The *Generating report* window opens.
8. Do you want to generate another report, click **Yes** or **No**.
9. Open or save the report.