Editing an event in Safety Event Manager

- Safety Event Manager with QPrecision
Editing an Event

- Editing an event may be necessary to maintain the integrity and accuracy of the data.
- Situations where edits to the event report may be needed include:
  - To complete any missing information
  - To ensure that the correct event type and causative factors are captured
  - To ensure that the correct departments involved in the event are identified
  - To ensure that the correct severity score is selected i.e. to correct inaccurate scores or to capture changes in patient condition that occurred after the event report was filed
  - To update the report with new or omitted event information
  - To correct misspellings and other inaccuracies
• Editing an Event (Contd.)

• Latest edits to the event report are viewable in the working copy preview.
• Original information captured by the data submitter is a legal protected document and is always available through the initial report preview in the Event Folder.
• Ability to edit an event originally entered by an event submitter is based on a specific user privilege.
• Editing privileges can be assigned by the System Administrator or an Event Manager who has System Administrator privileges.
• Edits are performed by a Custom User, Event Manager or Department Leader who has editing privileges and has been assigned the matching event type and department.
Editing an Event
• Accessing Event Information

1. Access the Open Events folder of the inbox.
2. Select the event you wish to edit. The Event Summary view is displayed directly below the event record.
3. In the Go To section of the event summary, click Event Folder to review the Working Copy and other event information.
The Event Summary is displayed. Review a brief description of the event.

1. Click the links above the summary to view more event information. Use the dropdown to access more options such as FYI Mails and Event Chronology.
2. Click Close to close the window and return to the inbox; click Print to print a copy of the event information.
Click Working Copy to view the most recent version of the event report. Review the information on the Working Copy to make sure event type, location/department of responsibility and other event details are correct.
• Viewing the Initial Report

Click Initial Report to view the original report before any edits have been made.

Close the window to return to the inbox.

* Who was the affected party?  
  * Patient name  
  * Medical record number (MRN)
• Accessing Event Information

Click Edit Event to update, add, and verify the information entered.
Viewing the Event Report

The Event Report is displayed in a new window. Review the information, enter corrections and respond to questions as appropriate.
Adding Information to the Event Report

Questions that need additional input are highlighted as displayed here. Click the label to complete responses to questions that were left unanswered.

In this example, questions about the affected party, in this case the patient, were left unanswered. Clicking the label opens up a fly out window to complete these responses.
If you have a manager-level role, you may see questions marked with an icon as shown in the example here. Complete these questions with as much information as you can.
• Saving the Completed Event

When you’re ready, scroll to the bottom of the form and click Event Entry Completed to indicate that you have finished editing the report.
A confirmation page is displayed to let you know that your edits have been saved. When you click Event Entry Completed, you may also see an option to go directly to the follow-up form to complete a follow-up investigation for this event.
The ability to edit events in Safety Event Manager with QPrecision is based on specific user privileges.
Edits can include updates to the event, answering incomplete questions and assuring event accuracy.
The latest edits are always viewable in the working copy preview.
The original event details are always viewable on the initial report preview.
Tools & Resources

- Help
  - User Guide
  - Online Help
- Quantros Support
  - [http://Quantros.com/supportportal.htm](http://Quantros.com/supportportal.htm)
  - Quantros Member Center (customer only support portal): email request for login access to support@quantros.com
  - Email: support@quantros.com
  - Dial 877 (QUANTROS), option 2 (5:00 am – 6:00 pm PST, Monday – Friday)
  - For emergency help after support hours, call 1-888-827-4248, option 2. This service is for Severity 1 issues only.