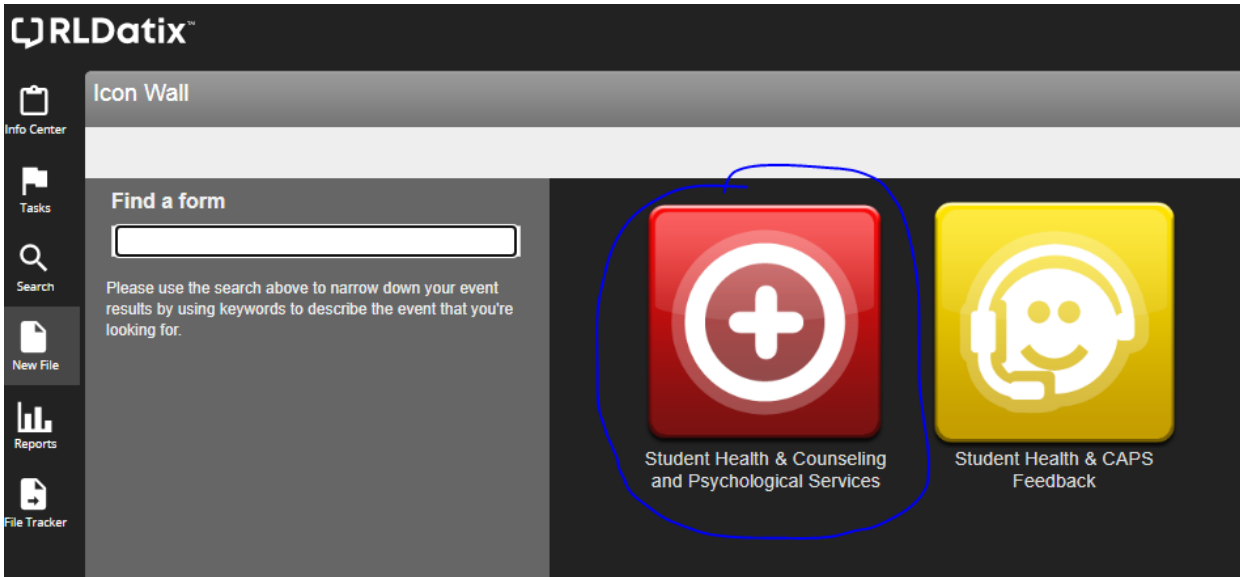


# SHS Employee Health COVID Reporting Process through RL Datix (1/25/21)

Start Here:



Fill in all mandatory fields – indicated by green asterisks.

Campus

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**Event Details**

General information about the event

Type of Event \*

Is this event related to COVID-19 (Coronavirus)? \*

Type of Person Affected \*

Injury Incurred? \*

*Do not enter a patient's personal information (name, MRN, DOB, etc.) in the Brief Factual Description field. Please use the specific fields provided for this information.*

Brief Factual Description \*

“Brief Factual Description” - **No PHI or identifiers here.** Type of info to include:

- Consult with Medical Director or Campus COVID Nurse
- Positive case or known close contact.
- Symptomatic or asymptomatic
- Date of test, date of symptom onset, date of close contact
- Plan: sent home, referred to PCP, instructions on when to return to work
- Referred to/consulted with SHR and/or SHS Senior Analyst (aka T. Wood) re: time card issues
- Staff whose positions and conditions allow, may work remotely until cleared to return

“Person Affected Details” - **No PHI or identifiers here**

- In the “name” fields enter n/a
- In the DOB field enter today’s date

**When and Where Event Occurred**

When and where the event occurred

Event Date \*

Time (00:00)

Unit/Location/Department \*

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**Person Affected Details**

Details of the person affected by the event

University ID# \*

First Name \*

Last Name \*

Date of Birth \*

Person Affected Age

Gender \*

Preferred Language

Press “Submit”

Once submitted:

1. The Business and Information Services Director receives and monitors the reports in RL Datix.
2. Reports are forwarded to the Medical Director for review and closure.