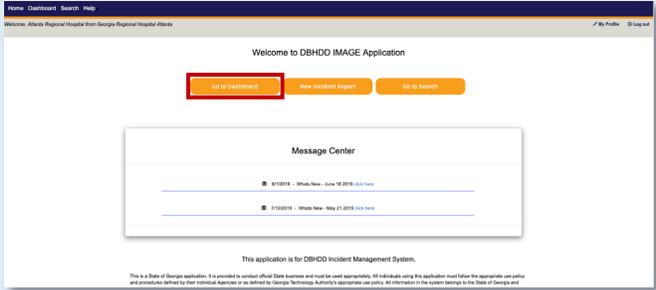
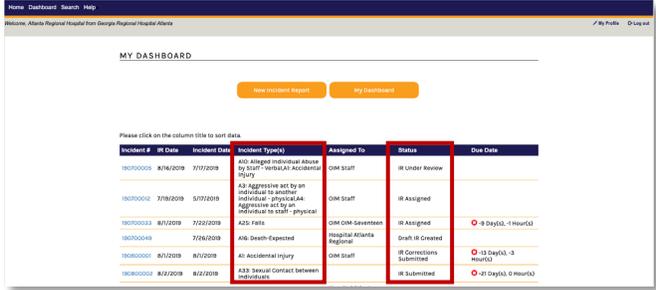
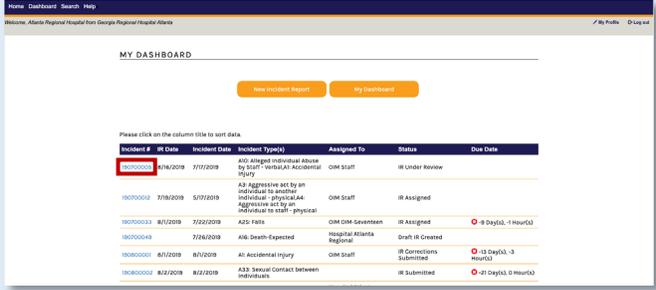
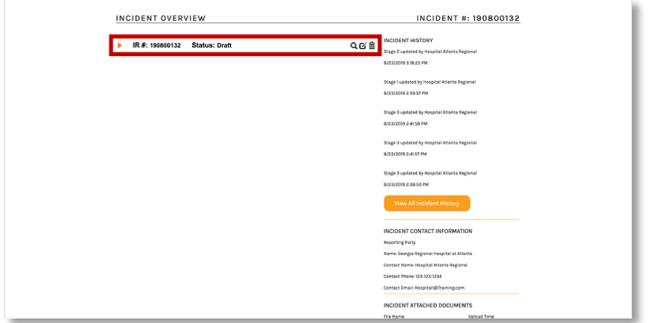


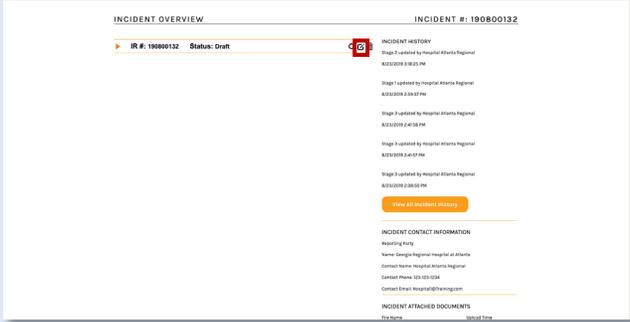
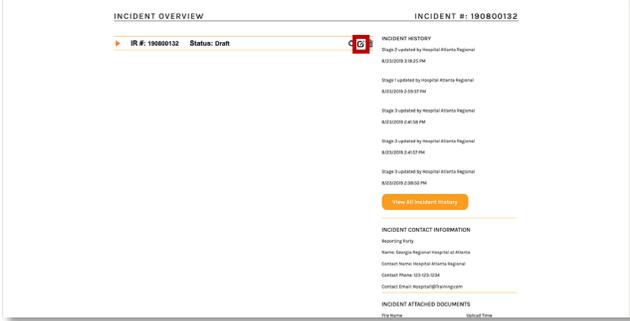
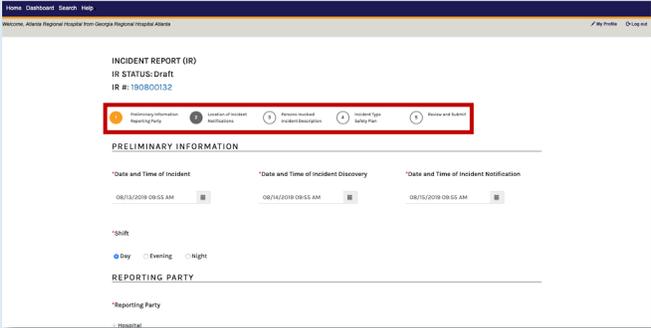


# Accessing a Draft Incident Report

## SUMMARY

This job aid shows how to access a draft Incident Report in Image.

Step	Action	Visual																																																	
1	<p>To access a Draft Incident Report, start by selecting the <b>Go to Dashboard</b> button on the Image Home page.</p> <p> <b>NOTE:</b> You can also select the <b>Dashboard</b> link from the ribbon menu in the upper-left portion of the page.</p>																																																		
2	<p>In the middle of the page, you will see a table that lists all the draft Incident Reports that you have created but not yet submitted.</p> <p>If this incident in the SNF/ICF unit, there will be a row for the accompanying SIR form beneath where the IR form is listed.</p>	 <table border="1"> <thead> <tr> <th>Incident #</th> <th>IR Date</th> <th>Incident Date</th> <th>Incident Type(s)</th> <th>Assignment To</th> <th>Status</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td>19030050</td> <td>8/16/2019</td> <td>7/27/2019</td> <td>A/D Alleged Individual Abuse by Staff - Verbal/CA Accidental Injury</td> <td>DM Staff</td> <td>IR Under Review</td> <td></td> </tr> <tr> <td>19030052</td> <td>7/18/2019</td> <td>5/17/2019</td> <td>A/D Aggressive act by an individual to another individual - physical Aggressive act by an individual to staff - physical</td> <td>DM Staff</td> <td>IR Assigned</td> <td></td> </tr> <tr> <td>19030033</td> <td>8/1/2019</td> <td>7/22/2019</td> <td>A2S Falls</td> <td>DM DM Seventeen</td> <td>IR Assigned</td> <td>- 9 Day(s), 1 Hour(s)</td> </tr> <tr> <td>19030049</td> <td></td> <td>7/26/2019</td> <td>A/D Death-Expected</td> <td>Hospital Atlanta Regional</td> <td>Draft IR Created</td> <td></td> </tr> <tr> <td>19080001</td> <td>8/1/2019</td> <td>8/1/2019</td> <td>All Accidental Injury</td> <td>DM Staff</td> <td>IR Corrections Submitted</td> <td>- 13 Day(s), -3 Hour(s)</td> </tr> <tr> <td>19080002</td> <td>8/2/2019</td> <td>8/2/2019</td> <td>A3S Sexual Contact Between Individuals</td> <td>DM Staff</td> <td>IR Submitted</td> <td>- 21 Day(s), 0 Hour(s)</td> </tr> </tbody> </table>	Incident #	IR Date	Incident Date	Incident Type(s)	Assignment To	Status	Due Date	19030050	8/16/2019	7/27/2019	A/D Alleged Individual Abuse by Staff - Verbal/CA Accidental Injury	DM Staff	IR Under Review		19030052	7/18/2019	5/17/2019	A/D Aggressive act by an individual to another individual - physical Aggressive act by an individual to staff - physical	DM Staff	IR Assigned		19030033	8/1/2019	7/22/2019	A2S Falls	DM DM Seventeen	IR Assigned	- 9 Day(s), 1 Hour(s)	19030049		7/26/2019	A/D Death-Expected	Hospital Atlanta Regional	Draft IR Created		19080001	8/1/2019	8/1/2019	All Accidental Injury	DM Staff	IR Corrections Submitted	- 13 Day(s), -3 Hour(s)	19080002	8/2/2019	8/2/2019	A3S Sexual Contact Between Individuals	DM Staff	IR Submitted	- 21 Day(s), 0 Hour(s)
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2a	Select the <b>Incident #</b> link to open the <b>INCIDENT OVERVIEW</b> page.																																																		
3	On the <b>INCIDENT OVERVIEW</b> page, you will see the Incident Report number ( <b>IR #</b> ) you selected, its status, and then a series of icons.																																																		

Step	Action	Visual
3a	Select the <b>Edit</b> icon to access the Incident Report.	
3b	 <b>RESULT:</b> Hover over the <b>Edit</b> icon to display the <b>Edit</b> tool tip.	
4	 <b>NOTE:</b> Stage 1 is the Incident Report's default page. The various stages are color-coded: <ul style="list-style-type: none"> <li>• If the circle is filled, that stage is complete.</li> <li>• If the circle is orange, either filled or unfilled, that is the current stage you are completing.</li> <li>• If the circle is unfilled, that stage is not yet completed.</li> </ul>	
4a	Select the <b>Stage 5</b> button to complete the Incident Report.  <b>NOTE:</b> In Unit 4, you will learn more about the <b>Dashboard</b> and the <b>Incident Overview</b> webpage.	