How to fill in a MIDAS report

1. Log-in to Citrix desktop or when logging in to Epic click Midas Incident Reporting instead of Epic (see below).



2. Scroll to the bottom of the pop-up and click on "Click here to continue to the MIDAS Risk Report".

PLEASE NOTE:			
If you are reporting a Risk Event from an OUTPATIENT facility such as a TCHMA, TCHMS, TCHOA, TCHCVA office or a testing center, etc.			
Enter the patient's name or ID number (MRN or account number)			
If you are unable to find the specific encounter for your patient, please click the back button on your browser			
Select NON-PATIENT to proceed with a MIDAS Risk Report.			
If you have any issues with the MIDAS Risk Report, please contact the Data Center at 513-585-3122 or Datacenter@thechristhospital.com			
Click here to continue to the MIDAS Risk Report			
Thank you!			
Done			

- 3. Next screen click "Medication Incident Report". Next screen enter patient name.
- 4. Next screen is the last screen. Enter all info that you have. Bolded boxes are required. For Entered by box please enter either MD and hit tab or enter 196 and hit tab (should populate as MD, Physician). Enter your name below, but don't worry if it doesn't save it. Try your name and the attending, but glitch as of the time of creation of this form. Fill in blanks and hit submit! Example of the form below.

1	Remote	Data Entry	
F	Pacility:		
-	control constructors		
	Facility:	The Christ Hospital	Submit
	Report Date:		Description
	Event Date:	3/23/2016	Cancel
	Event Time:		
	Entered by:		
	Entered By Physician:		-
	Event Location:		
	Event No.:	16-826	
	Event Type:		
	Medication Name:		

- Info needed for the report: Patient name, date of incident, location (ex: 4 south), does the patient have a hx of kidney transplant (don't ask, no idea why this is relevant), physician notified (one of us), and brief description of the event.
 Optional info: action taken following the event (patient transfer, etc), notification after event (called charge RN, etc).
- 6. Questions: Call 585-3122.