

QUICK REFERENCE GUIDE


When a safety event is submitted in the wrong event form, File Managers can change the **File Type**. It is important to update safety events to the correct submission form for data analysis. We recommend emailing yourself the summary of the event prior to changing the **File Type**, in case some information is lost with the change and need to be re-entered.

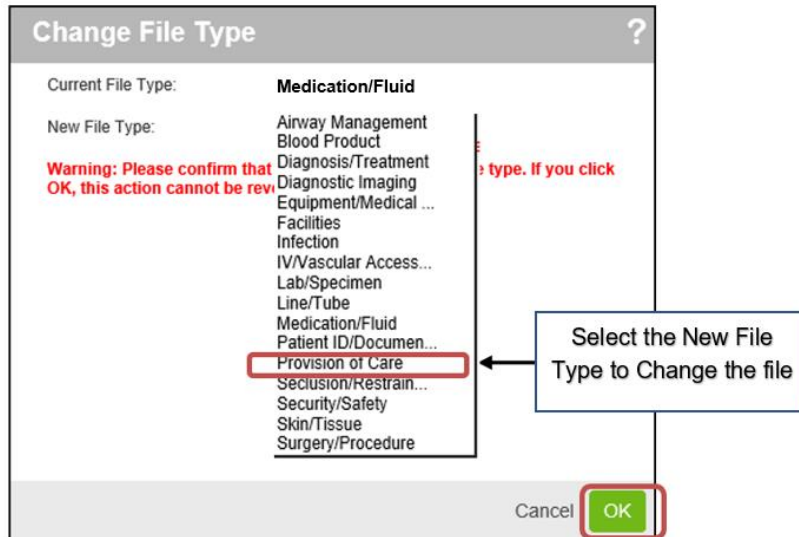
Example – The wrong nutrition drink was given to a patient. It was submitted as a Medication event, but it is a Provision of Care event

If you are finding a trend of occurrences being submitted in the wrong safety event form, please reach out to RL support or consult your Health Authority's patient safety department.

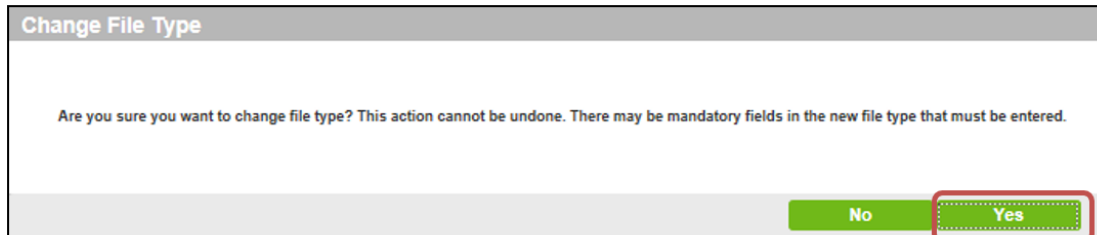
Resources can be developed to support communication of how to report specific types of safety events.

Changing File Type

1. Click the **File Info Center**  Icon on the Navigation toolbar
2. Open the file that requires a change in **File Type**
3. Click the **More Actions** button and select **Change File Type**
4. Select the correct event form from the **New File Type** drop box



5. Select **OK**
The **Change File Type** warning message box opens



6. Select **Yes** and enter any new mandatory field information.

The File Type has been changed, and the event details will open up into the new File Type submission form.