

## Submitting a Safety Event in RL From a Work Cell Phone

## QUICK REFERENCE GUIDE

This quick reference guide will review using a cell phone or mobile device to submit a patient safety event in the RL provincial online reporting system.

Scan the QR Code with your work cell phone using the camera



When the yellow description shows up, tap on it with your finger and it will launch the RL webpage for submitting safety events



This screen should appear. Click on the applicable **Event Icon** to open a submission form and report a safety event.

You can use the touchscreen to tap and move the right side of the screen back and forth, to view and enter information in all fields.

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Tips

1. Adjust your cell phone screen setting to zoom out to better view the form fields and enter event details.



2. Holding the cell phone in a horizontal direction helps to see the full length of the form fields

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Lab/Specimen - Submission Form				
Table of Contents	<ul> <li>When and Where the Eve</li> </ul>	nt Occurred		
Introduction When and Where the Event Lab/Specimen	Event Date (MM-DD-YYYY) Edit as needed>	k 06-24-2024		
Lab/Specimen Details File Status Flansed time: 02:13	Indext.time *_:_ (**Please note that if the time of the event is unknown, enter the time the event was discovered)			
1 of 34 total fields completed.	Site/Community Area	*		• •
1 of 16 mandatory fields completed.	Site Program/Service Area	*		•
	Area/Unit	*		•
	Health Authority	k		•
	Specific Location			
			Delete	Exit More Actions -

QUESTIONS? Contact RL\_Support@sharedhealthmb.ca