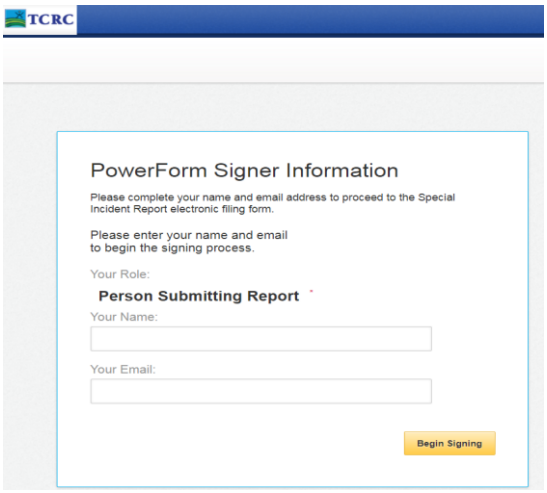
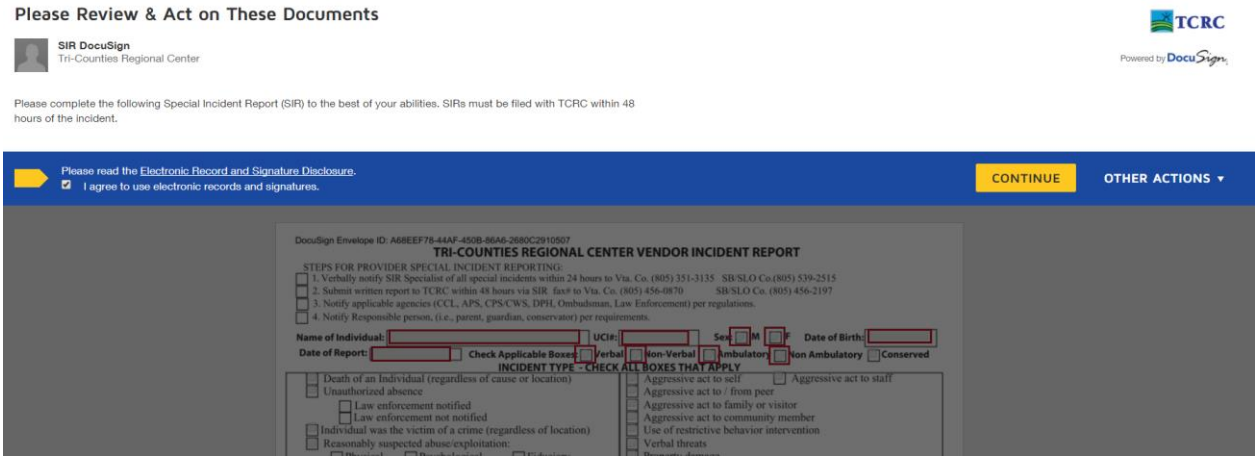
TCRC Online SIR Submission Instructions:

- Access SIR reporting portal link at http://www.tri-counties.org/for-providers/special-incident-reporting-sir/

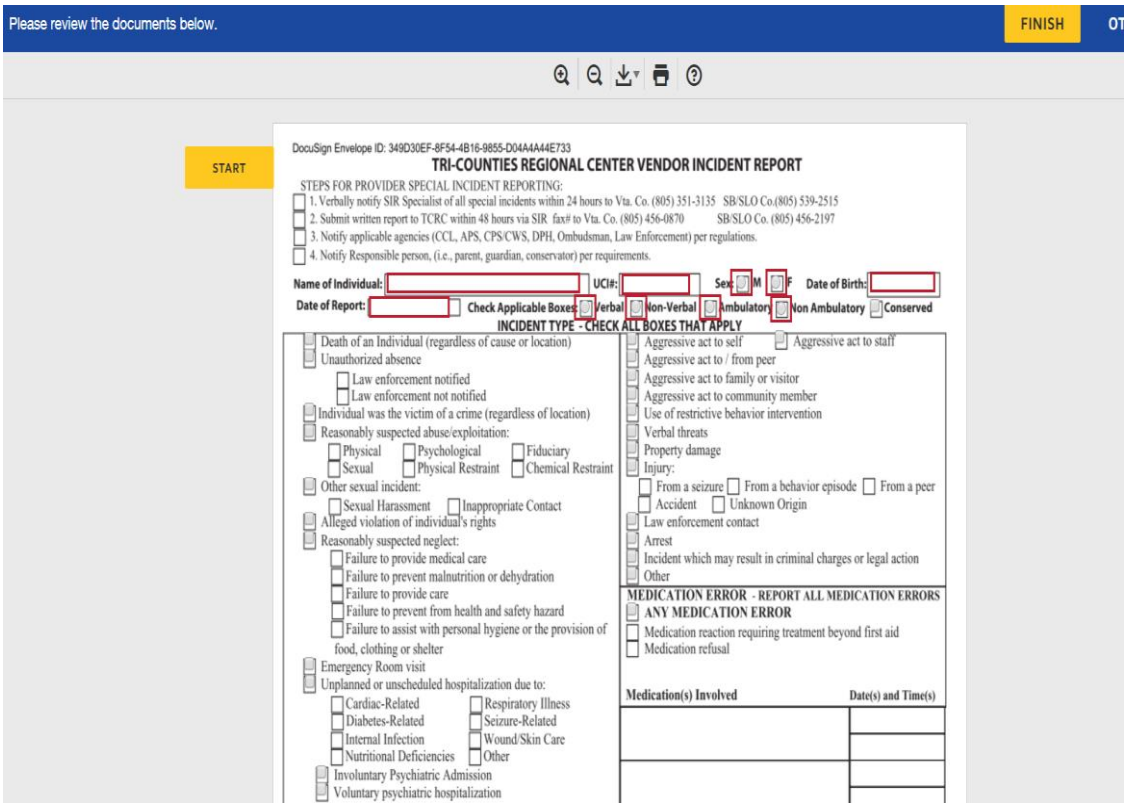
- Enter name and email, select “Begin Signing”

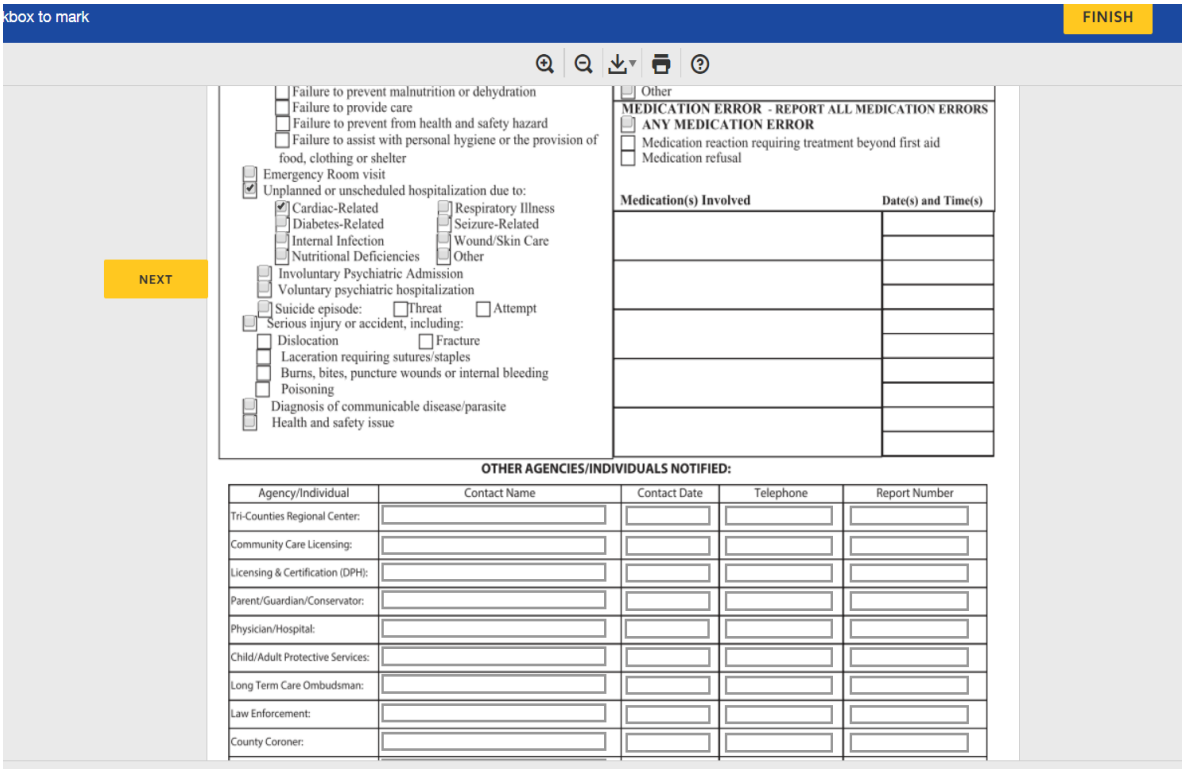


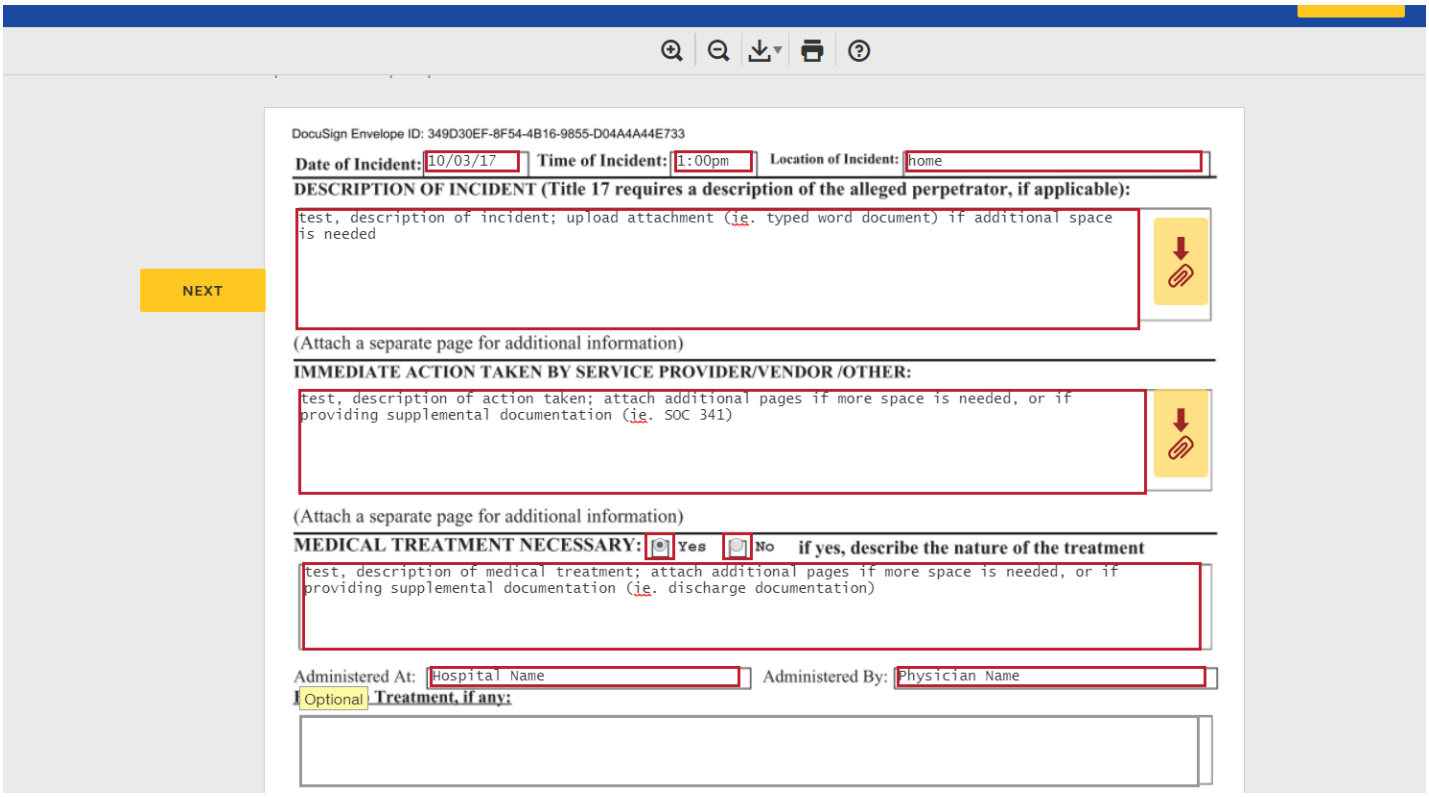
- Check box to agree to use and choose “Continue”



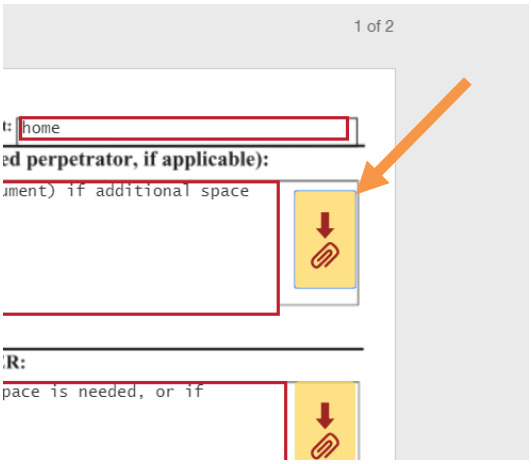
- Complete required boxes – begin by choosing “Start, and “Next” as section is complete, or by pressing “tab” key to move to next field

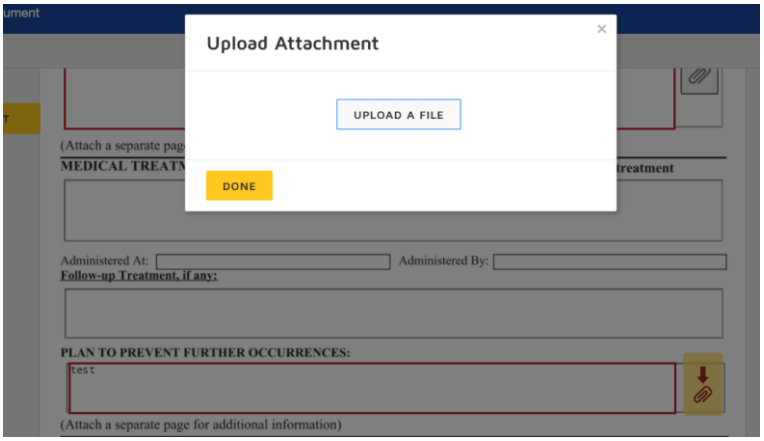




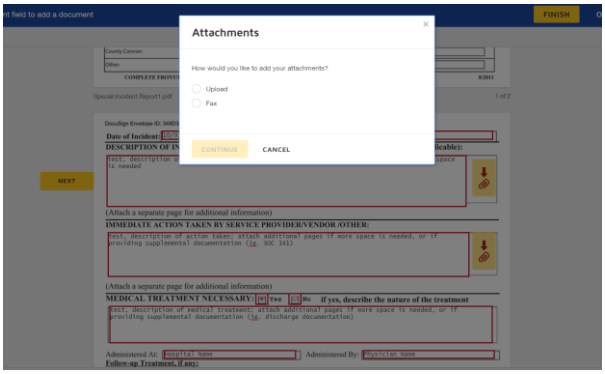


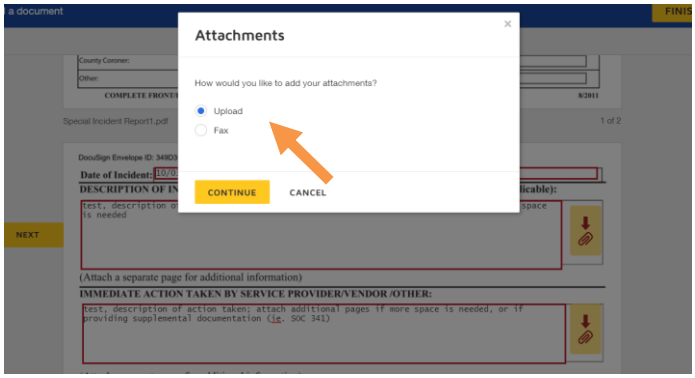
-Attach additional pages if necessary; document must be available electronically





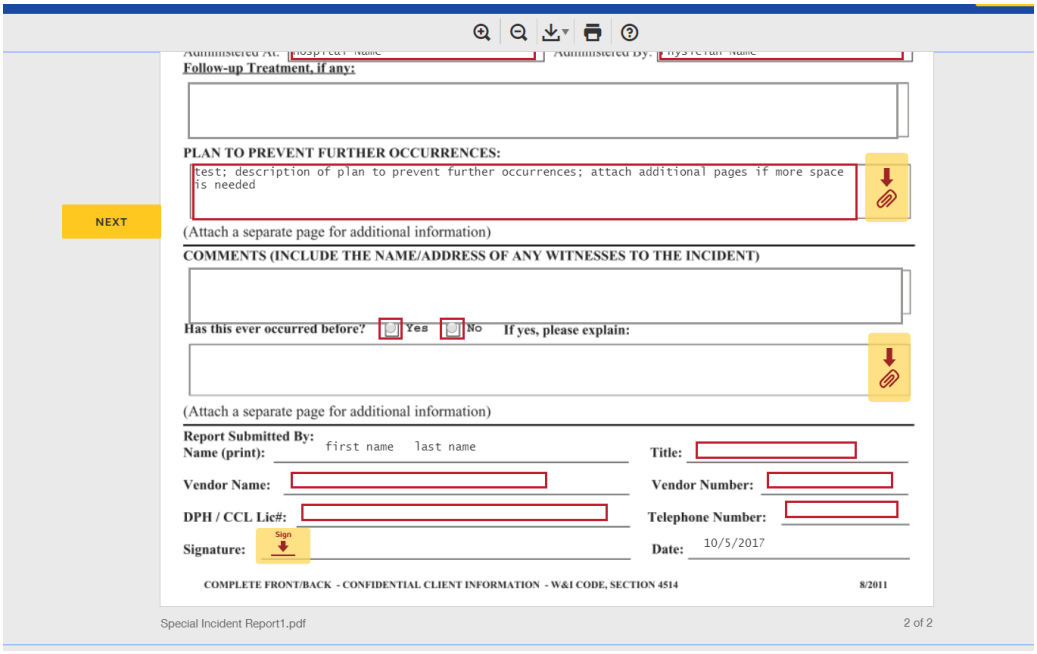
-Choose “Upload” option only; **fax option not available**



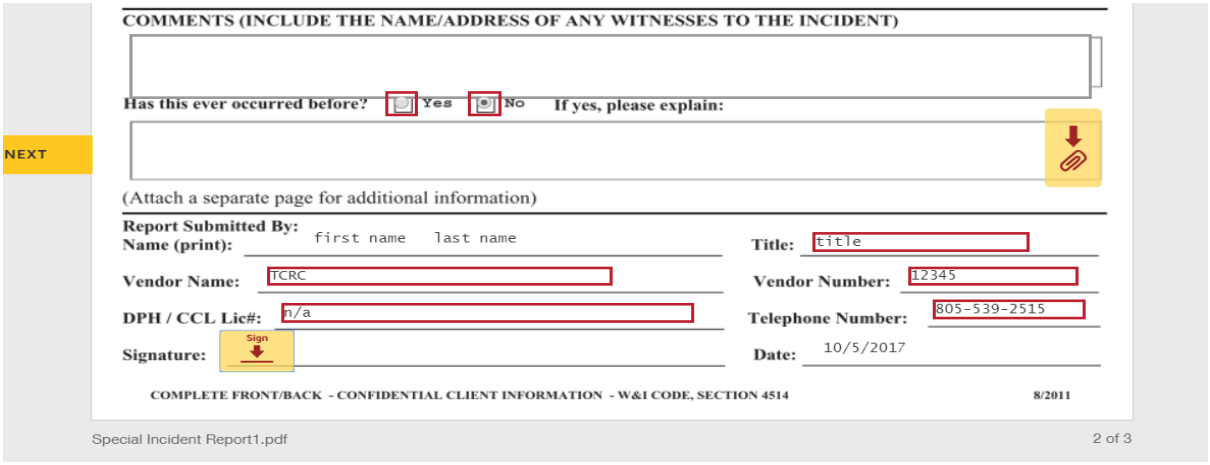


- Click “Upload a File” and choose from your computer (ie. word document with additional description; hospital discharge documents, PDF, scanned images); Any attachments uploaded will be shown on screen after page 2 when complete

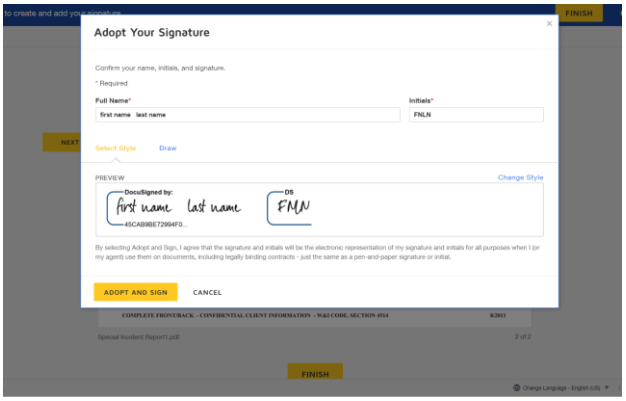
- Complete “Title,” “Vendor Name,” “Vendor number”, “Lic #” (if applicable), “Telephone Number”, “Date”



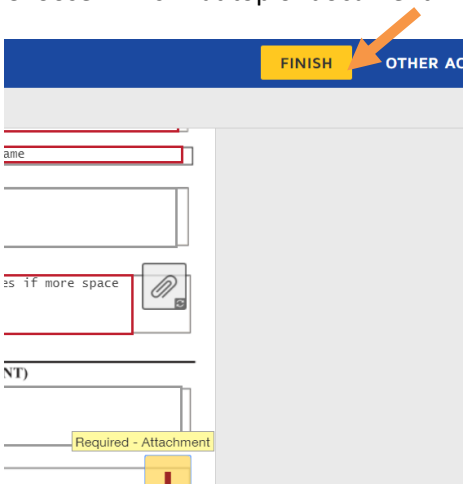
- Choose “Sign”



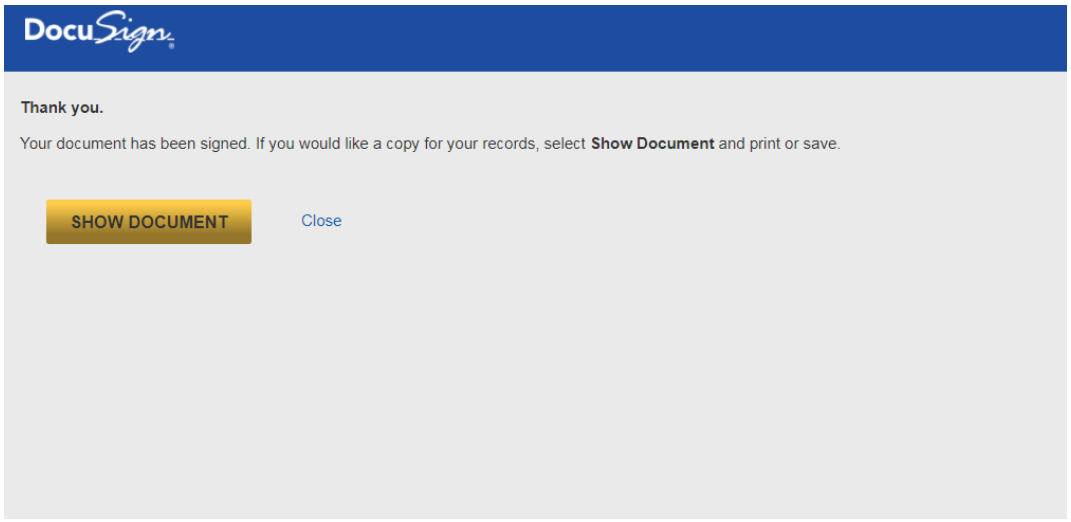
- Review confirmation of electronic signature, confirm, then click “Adopt and Sign”



- Required fields will prompt for completion if left blank
- Choose “Finish” at top of document



- When complete, select “Show Document” to download/print/save copy for your records; THIS WILL BE YOUR ONLY OPPORTUNITY TO DO SO



TCRC Online SIR Submission FAQs/Tips:

-How do I include supplemental documents, such as SOC341, hospital discharge paperwork? What if I need more space to describe incident or other sections?

-If additional space is needed for any section, or supplemental documents are to be provided, please utilize option to add/upload an attachment. Document must be readily available elecronically from computer/device to upload

-The document will not allow me to select the box that I'd like to check. The document is prompting me for additional information, or will not allow me to enter text in a box.

-Certain categories are linked. For example, to choose a hospitalization type, the "Unplanned or Unscheduled Hospitalization due to…" incident type must be seleced; to enter medications involved, the "Medication Error/Reaction/Refusal" type must be selected; to choose type of injury, "Serious Injury or Accident" type must be selected; if "Medical Treatment Necessary" is answered with "Yes," description will then be permitted *and* required

-How do I receive a copy of my report?

-After submission, portal will give option to save copy; THIS IS YOUR ONLY OPPORTUNITY to do so; a PDF will then open for you to save/print

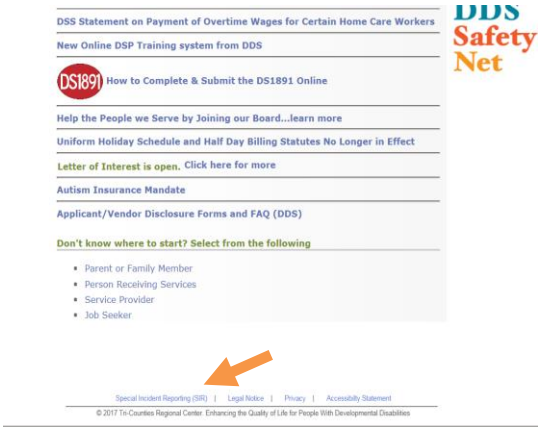
-Can I submit multiple reports/reports for multiple individuals?

-No, portal allows for submission of single report at a time.

-All reporting timelines still apply – verbal notification via phone line within 24 hours of incident; written report to be submitted to TCRC SIR Department via online portal or fax within 48 hours of incident; contact numbers are listed at top of report

-It is recommended to have all necessary information avialable when beginning reporting process. Online system does not allow for saving drafts, and will time-out after extended inactivity. Additional pages/supplemental documentation should be uploaded/readily available to attach electronically.

- SIR page is accessible from any other TCRC webpage (www.tri-counties.org) by scrolling to link at bottom of page



-UCI will require 7 digit UCI number

- Do not click the back button in your browser; this will take you back to sign-on screen and erase any data already entered

-Fax option is still available

-For questions or assistance, please contact Leslie Smith, TCRC SIR Coordinator, at 805-539-2515 or 805-351-3135