Updating a Serious Incident Report

- To update an incident report you must first locate the incident report.
- You can do this by either searching for the record (Option A) or by accessing the individual's profile (Option B).

Updating a Serious Incident Report

- Next edit **any** sections to reflect any additional details you have regarding the incident report.

- *****Important***** Updates should be done to both checkbox fields (for data collection) and narrative fields for the licensing/investigations team.

Updating a Serious Incident Report

- Prior to saving your incident report, select the option **"An update to the serious incident report has been provided."**

- This step is critical and will send an email notification out to the licensing/investigations team to review the updates. **In the narrative box, indicate which fields have been updated.**

Email notification sent to OL: Chesterfield Community Services Board - Alexandria Serious Incident test Case #:2019XXXX An update to the death/serious incident report has been provided.