



# **University of South Alabama Incident Reporting System**



# Getting Started

Report injuries to your supervisor IMMEDIATELY.

An incident report must be completed within 72 hours of the incident. Out-of-pocket expenses and/or reinstatement of time will not be considered if an incident form has not been submitted.

**NOTE:** If you are responsible for entering incident reports for others in your department you will need to contact the Office of Risk Management to request a status change in the system from User to Reporter

## **Before You Begin**

**Gather the following mandatory information :**

- Name
- Address
- Phone Number
- Affiliation
- Date of Birth
- Incident Date
- Date Incident Reported
- Description of Incident
- Contributing Factors (if any)
- Location of Incident
- Type of Injury
- Location of Injury
- Was Treatment Received? If so, where?
- Name of Witness (if applicable)
- Witness Phone Number



# Log-on Screen

The screenshot shows a web browser window titled "Incident Review - Google Chrome" with the address bar displaying "jagasp/incident/logon.aspx". The page header includes the USA logo and "University of South Alabama". The main content area is titled "Incident Reporting Logon" and contains the text: "You may logon using your credentials from either USADIR (Active Directory), or JagNet (JagMail)." Below this text are two links: "[USADIR \(Active Directory\)](#)" and "[JagNet \(JagMail\)](#)". At the bottom of the page, there is a small disclaimer: "This Quality Assurance Document is privileged and confidential for the University of South Alabama, and is prepared and maintained pursuant to Sections 5-5-333, 22-21-8, and 34-24-58 of the Code of Alabama, 1975." and the date "Monday, June 02".

Two red arrows point from text boxes below to the links on the page:

- A red box on the left contains the text: "Hospital employees will use the USADIR directory to sign in." An arrow points from this box to the "USADIR (Active Directory)" link.
- A red box on the right contains the text: "All others, log on using your J# and password used to access your Jag Mail." An arrow points from this box to the "JagNet (JagMail)" link.



# Incident Entry

Incident Review - Google Chrome  
jagasp/incident/fentry.aspx

USA University of South Alabama

Incident Entry Incident Browse Management Search Logoff

**Incident Entry**

Injured Person's Jag Number:

Submit

NOTE: Leave everything blank to add someone without a Jag Number.

Shannon Nelson(USALDAPinelson)  
Risk Management, JAGSQL

This Quality Assurance Document is privileged and confidential for the University of South Alabama, and is prepared and maintained pursuant to Sections 6-6-333, 22-21-6, and 20-6-45 of the Code of Alabama, 1975.

Tuesday, June 03

All employees and students should provide a Jag Number when reporting an incident.

Visitors will not have a Jag Number, therefore just click on the submit button to advance to the next section.





# Incident Entry - Part One

Click on the drop down box to enter affiliation information.

All fields denoted with a \* must be completed in order to complete the reporting process.

This information will be automatically entered when Jag Number is entered.

Enter detailed description of incident and contributing factors

Use dropdown box for location of incident.



## Incident Entry - Part Two

Multiple injuries from a single incident can be entered one at a time by using the dropdown box for type and bodily location of each injury.

The screenshot shows the 'Incident Entry' form for Shannon Nelson. The form includes the following sections:

- Summary - 1271**: USA Affiliation: Employee, Name: Shannon Nelson, Incident Date: 04/15/2014
- Describe the injuries**: Type: [dropdown], Location: [dropdown], Add Injury button
- Was medical treatment received?**: Yes (selected), No
- Witness(es) to incident**: USA Affiliation:\* [dropdown], Name:\* [text], Phone:\* [text], JNum: [text], Email: [text], Add Witness button
- Attachments**: Description: [text], File Name: Choose File, No file chosen, Add Attachment button
- Footer**: A checkbox for certification and a Finish button.

Witness information must include the witness' name, USA affiliation, and phone number.

Attachments such as pictures or other documentation may be attached to report .

When form is completed click on the box and then click Finish. Keep a log of your report numbers.