

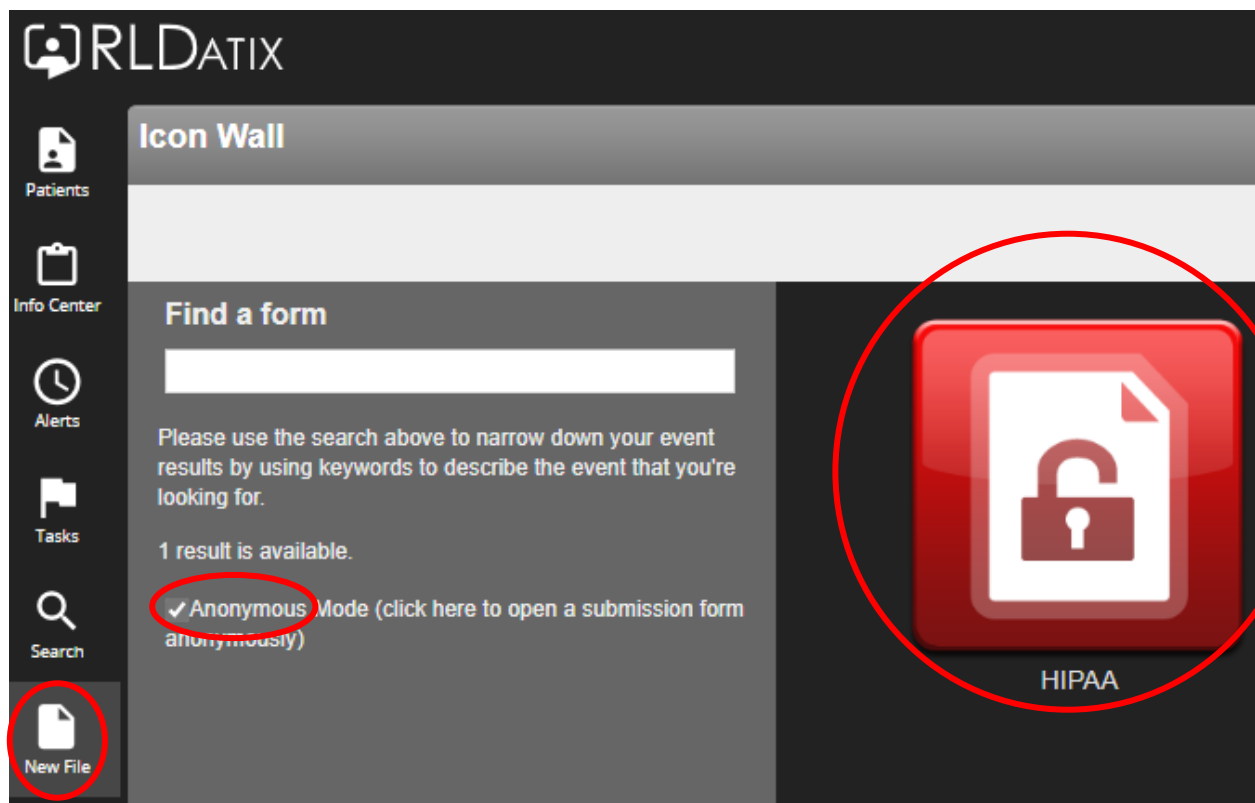
RLDatix Anonymous Submitter Training

How to submit a HIPAA complaint/incident as an anonymous user

Submitting an Anonymous File in RLD

The submission form is available on the Icon Wall which is accessed through the New File icon on the left navigation pane.

1. Click **New File** – This will take you to the Icon Wall
2. Select “Anonymous Mode”
3. Click the HIPAA icon to access the submission form



4. Fill in the form:
 - a. At a minimum, complete all the required fields marked with green asterisks
 - b. Click section headings from the **Table of Contents** widget to navigate to different parts of the form or use the scroll bar to view additional fields on the form
 - c. Refer to the File Status bars to see how many fields have been completed and how many are remaining

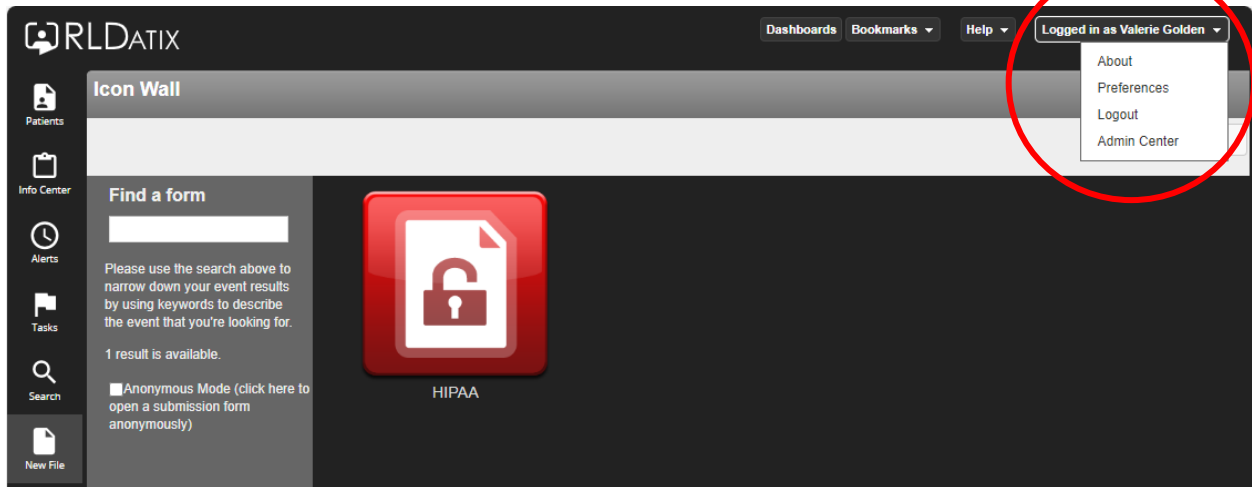
5. Submit the File:
 - a. Once mandatory fields have been filled, click **Submit** at the bottom of the screen

- b. A new window will appear with the file number
 - c. Click **OK**

Upon successfully submitting the file the HIPAA point of contact for your clinic or department and the HIPAA Compliance team will receive an email alert that the new file has been created.

Logging out of RLD

Click on the dropdown menu next to Logged in as <your name> and select Logout to correctly exit RLD.



Note: Closing the window using X in the upper right corner of your screen **will lock an open file**, preventing other users from updating the file for a period. **Always use the Logout option noted above to exit the application.**

