## **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

€JR	LDatix	
Patients	Icon Wall	
Info Center	Find a form	
Alerts Tasks	Please use the search above to narrow down your event results by using keywords to describe the event that you're looking for. 1 result is available.	
Q Search New File	Anonymous Mode (click here to open a submission form anonymous)	НІРАА

- 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

HIPAA Submission Form		
Table of Contents 3b   Submitter Details Attachments   When and Where Event Occ Attachments   File Status 3c	Submitter Details	Fields labeled with an asterisk(*) are required.
0 of 12 total fields completed. 0 of 9 mandatory fields completed.	Submitter First Name	*
	Submitter Last Name	*
	Phone Number	() <u>·</u>
	Email	
	When and Where Event C	Occurred
	Type(s) of Protected Health Information Involved in Incident	K Not Specified Add/Edit
	How many individuals are affected by the incident?	2
	Date of Incident	k mm-dd-yyyy
	Date Feedback Received	k mm-dd-yyyy

- 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

40	Thank you for taking the time to communicate this issue, RL. Your submission helps us improve our organization's overall safety. For reference, your file number is <b>1035</b> .
	ОК 4с

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.* 

💄 🏠 🗖 😫 Icon Wall	×	+							-	•	$\checkmark$
← C 🕆 https://hsc-datix.hsc.net.ou	u.edu/RL6_T	Test/Homecenter/Client/Home.aspx	$\forall_{\mathcal{P}}$	☆	G	CD	€≣	Ē	~		V
🛱 Import favorites 🛛 🖾 New tab 🔤 LastPass Vault 😫 RL6 Test 📮 VMware Horizon 🖀 RL6 HUB Community										Q	
Dashboards Bookmarks - Help - Logged in as Valerie Golden -								<b>e</b>			