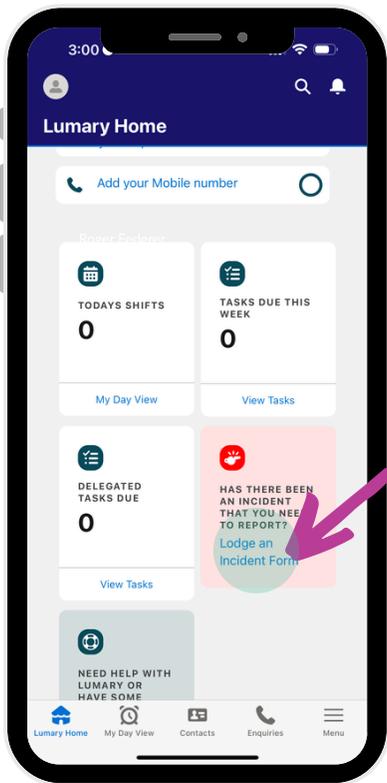
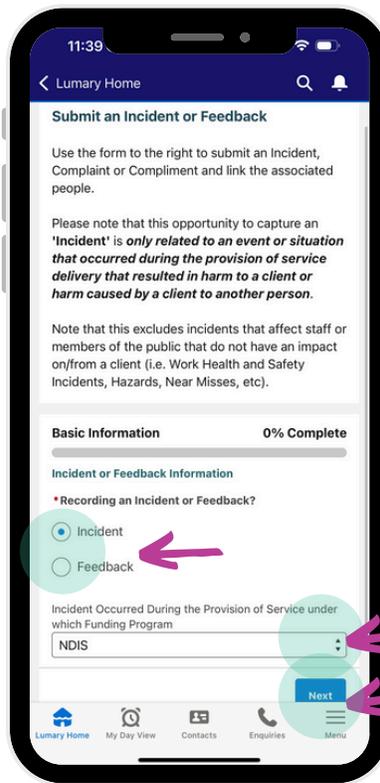


# Incident Reporting

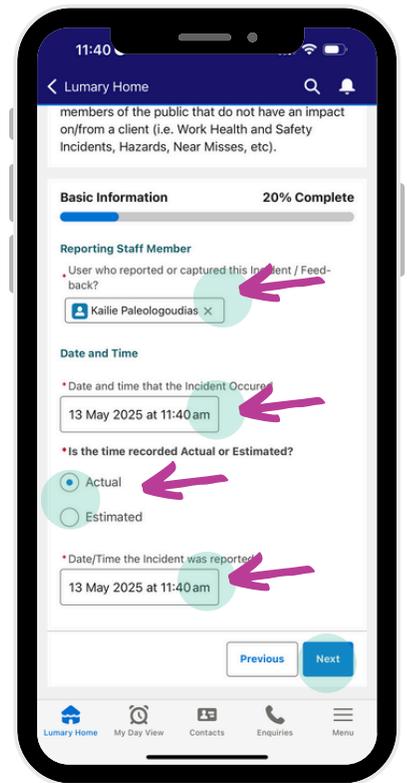
1. From the home screen, scroll down to find Incident Report button. Press 'Lodge an Incident Form'.



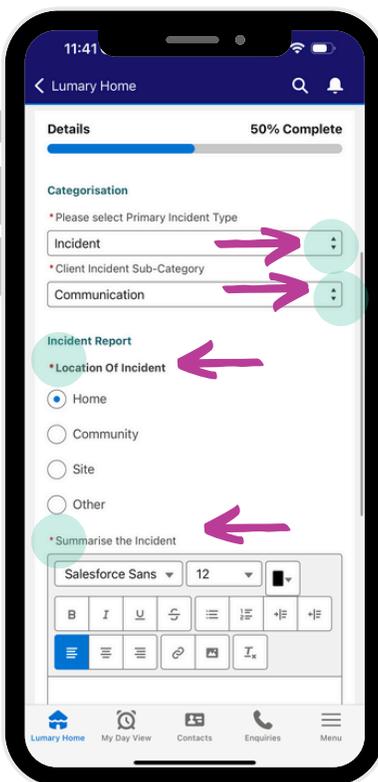
2. Complete all steps of the incident/feedback form. Beginning with whether the lodgement is an incident or feedback. Select relevant funding. Press Next.



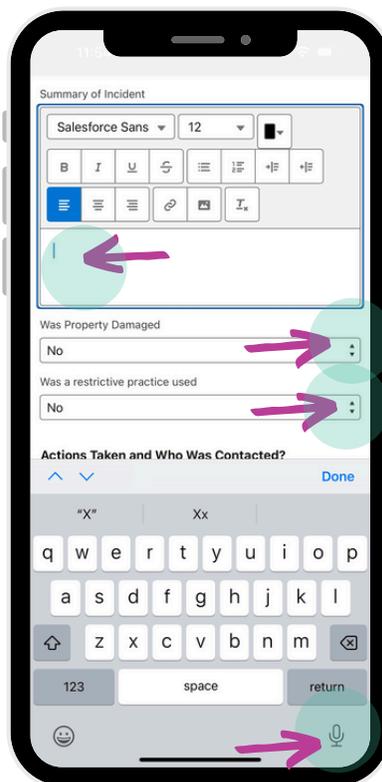
3. Fill out all required fields. This section asks for your name, the date and time of incident occurrence and incident report.



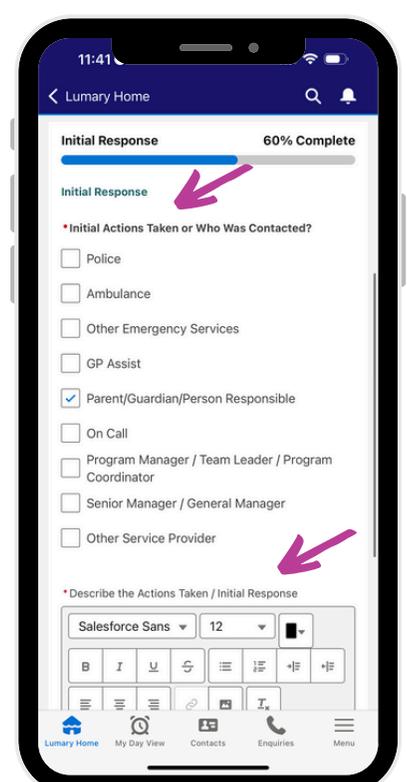
4. Continue to follow the prompts. Answer the questions with relevance to the incident you are reporting.



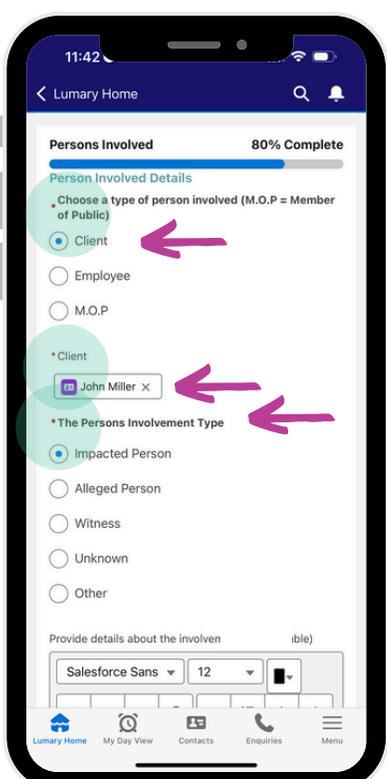
5. Summarise the incident, Reminder: You can use the microphone on your keyboard for voice to text



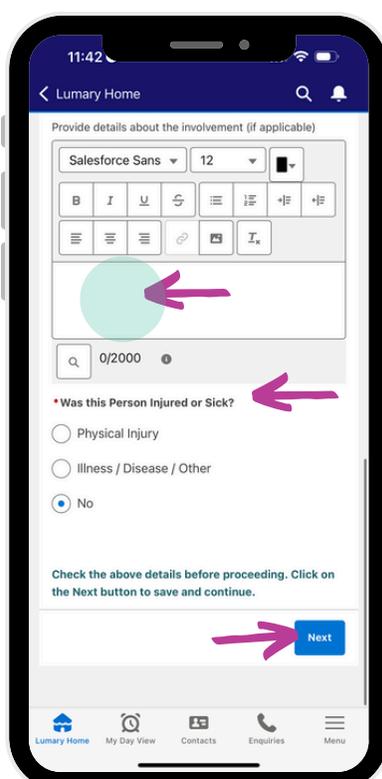
6. Summarise the Initial Response to the incident including who was contacted and actions taken.



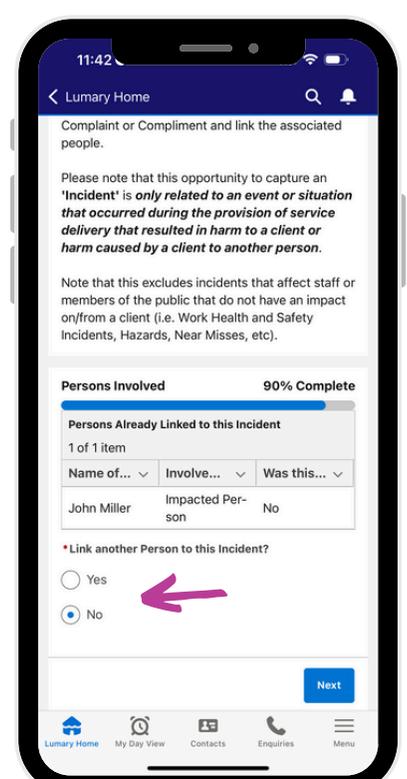
7. Proceed to indicate who was involved via prompts below.



8. Provide details about the involvement (if applicable).

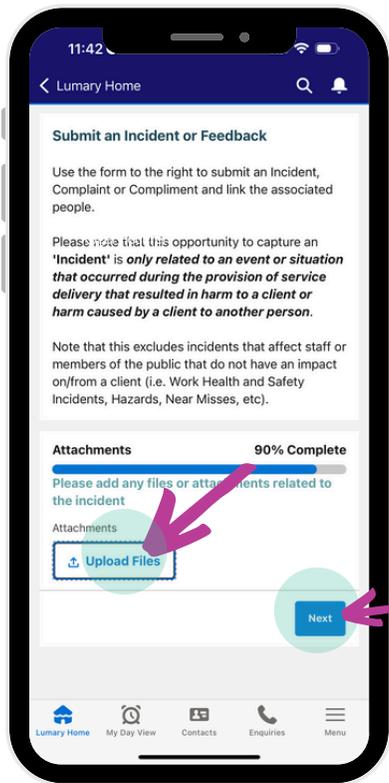


9. Link another person to the event if required.

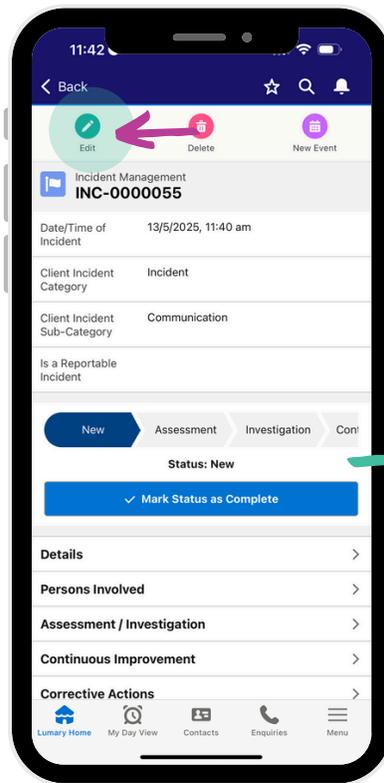


# Incident Reporting

10. Add any files or attachments related to the incident.



11. You're finished! From here you can edit your Incident Report by clicking 'edit', or simply return to your home page.



**TIP:**  
You can keep up to date with progress of your Incident Report with this sliding bar.



Should you require any help please contact us  
[lumary@unidexhealthcare.com.au](mailto:lumary@unidexhealthcare.com.au)