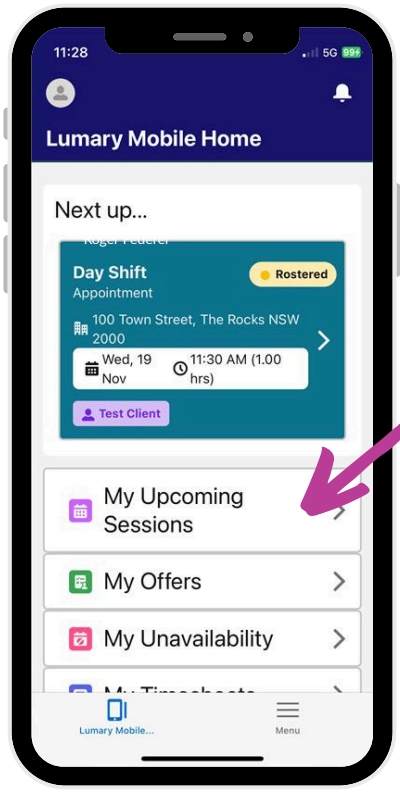
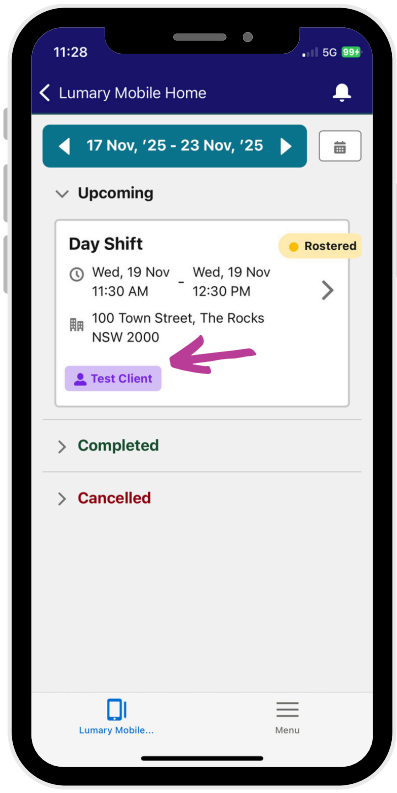
Incident Reporting

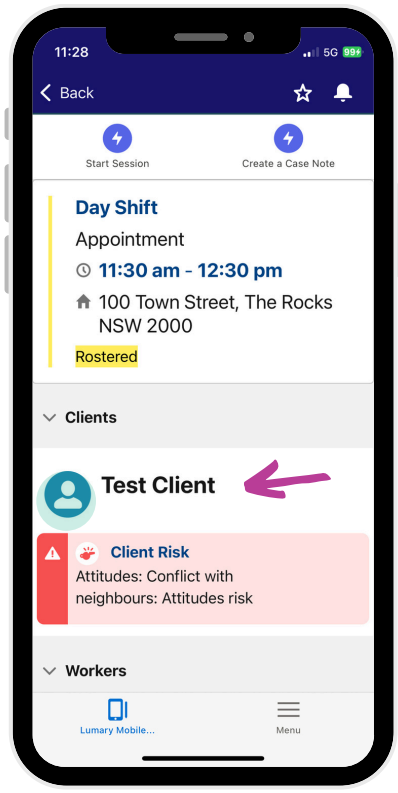
1. From the home screen, scroll down to **My Upcoming Sessions.**



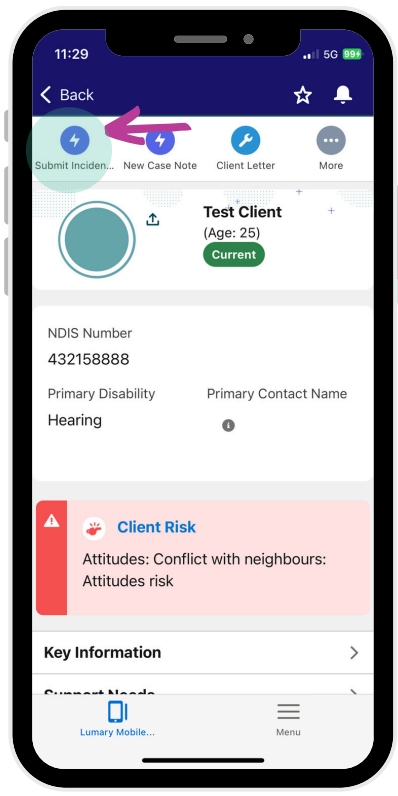
2. Select the relevant shift under either upcoming/completed/cancelled relating to the client/incident.



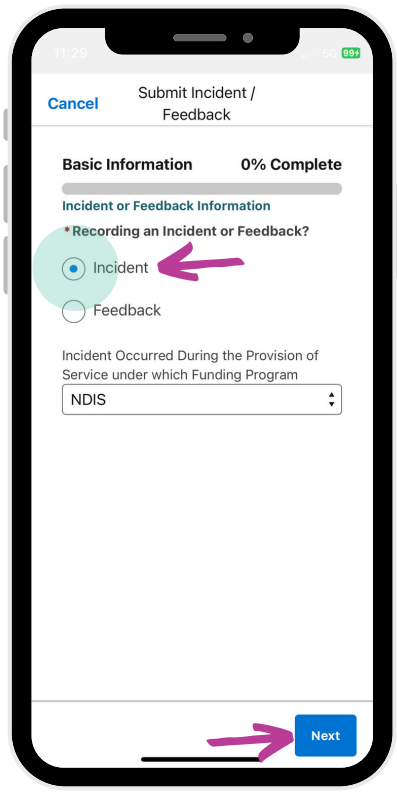
3. Click on your relevant client's name. in this case it is **'test client'.**



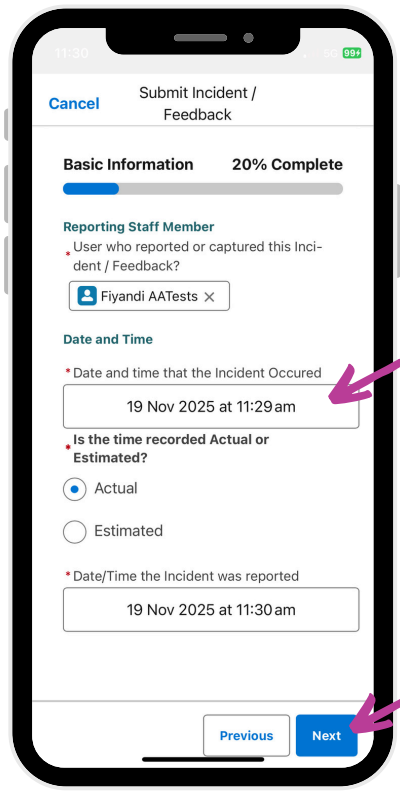
4. In the top left hand corner, press **'Submit Incident Report'.**



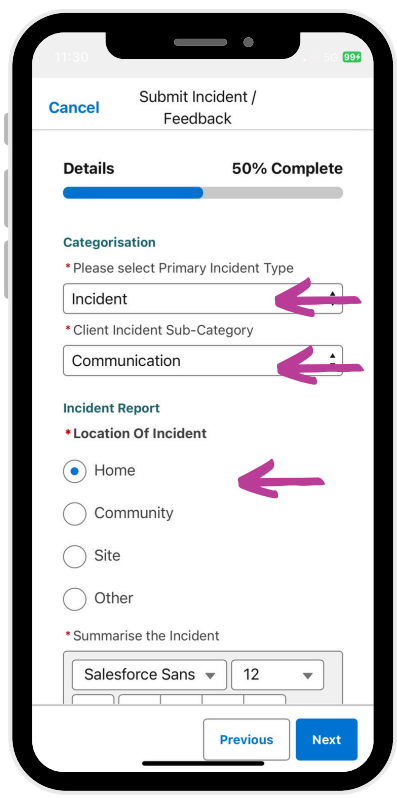
5. **Follow the prompts.** Click Next to continue.



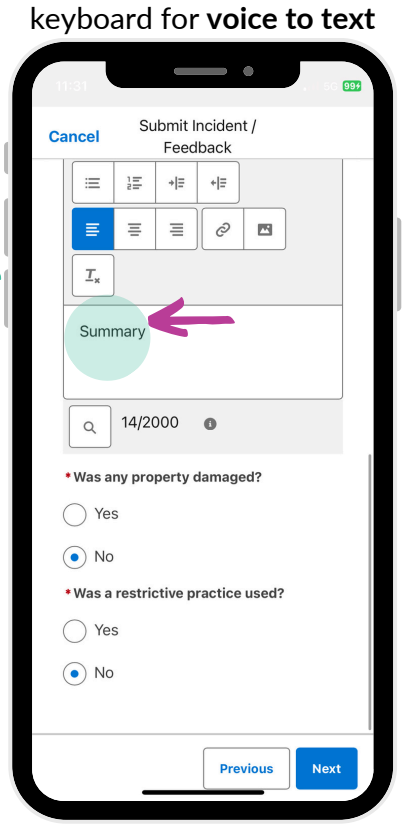
6. Follow the prompts and fill out your details, the date and time of incident.



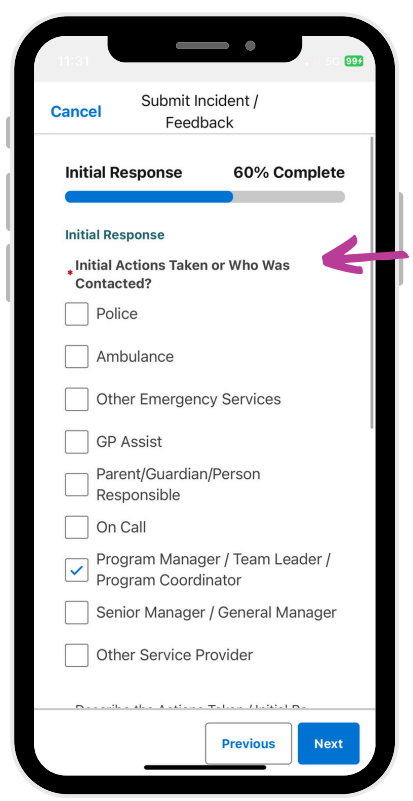
7. Follow the prompts. Click Next to continue.



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



9. **Record initial actions taken / who was contacted.**



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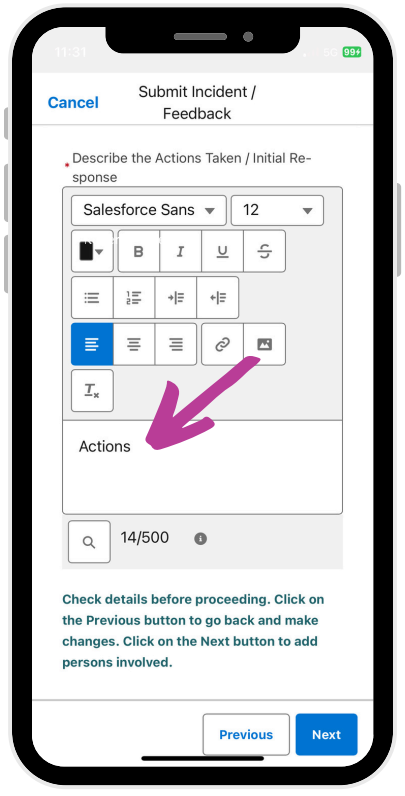
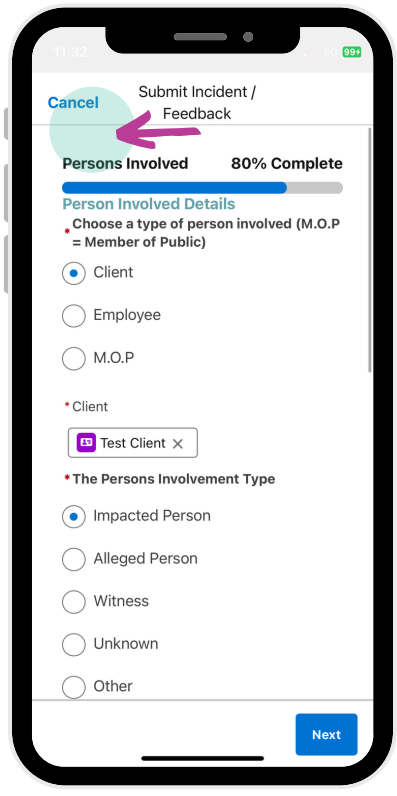
Incident Reporting

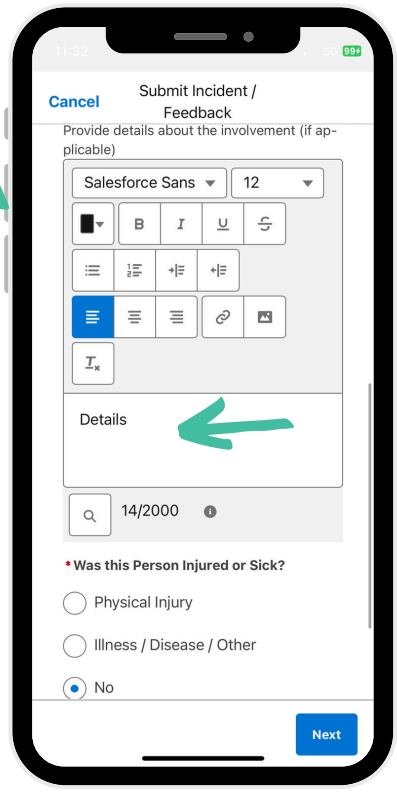
10. **Describe the actions taken/response. Reminder**: You can use the microphone on your keyboard for voice to text



11. **Record the persons involved.**



12. **Provide details about their involvement. Reminder:** You can use the microphone on your keyboard for voice to text



13. **Include another relevant person** to the incident (if applicable).

14. Attach any **relevant documents or files** relating to the incident.

15. You're all finished! Thanks for helping us make this a safe and joyful community.

Should you require any help please contact us

lumary@unidexhealthcare.com.au

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