HealthTrust WS employees' injury reporting steps (if you are paid by HealthTrust WS)

<u>REPORTING BY THE END OF THE SHIFT</u> **per HCA policy:**

1. **Report the incident to HealthTrust WS (employees' responsibility).**
2. Report the incident to your immediate supervisor of the unit.
3. Complete incident report in Meditech (under "non-patient notification") with the assistance of supervisor if needed before the end of the shift. **Facilities that use Vigilanz instead of Meditech for incident reports, please select option "provider/staff" to start the report. (***if any other charting system is used, please contact your unit supervisor for assistance on completing your incident report***)**
4. Go to ED of the facility for evaluation if needed (unless otherwise directed by facility Employee Health)

Additional important information: HealthTrust WS is part of HCA Inc. HCA injury reporting policies apply to HealthTrust WS employees.

HealthTrust WS VENDOR employees' injury reporting steps (if you are paid by vendor agencies that is not HealthTrust WS)

<u>REPORTING BY THE END OF THE SHIFT</u>

1. **Report the incident to your vendor agency**
2. Report the incident to your immediate supervisor of the unit.
3. Complete incident report in Meditech (under "non-patient notification") with the assistance of supervisor/charge nurse if needed before the end of the shift. **Facilities that use Vigilanz instead of Meditech for incident reports, please select option "provider/staff" to start the report. (if any other charting system is used, please contact your unit supervisor for assistance on completing your incident report)**
4. Go to ED of the facility for evaluation if needed (unless otherwise directed by facility Employee Health)

STaRNs injury reporting steps (if you are still paid by HealthTrust WS)

<u>REPORTING BY THE END OF THE SHIFT</u> **per HCA policy:**

1. **Report the incident to HealthTrust WS (employees' responsibility).**
2. Report the incident to your immediate supervisor of the unit.
3. Complete incident report in Meditech (under "non-patient notification") with the assistance of supervisor if needed before the end of the shift. **Facilities that use Vigilanz instead of Meditech for incident reports, please select option "provider/staff" to start the report. (***if any other charting system is used, please contact your unit supervisor for assistance on completing your incident report***)**
4. Go to ED of the facility for evaluation if needed (unless otherwise directed by facility Employee Health)

Additional important information: HealthTrust WS is part of HCA Inc. HCA injury reporting policies apply to HealthTrust WS employees.