

Are you concerned about an event, hazard or process within the health care system you work in?

Are you looking for a way to have these investigated with the purpose of directing action that will improve patient safety?

SUBMITTING A REPORT TO THE REPORTING AND LEARNING SYSTEM (RLS)

- DO: Report close calls, hazards and adverse events that impact patient safety.
- DON'T: Report narcotic discrepancies, privacy breaches, personnel complaints, loss of property or workplace health issues.

BY PHONE: Call **1-877-338-3854**

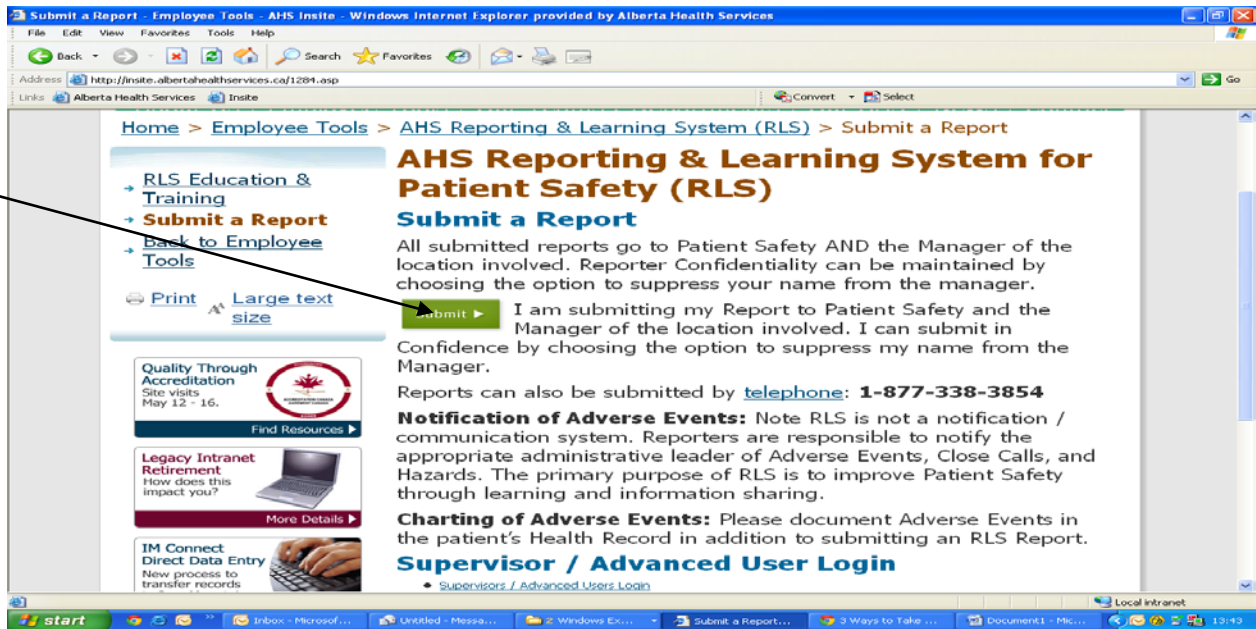
ONLINE: **STEP 1:** Open the AHS Home Page (must be connected to an AHS computer either locally or remotely through my.calgaryhealthregion.ca)

<http://insite.albertahealthservices.ca/?from=calgary>

STEP 2: Click on "Submit a Report"

The screenshot shows the AHS Insite website in Internet Explorer. The address bar displays <http://insite.albertahealthservices.ca/?from=calgary>. The page layout includes a left sidebar with navigation links such as "North Zones", "Appointment of AHS CEO", and "Invitation to Presidents Speaker Series Event Eight". A central banner features a "Countdown to April 1!" graphic with a hand showing two fingers and the text "Two was terrific!". Below this is a "Privacy Pointers" section. On the right, there are links for "Influenza Info & Resources", "Video: Insite 101", and "Employee & Physician Tools". At the bottom left, a "Reporting & Learning System" box contains a red triangle icon and the text "Submit a report Patient Safety Advanced User Login". A red arrow points to this "Submit a report" button. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 13:36.

STEP 3: Click on “Submit”



STEP 4: Complete your report.

Your report will be reviewed by the manager for the area in which you submitted the report to as well as a Clinical Safety Leader.

If you need help submitting a report please ask a nurse or contact me at dawn.mckevitt@albertahealthservices or 403-681-6077