State of New Jersey
Department of Health

Patient Safety
Reporting System

Module 1 – Overview and Administrative Functions

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Patient Safety Reporting System

Background

- **2004 - New Jersey Patient Safety Act (P.L. 2004, c9) was signed into law.**

- **Established a serious preventable adverse event reporting system including:**
  - Mandatory Reporting
  - Voluntary Reporting

Background

- **Statute is designed to improve patient safety in hospitals and other health care facilities.**
- **The Patient Safety Reporting System (PSRS) is designed to help health care facilities submit events and provide a Root Cause Analysis (RCA) to fulfill the law's mandatory reporting requirements.**

Patient Safety Reporting System

Course Contents:

I.   **Overview of the PSRS Process**

II. **Accessing the System**

III. **Adding/Editing Users**

Patient Safety Reporting System

I. Overview of the PSRS Process

1. Submission of initial event information

- Within 5 business days of event discovery
- PSRS receives automated notification

2. PSRS reviews the initial event

- Determines if the event is reportable
- Facility receives email on event determination

I.   Overview – *continued*

3. **RCA submission required for reportable events**

    - Within 45 days of initial event submission

    - PSRS receives notification when an RCA is submitted

4. **PSRS reviews RCA**

    - Determines if reporting criteria are met

    - If not initially met, PSRS provides feedback and facilities edit information until requirements are met

Patient Safety Reporting System

II. Accessing the System

1. Each user must sign a User Confidentiality Agreement before accessing the system

II. Accessing the System – *continued*

2. Users must NOT share their user IDs or passwords with anyone

3. Each facility will have a minimum of two PSRS liaisons (Facility Administrative Users *or* FacAdmins)

4. PSRS will provide FacAdmins with an access link to the system.

II. Accessing the System – *continued*

5. **Once registered, FacAdmins can assign additional internal users**
   - Access to enter/edit information
   - Point people for communications from PSRS

6. **PSRS is accessible to assigned users through "myNewJersey" Network (portal)**
   - If you already have a MyNJ account, you will need your login and password.

7. **Only registered FacAdmins will receive emails from PSRS**

NOTE: all users are required to self register for access to the portal.

II. Accessing the System - *continued*

Registration

II. Accessing the System - *continued*

Registration

II. Accessing the System - *continued*

Registration

II. Accessing the System - *continued*

Registration

Home Page

III. Adding/Editing Users

1. **FacAdmins can set up additional facility users (Report Readers and/or Report Writers)**
   - Access to enter/edit information
   - *Note: Report Readers and Writers do NOT receive emails from PSRS*
2. **To create a new user:**
   - Enter the email address of the person who will be registering and click "Send Email"
   - An email will be sent with a link to the registration form
   - When the user registers, they will show up on the user registration grid where you can approve or deny access
   - FacAdmins are responsible for maintaining additional users
3. **Edit User Information**
   - Update email
   - Change user roles

Note: Only FacAdmins can perform these functions

III. Adding/Editing Users - *continued*

User Maintenance

III. Adding/Editing Users - *continued*

Create New User

III. Adding/Editing Users - *continued*

Add New User

NJ Health
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State of New Jersey
Department of Health Patient Safety Reporting System

Logged in as:

| HOME | ADD EVENT | VIEW EVENTS ▼ | RESOURCES ▼ | Admin ▼ |

Users are now required to register for access to the Patient Safety Reporting System

1. Enter the email address of the person who will be registering
2. Click "Send Email"
3. An email will be sent with a link to the registration form
4. Once the user registers they will show on the User Registrations Grid where you can approve or deny access.

Email Address ckent@dailyplanet.com

Send Email

Department of Health
P.O. Box 360, Trenton, NJ 08625-0360
Phone:(609) 633-7759
Confidential Fax: (609) 984-7707

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III. Adding/Editing Users - *continued*

Add New User

III. Adding/Editing Users - *continued*

Add New User

III. Adding/Editing Users - *continued*

Add New User

State of New Jersey
Department of Health Patient Safety Reporting System

Logged in as:

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User\Facility Maintenance

- **This screen is used for maintaining users and facilities**
- **Create New User**
- **Show Customization Window** - Use the 'Customization Window' to add/remove fields from the grid.

Export Data

#	Detail	User Name ▾	FirstName ▾	LastName ▾	Email ▾	Phone ▾	Roles ▾	Last
⊞	View	JDoe	Jane	Doe	Jdoe@.....	(555) 555-5555	facAdmin, rptWriter, rptReader	6/29,
⊞	View	JSmith	John	Smith	Jsmith@....	(555) 555-5555	facAdmin, rptWriter, rptReader	11/2,
⊞	View	CKent	Clark	Kent	ckent@dailyplar	(555) 555-5555	rptWriter, rptReader	7/6/2

III. Adding/Editing Users - *continued*

Edit User

III. Adding/Editing Users - *continued*

Edit User

III. Adding/Editing Users - *continued*

Edit User

III. Adding/Editing Users - *continued*

Edit User

Review

1. **ALL users must register on "myNewJersey" network**
2. **A minimum of two FacAdmins are required for each facility**
3. **FacAdmins can create additional users**
4. **FacAdmins are responsible for keeping facility information and user profiles up to date**
5. **Note: Only FacAdmins will receive emails from PSRS**

Patient Safety Reporting System

Next Module

I. **Preparing to Enter an Event**

II. **Entering a New Event**

III. **Event Review by PSRS**

IV. **Other Communications About the Event**