Journey New Electronic Event Reporting System

Entering an Employee Incident Report

 Click on the link "Journey Employee Incident Reporting" link under Quick Links on the Corporate Intranet. You will be entered into the Employee Info screen of the Employee Incident Report.

Employee Info		
Peminic - WEBAGENT Editing Record	- Microsoft Internet Explorer	
File Edit View Favorites Tools Help		A*
🔇 Back 🝷 🕟 👻 💌 🛃 🌈 Search	👷 Favorites 🔣 🔗 - 🌺 🔟 - 📙	
Address 🙋 http://67.192.114.122/editframe.php		🔽 🔁 Go 🛛 Links
Google 🕞 🗸 🔽 🔽	😭 Bookmarks 🔻 🔁 Popups okay 🛛 🥙 Check 👻 🔨 AutoLink 👻 🔚 AutoFill 🍃 Send to 🕶 🖉	🔘 Settings 🗸 🛛 🔩 🔻
Novant HEALTH		<u>Refresh</u> <u>Logout</u> <u>Help</u>
Remarkable People. Remarkable Medicine.		Welcome WCREPORTER WCREPORTEI
Page: 1 of 3		Employee Info Injury Details Area of Injury
	WC0000048 == Mandatory Field	
Peminic Case Number	WC0000048	
OSHA Case Number	WC07000048	
	EMPLOYEE DETAILS	
Enter ID, click lookup, enter last name in appropriate fiel	d. Click in circle beside your name to select your information.	
Employee ID	Lookup	
Employee Last Name		
Employee First Name		
Employee Type of Facility Involved		
Employee Home Facility		
Employee Home Department		
Also Known As		
Address 1		
Address 2		
City		
County		
State		
Zip Code		
- · · · · ·		
	Cancel Submit / Save CONTINUE	
🙆 Done		📄 📄 👘 Internet
🎝 Start 🛛 🥭 💽 🖻 🔎 💽 🗶 📝 🦉 🔌 🕎	Office Communicator 🛛 📴 Inbox - Microsoft O 🤇 🖂 Entering an Employ 🛛 🛃 Entering an Employ	🖉 Peminic - WEBAG 💿 🔍 🖉 🖉 1:42 PM

2. Enter your Employee ID. Click the [Lookup] button and a lookup screen will appear to enter your criteria. Enter the employee last name and first name in the appropriate boxes and click "Perform Lookup." All three criteria are required to use the lookup. If the lookup does not bring back your name, the employee information can be manually entered. *REMEMBER* All royal blue fields are mandatory and must be filled out before you can continue to the next page.

y Documentation			Novant Healt
Peminic - WEBAGENT Editing Record Microsoft In	iternet Explorer		
File Edit View Favorites Tools Help			
🚱 Back 🔹 🕗 👻 🛃 💋 🏠 🔎 Search 🌟 Favorites	😔 🍰 🦫 🖌 🛄 🕄		
Address 🙆 http://67.192.114.122/editframe.php			•
Google 🕞 🗸 🚽 Sookmark	s🕶 🔁 Popups okay 🛛 ॐ Check 👻 🔨 AutoLink 👻	🔹 📔 AutoFill 🍺 Send to 👻 💋	🔘 Settir
Workers Comp			Refres
NOVAIIL/HEALIH*	np - Peminic - WEBAGENT ¥2.2.4.3	- Microsoft Internet Explorer	
Remaining Proper Remaining Lookup Criteria			ITV Details A
Employee Last Name spillman			
Peminic Case Number Employee ID 113808			
OSHA Case Number Employee First Name joy			
Exter ID, eliek lookup, exter la			
	Perform Lookup		
Employee ID	Copyright 1991 - 2008 © Peminic, Inc.	Page wil	ll expire in: 1:59:57
Employee Last Name			
Employee First Name			
Employee Type of Facility Involv			
Employee Home Facility			
Employee Home Parada and			
Employee Home Department			
Also Known As			
Address 1			
Address 2			
City			
County			
State		In In	iternet
Zip Code		J _ J _ J _ J _ J 🖉 👫	
- · · · · · ·			
	Cancel Submit / Save CONTINUE		
۔ Tiavascript:OpenNewWindow(', /index.php?MepuId=256&DoAction=RecordLook الم	In&DoSubAction=RecordLookun&ActionValue=1231201	. 'Recordi o	Toternet

3. Click the radio button next to your name, and then click the "Import Selected Rows" button. Your information will be entered in the Reporter information fields.



. .

- - ---

- 4. The Employee's information will be imported automatically.
- 5. Review the data to ensure it is correct and complete.
- 6. Complete any blank fields. **NOTE:** Fields in **BLUE** are Mandatory, and **MUST** be completed.
- 7. Enter the Date the employee notifies Workers Compensation of the Injury

e	<pre>http://67.192.114.122 X</pre>						
	Su	Мо	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
Γ	Internet						

Click on the appropriate date. If you need to change the month or year, you can click on the drop down next to the month, and select the appropriate month, and enter the year. The [<<] button will move you back 1 year, the [<] will move back 1 month. The [>] will move forward 1 month, the [>>] will move forward 1 year.

- <u>Note</u>: The system will not allow you to enter future dates.
- 8. Review the data entered on the screen. When you are confident the information is correct and complete, click, [Continue].

^A Peminic - WEBAGENT Editing Record - Microsoft Internet Explorer File Edit View Favorites Tools Back • O • Microsoft Internet Explorer Address • Microsoft Internet Explorer Address • Microsoft Internet Explorer Coogle • O	🔔 🛍	Autofiili 🕞 Send to 🗸 🏈	€ X
File Edit View Favorites Tools Help S Back - O - R Rep Revortes Pavorites	🗾 🛍	AutoFill 🍙 Send to 🗸 🚿	€ Go Unks © Settings -
	ck 🗸 🐔 AutoLink 👻 📔	AutoFill 達 Send to 🗸 🖉	▼ DG Links © Settings ▼ Straiges →
Address 🗿 http://67.192.114.122/edkframe.php Coogle C - G h 🔊 🖧 - 🟠 Bookmarks - 📄 Popups okay 🏘 Che Workers Comp	ck 👻 🐔 AutoLink 👻 🦌	AutoFill 🔒 Send to 👻 🖉	Go Links
Coogle C → Go I Go	ck 👻 🔦 AutoLink 👻 🔚	AutoFill 🔒 Send to 🗸 💋	🔘 Settings 🗸
Workers Comp			
Novant)HEALTH*			<u>Refresh</u> <u>Logout</u> <u>Help</u>
Remarkable People. Remarkable Medicine.			Welcome WCREPORTER WCREPORTER
Page: 2 of 3			Employee Info Injury Details Area of Injury
REPORTER	NFORMATION		
Reporter of the Injury			
Date Reported	10/31/2008	23	
Injury Reported to?		•	
Date of Injury			
Time of Injury (24 hour HHMM)			
Type of Facility (Choose One)		•	
Facility/Practice Group		•	
Injury Department/Practice			
Where did Injury Occur?		•	
Time employee began work (24 hour HHMM)			
Were there any witnesses to the injury?	🗆 Yes	🗖 No	🗆 Unknown
Did injury occur on employer's premises?	🗆 Yes	🗖 No	Unknown
Was employee treated in ER?	🗆 Yes	🗖 No	Unknown
Was employee hospitalized overnight?	🗆 Yes	🗖 No	Unknown
NATURE	OF INJURY		
Describe the accide	nt (this is mandatory)		
Previous Cancel Submit / S	ave CONTINUE		
Cone		(<u> </u>	V Internet

9. Select the type person who is reporting the injury.

- 10. The Date Reported field defaults to today, but can be updated as necessary. (no future dates allowed).
- 11. Select the entity to which this issue is being reported.
- 12. Enter the Date the Injury Occurred.
- 13. Enter the Time of Injury using 24 hour "military time". (1:00pm = 1300).
- 14. Choose the Type of Facility (Hospital or Physician Practice), the appropriate Facility or Practice Group, the appropriate Department or Practice and then the location within the department in which the injury occurred.
- 15. Enter the time the employee began work on the day of the injury.
- 16. Note if there were any witnesses. If yes, screen will refresh with a new field to enter the names.
- 17. Enter the names of the witnesses.
- 18. Choose whether the injury occurred on Novant premises. If not, screen will refresh with a new field to enter the location where the injury occurred.
- 19. Select whether the Employee was treated in the Emergency Room (ER).
- 20. Select whether the employee had to be hospitalized.
- 21. On the Upper right hand side of the screen, select the type of injury that occurred in the "Nature of Injury" field. When you make this selection, the screen will refresh with additional fields specific to the type of injury.
- 22. Complete the injury specific fields as appropriate.
- 23. After all of the injury-specific fields are complete, enter your description of the injury in the field titled "Describe the accident". This is a MANDATORY field. Your comments however should be limited strictly to the facts of the situation.
- 24. Enter information about what the employee was doing prior to the incident.
- 25. Review the data on this tab. Once you are sure it is correct and complete, click the [Continue] button. You will be taken to the Area of Injury tab.

Penninic - WEBAGENT Editing Recor	d Microsoft Internet Explorer		
te Edit Yew Favorites Looks	Flado -		
Back • 🐑 • 💌 🛋 🐔	💭 Search 👷 Favorites 🚱 😥 🖓 - 🚵 📓 -	3 11	
tess http://67.192.114.122/editfe	ane.php		• 🗗 Go Lin
Worker	* Comp		Betreub I Loop of Her
Novant) HEALTH"	a comp		
arkets Pople Rosenkeld Medicine			Welcome WCREPORTER WCREPORT
pe: 3 of 3			Employee Infe INJURY DETAILS Area of Injury
	Smith Dean 09	B/2008 WC00034777	
		rea of Injury (Check all that apply)	
Abdomen	Ear(s)	E Head	Other
Anide(s)	Elbow	E Hip(s)	IT Petvis
Arm(s)	Face	E Knee(s)	E Ribs
Back	Finger(s)	Leg(s)	C Shoulder
Duttocks	E Foot (feet)	Lungs	Toe
Chest	C Groin	Neck/Throat	C whist
Ever(s)	E Hand(s)	No apparent injury	
	Previous	Cancel Submit / Save	
Start 🕼 😬 🖉 🤲 Pemini	c - WEBAGENT Entering an Employee In		💛 🔾 🖏 🏈 🕍 12:36 PM

- 26. Select the area(s) in which the Employee was injured. In many cases, when you select an injury, the screen will refresh to offer additional choices. For example, if you select "Ankle" the screen will refresh to offer you a choice of the Right Ankle, the Left Ankle, or Both.
- 27. Review the data on this tab. Once you are sure it is correct and complete, click the [Submit/Save] button.
- 28. You will be returned the to Login page.

Workers Comp - Peminic - WEBAGENT V2.2.4.1	- Microsoft Internet Explorer		
Sie Edit Yew Pavarites Iools Help			R
🗿 Back + 🕗 - 💌 😰 🐔 🔎 Search 👷 Pi	workes 🚱 🖂 - 🕒 🕡 + 🛄 🎉		
dress 1 http://67.192.114.122/index.php			💌 🛃 Go Lini
Workers Comp			Remest / Looist / Help
Novant/HEADH			
	Your record has been s	ubmitted. Thank you.	
	Tou can	new:	
	Continue working with this record	WEBagent Navigation	
	View Submitted Record	Add New Record	
	Printable View		
		Logout	
	-		
	Constitute 1984 - 2004	C. December 2. Aug	Data will service to 4 data.
	Copyright 1991 - 2001	© Perminic, Inc.	Page will expire in: 1:59;

- 29. Once there, Click on the [Printable View] button.
- 30. A new box will pop up. This box lists the information that was just entered.



- 31. Click on the Printer icon or File/Print to print the document.
- 32. Take this document with you to Employee Health.
- 33. Close the Printable View icon.

Journey Documentation			Novant Health
Workers Comp - Peminic - WEBAGENT V2.2.4.1	- Microsoft Internet Explorer		
Ele Edt Vew Favortes Jools Help			
G Back - C + K C To Search Travortes	• 😢 🖾 • 🖾 🔟 🔛		
Agdress 2 http://67.192.114.122/ndex.php			
Novant) HEALTH			
Reserved Freque Reserved Making			Welcome WCREPORTER WCREPORTER
	Your record has been s	ubmitted, Thank you,	
	You can	now:	
	Continue working with this record	WEBagent Navigation	
	View Submitted Record	Add New Record	
	Printable Views		
		Louis	
		Logico	
E.	Copyright 1991 - 200	∎ © Perninic, Inc.	Page will expire in: 1:52:59
🍠 Start 🔄 🚙 🏱 🍅 Workers Comp - Pemi 💌 Enterin	ng an Employee In		

34. If you need to add another injury, click [Add New Record]. If you are finished, click the [Logout] button.