Electronic Patient Incident Reporting at STVHCS

Guide to e-PIR
(Electronic Patient Incident Reporting)

South Texas Veterans Health Care System
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Data Flow

Clicking on the e-PIR icon opens the Menu.
You then have access to the forms and a review option of the ePIR report.
Clicking on a tab ( ) will open the report form.
Complete all the sections with information known at the time of the report using the scroll bar to help move down the page.

NOTE: The “SUMMARY OF EVENTS” is the same as the narrative portion on the old paper incident report (VA Form 10-2633). This is free-text in memo form so provide as much of the incident as you can, especially that information not described elsewhere in the report. (See next slide for location of summary box)
When finished entering the information, write down the event number, type your name in the marked box, and then save record and close form. (see below)
Each form is accessed the same way, filled in, number saved, signed and closed. Notify your Supervisor verbally of the incident providing the event number.

The next step is for either the MD, Provider or Supervisor to fill out. This will complete the initial reporting process.
MD/PROVIDER/SUPERVISOR PORTION of e-PIR process.

The MD/PROVIDER/SUPERVISOR must follow up on the incident and complete their portion on the specific incident. To open their portion of the report, they click on the correct tab corresponding to the initial report. **REMEMBER THAT THEY WILL NEED THE EVENT NUMBER.**
By clicking on this tab it open this form for their entries. Fill out as complete as possible.

Type event number here

Enter findings here
Again the report must be signed by individual writing it, save the record and close it.