

Press Ganey HRP Quick Tip

How to Submit an Event

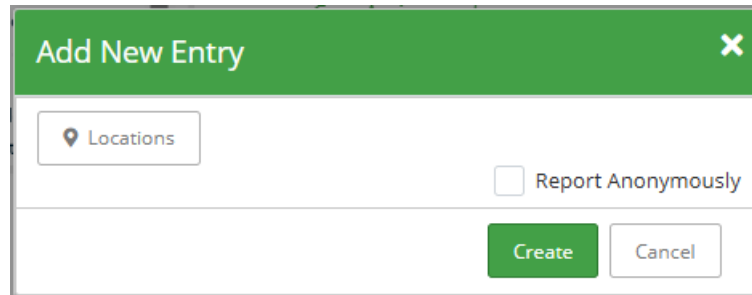
1. From The Source, log into HRP. Once you have logged in, your landing page will display a dashboard with widgets that look like this. You can also log into the system via the Epic Smart App. A Tip Sheet will be available for submitting an event from Epic.

Patient Safety

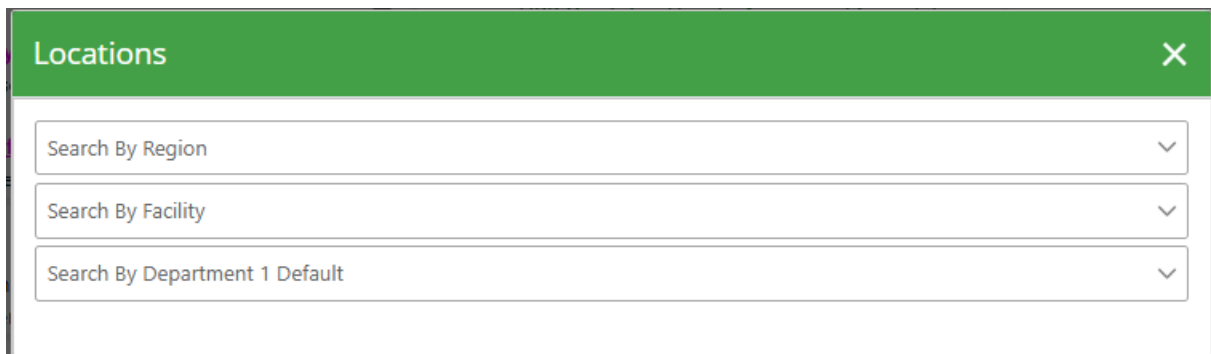
Workforce Safety

Use **Patient Safety** to report patient and visitor events.
Use **Workforce Safety** to report staff injury, workplace violence, and professional conduct events.

2. Click on the green button for the specific module where you wish to submit an event report. The add new entry pane will open.



3. Click on the locations button in the new entry pane and use the location picker to select the location where the event occurred. Use the filters at the top of the pane to narrow your search. You may also set your default location within the system to make location identification easier. A Tip Sheet will be available for Setting A Default Location.




PATIENT SAFETY April 2026

4. Once you have selected a location, the initial report screen will appear. Click the green information icon for descriptions throughout the form. Required items in the form are noted in red font. Patient information and staff/provider information can be pulled over from the lookups in Epic for patients, and within the system for staff and providers involved. Information can also be entered in manually into free text fields.

Initial Report

Date of event

(Required)

04/29/2026 


Time of event

(Required)

18:46

Date and time of initial report

(Required)

04/29/2026 18:45 

Please choose the type of safety event you are reporting.

(Required)



Incident - event that reached the patient

Near miss- event that did not reach the patient

Unsafe condition - increases the probability of a safety event

5. Enter a description of the event and suggestions for improvement in the free text box. Then choose the event category that best fits your report – your selections will open additional, related questions. Use the left hand pane to add any additional files or images if needed.

Please provide a brief description of the event including outcome to the patient

(Required)

Please include any suggestions for preventing a similar event from occurring in the future

Which category best describes the type of event or unsafe condition?

(Required)

- Behavior
- Blood or Blood Product
- Care Coordination (patient code) ✕
- Consent and Documentation
- Device or Medical/Surgical Supply, including Health Information Technology (HIT)
- Diagnosis Related
- Environment
- Fall
- Healthcare-associated Infection
- Infection Related
- IV and Line Related
- Medication or Other Substance
- Nutrition
- Perinatal

+ Add Image or Browse Device

Upload Files

File Drop Zone

- If you would like feedback from your leader, click yes when prompted for reporter feedback. Feedback may be limited due to confidentiality. When feedback is available, you will receive an email prompting you to log in and review it in the My Work section. A Tip Sheet will be available for Viewing Feedback.

Reporter Info and Feedback

Would you like an update on the review and actions taken in response to the event you reported?

(Required)

Yes No

- After you complete the required fields, select the green submit button to finish your event report.

- If you are not ready to submit, select save and close. This saves the report as incomplete so that you can exit, return later, and submit. Incomplete saved reports are assigned a pending status.
- To return to a report saved within the system, select the HRP icon at the top of the screen to view your pending reports.

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- Your dashboard will display pending cases; open a case to finish your report and submit.

My Pending
Contains a list of your draft case entries. Once you complete and submit an entry form, it will disappear from the "My Pending" list.

My Pending

Patient Safety PS-2026-000295 Pending Apr 14, 2026
Grandview Medical Center (GVMC)
Domain

Patient Safety PS-2026-000275 Pending Mar 31, 2026
Grandview Hospital (GVH)
Domain

Questions? Contact your local Quality/Patient Safety Department.