

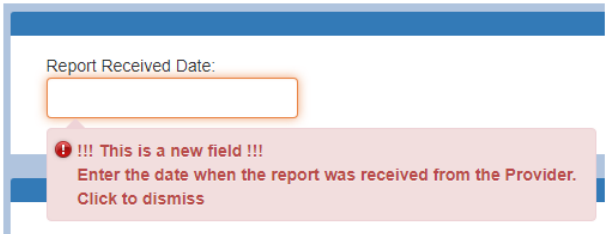
# QuickStart Guide

Incident, Accident and Death Reporting

*Note: Test data/information is displayed in the screenshots listed in this document*

To review a IRF Report/Case, contractor/TRBHA and AHCCS QM Team staff can navigate to <https://qmportal.azahcccs.gov/> to Sign In

New features and changes on the pages will be announced as the notifications that will appear next to the area in question, and need to be dismissed by clicking on the notification. This is not an error; it is just there to draw user attention to the new changes introduced in the new version.



## Table of Contents

1. Verify Health Plan/TRBHA Account.....	1
2. Search for an Existing Case .....	3
3. Contractor/TRHBA Status Review Step.....	12
6. Report Signature and Electronically Sign Report Steps .....	17
7. Report Generation.....	19



## 1. Verify Health Plan/TRBHA Account

Sign In to create a case with a Health Plan/TRHBA account that has the "IAD Reviewer" role.

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 2



Thank you for visiting QM Portal. In order to use the site, you must have an active account. Please login or register a new account. For questions, please contact our Customer Support Center at (602) 417-4451 or contact [ISDCustomerSupport@azahcccs.gov](mailto:ISDCustomerSupport@azahcccs.gov).

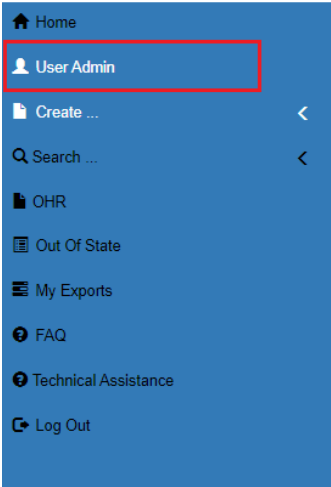

Please remember that sharing account logins is prohibited and violates the AHCCCS User Acceptance Agreement. You should NOT share your user name and password with any other individuals. Each user must have their own web account. Access to the website can be terminated if the Terms of Use are violated.

External User Log In	AHCCCS User Log In
<p>User Name: <input type="text" value="trbhammic"/></p> <p>Password: <input type="password" value="*****"/></p> <p><a href="#">Sign In</a></p> <p>Forgot your Password? <a href="#">Click Here</a></p> <p>Create new account? <a href="#">Click Here</a></p> <p>Passwords are case-sensitive. After 3 failed attempts, within 15 minutes, your account will be locked out, and you will either need to contact your Master Account holder to unlock your account or use the Password Recovery feature.</p>	<p>If you are an AHCCCS employee</p> <p>AND you are currently logged onto the AHCCCS network</p> <p>AND you are accessing this application from a browser on your workstation</p> <p>Then click the button below to use this application with your network login credentials</p> <p><a href="#">AHCCCS Sign In</a></p>

ⓘ Your web browser must have JavaScript enabled in order to use the QM portal.

Before continuing after login to create an IRF Report/Case, verify the account has a " IAD Reviewer " role by:

1. Navigate to the "User Admin" link in the upper-left side navigation



Home

User Admin

Create ...

Search ...

OHR

Out Of State

My Exports

FAQ

Technical Assistance

Log Out

On the User Admin page, verify that **one or more** of the following roles are checked in the User Authorization section

- IAD Reviewer
- Investigator
- Medical Director
- 3<sup>rd</sup> Level QOC Review

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 3

The screenshot shows a 'User Authorization' window. Inside, there is a list of roles with checkboxes. A red rectangle highlights the following roles: IAD Reviewer, Investigator, IRF Submitter, Medical Director, OHR, OutOfState, 3rd Level QOC Review, Seclusion and Restraint, and Waitlist User. The checkboxes for 'IAD Reviewer', 'Investigator', 'OHR', and 'OutOfState' are checked. Below the list is a green button labeled 'Update Authorization'.

The “IAD Reviewer” role is will allow users to review Internal Referral (IRF) cases. Please keep in mind that the role name is “IAD” but it will allow visibility of IRF cases as well. The other roles listed: “Investigator”, “Medical Director”, and “3<sup>rd</sup> level QOC Review” are scoped in the QOC section of the portal but they will also allow a user to review IRF cases. Thus any combination of one or more of these roles will allow IRF cases to be reviewed.

**\*\*\*Note: for internal AHCCCS Quality Management staff, the “IRF Reviewer” is determined by Windows Security Management**

## 2. Search for an Existing Case

To review an existing case, the IRF Reviewer can first search on cases that are in the “Unreviewed” status.

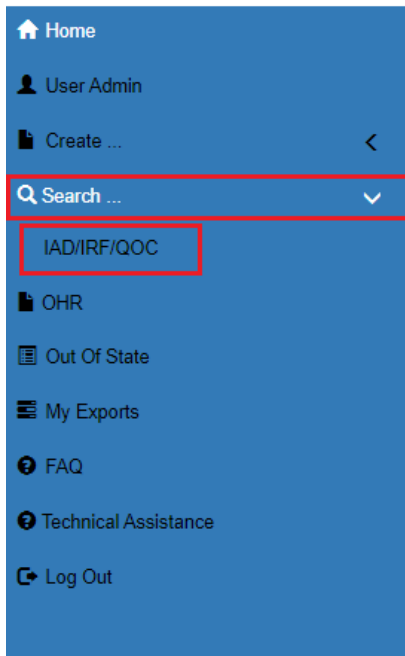
“Unreviewed” cases have been submitted by an “IRF Submitter” and are awaiting review at the TRHBA/Health Plan-level and/or AHCCCS Quality Management staff-level.

To review existing cases, the reviewer would navigate to the Search link as in the illustration below.

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 4



## Search for a Case

Once on the Search Page, a reviewer can search on existing cases by clicking on the “Search for Reports” button. If the search needs to be filtered by “Unreviewed”, then the lookup choice can be selected from the “Status Value” field. Note that the default option for choice lists is “Search All” and in this scenario, all cases affiliated with any item in that list will be returned.

Note the search criteria:

- Last Name – partial string search
- First Name– partial string search
- Date of Birth– date field
- Case Number – format: IRF-YYYY-123 (e.x. IRF-2018-123)
- Member ID – AHCCCS Id of the member
- Incident Date – date that the case/report incident occurred
- Provider – partial string search
- Status Value – choice list of the case status
- Submitted From – date that the case was submitted
- Submitted To – date that the case was submitted
- Contractor/TRBHA Coordinator – choice list of all the contractor TRBHA/Health Plan staff
- Incident Date(From) – incident date starting range
- Incident Date (To) – incident date ending range
- AHCCCS Coordinator – AHCCCS person assigned to the case

# QuickStart Guide

Incident, Accident and Death Reporting

## Review IRF Report as contractor/TRHBA - 5

- Due Date (From) – AHCCCS due date starting range
- Due Date (To) – AHCCCS due date ending range
- Allegation – choice list of case allegations
- Category – choice list of case categories
- Eligibility – choice list of case eligibilities
- CMDP – choice list for cases that are listed for Comprehensive Dental and Medical Programs
- DDD – choice list for cases that are listed as: Division of Developmental Disabilities

Incident Report Search

Please Enter Search Criteria

Last Name

First Name

Date of Birth

Case No.

Member ID

Provider ID

Status Value

Unreviewed

Submitted(From)

Submitted(To)

Contractor/TRBHA Coordinator

Select All

Incident Date(From)

Incident Date(To)

AHCCCS Coordinator

Select All

Due Date(From)

Due Date(To)

Allegation

Select All

Modified(From)

Modified(To)

DCS-CHP

Select All

Category

Select All

Eligibility

Select All

DDD

Select All

Search for Reports

Clear

No criteria is required on the search. If the “Search for Reports” button is clicked, then all cases associated with the contractor TRBHA/Health Plan account will be listed in the search results.

Status Value

Select All

The number of records returned is listed in the header of the search results. A specific case can be opened by clicking on the “IRF” button listed on the right-side. If the PDF icon is clicked, the current report will be generated in Adobe Acrobat PDF format to download and review.

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 6

## Incident Report Search

Please Enter Search Criteria

Last Name	<input type="text" value="Last Name"/>	First Name	<input type="text" value="First Name"/>	Date of Birth	<input type="text" value="D.O.B"/>
Case No.	<input type="text" value="Case No."/>	Member ID	<input type="text" value="Member ID"/>	Provider ID	<input type="text" value="Provider ID"/>
Status Value	<input type="text" value="Unreviewed"/>	Submitted(From)	<input type="text" value="Submitted(From)"/>	Submitted(To)	<input type="text" value="Submitted(To)"/>
Contractor/TRBHA Coordinator	<input type="text" value="Select All"/>	Incident Date(From)	<input type="text" value="Incident Date(From)"/>	Incident Date(To)	<input type="text" value="Incident Date(To)"/>
AHCCCS Coordinator	<input type="text" value="Select All"/>	Due Date(From)	<input type="text" value="Due Date(From)"/>	Due Date(To)	<input type="text" value="Due Date(To)"/>
Allegation	<input type="text" value="Select All"/>	Modified(From)	<input type="text" value="Modified(From)"/>	Modified(To)	<input type="text" value="Modified(To)"/>
DCS-CHP	<input type="text" value="Select All"/>	Category	<input type="text" value="Select All"/>	Eligibility	<input type="text" value="Select All"/>
DDD	<input type="text" value="Select All"/>				

Search for Reports

No. Of Records 6

Search Results		Select Report		Export All Results	
IRF-2021-334		IRF			
Member:	SMITH, JOE	AHCCCS ID:	Incident Date:	Submit Date:	08/20/2021
DOB:	02/01/1965	Status:	A00102726	Facility:	INTERNAL REFERRAL
Gender:	F	Status:	Unreviewed	Allegation:	Death - Member
IRF-2020-139		IRF			
Member:	SMITH, SALLY	AHCCCS ID:	Incident Date:	Submit Date:	11/30/2020
DOB:	01/15/1982	Status:	A00156636	Facility:	INTERNAL REFERRAL
Gender:	F	Status:	Unreviewed	Allegation:	INTERNAL REFERRAL

Also note from the figure below those cases can also be opened by clicking on the “QOC” button *if a case is also in QOC status*. If a case is in QOC status, then the IRF section is all read-only since the case is now in review as a Quality of Care issue. The possible QOC cases status values are provided below from the “Status Value” choice list:

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 7

Unreviewed

Closed - Other Health Plan

Hold for Information

Rejected - Not Eligible

Rejected - Not Reportable

Returned to Provider

Withdrawn

QOC - Administrative Close

AHCCCS Closure Letter Rcvd

AHCCCS Closure Completed

QOC - In Progress

QOC

QOC - Pending Med Dir E-Sig

Resolution Report Sent to AHCCCS

Response Letter Sent to AHCCCS

Resolution Report Sent to State Agency

QOC - Returned to Investigator

QOC - Third Level Review

Under Review

Non-QOC (IRF-only)

Non-Reportable Incident

## Incident Report Search

Please Enter Search Criteria

Last Name

Last Name

First Name

First Name

Date of Birth

D.O.B

Case No.

Case No.

Member ID

Member ID

Provider ID

Provider ID

Status Value

QOC - In Progress

Submitted(From)

Submitted(From)

Submitted(To)

Submitted(To)

Contractor/TRBHA Coordinator

Select All

Incident Date(From)

Incident Date(From)

Incident Date(To)

Incident Date(To)

AHCCCS Coordinator

Select All

Due Date(From)

Due Date(From)

Due Date(To)

Due Date(To)

Allegation

Select All

Modified(From)

Modified(From)

Modified(To)

Modified(To)

DCS-CHP

Select All

Category

Select All

Eligibility

Select All

DDD

Select All

Search for Reports Clear

No. Of Records 21

Search Results

Select Report

Export All Results

IAD-2021-403		IAD		QOC		
Member:	SMITHERS, SHIRLEY	Incident Date:	07/12/2021	Facility:	SEABHS, INC. - BENSON	Submit Date:
DOB:	03/10/1992	AHCCCS ID:	A00102726	Allegation:	Death - Member	08/30/2021
Gender:	F	Status:	QOC - In Progress			



IRF-2020-58		IRF		QOC		
Member:	SMITH, JOE	Incident Date:	02/15/2020	Facility:	MARANA HEALTH CENTER	Submit Date:
DOB:	05/18/1987	AHCCCS ID:	A77305022	Allegation:		02/25/2020
Gender:	M	Status:	QOC - In Progress			

# QuickStart Guide

Incident, Accident and Death Reporting

## Review IRF Report as contractor/TRHBA - 8

\*\*\*\* All results can be exported to so that the information can be managed with other spreadsheet processing tools such as Excel. This is valuable for search results that need to be filtered further and for results that span many pages.

No. Of Records 21									
Search Results					Full Case Report		Export All Results		
IAD-2021-403		IAD		QOC					
Member:	SMITHERS, SHIRLEY	Incident Date:	A00102726	07/12/2021	Submit Date:	08/30/2021			
DOB:	03/10/1992	AHCCCS ID:	QOC - In Progress		Facility:	SEABHS, INC. - BENSON			
Gender:	F	Status:	QOC - In Progress		Allegation:	Death - Member			
IRF-2020-58		IRF		QOC					
Member:	SMITH, JOE	Incident Date:	A77305022	02/15/2020	Submit Date:	02/25/2020			
DOB:	05/18/1987	AHCCCS ID:	QOC - In Progress		Facility:	MARANA HEALTH CENTER			
Gender:	M	Status:	QOC - In Progress		Allegation:	MARANA HEALTH CENTER			

Clicking “Start” to the Modal prompt will begin to schedule your report. An email notification will be sent when the report is ready to view.

Please name your export and click on the "Start" button.

Export will be processed in the background, and you may continue your other work in the portal.

Once export is completed, you will receive an email confirmation. You can access your exports using "My Exports" link from the Main Menu.

Name your Export:

The status of your report can be viewed at anytime in the “My Exports” link.



# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 9



- Home
- User Admin
- Create ...
- Search ...
- OHR
- Out Of State
- My Exports**
- FAQ
- Technical Assistance
- Log Out

MY SEARCH EXPORTS			
Date Created	Search Page	Export Name	Status
Sep 1 2021 8:03AM	IAD-IRF	<a href="#">MyExportedReport</a>	Completed
Aug 30 2021 10:48AM	IAD-IRF	<a href="#">HPCaseStatusExport083021</a>	Completed
Aug 30 2021 10:48AM	IAD-IRF	<a href="#">HPFullCaseExport083021</a>	Completed

AHCCCS, 801 E. Jefferson St., Phoenix, AZ 85034, (602) 417-7000  
©Copyright 2018 AHCCCS, All Rights Reserved

QM Portal Export ⌵ Inbox x



**DoNotReply@azahcccs.gov**

to me ▾

Your request for export 'MyExportedReport' has been completed. You can access your exports using 'My Exports' link from the Main Menu.

↩ Reply



➡ Forward

If the report is in the Status of “Completed” a link is available to view the report.

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 10





[Home](#)
[User Admin](#)
[Create ...](#)
[Search ...](#)
[OHR](#)
[Out Of State](#)
[My Exports](#)
[FAQ](#)
[Technical Assistance](#)
[Log Out](#)

## MY SEARCH EXPORTS

Date Created	Search Page	Export Name	Status
Sep 1 2021 8:03AM	IAD-IRF	<a href="#">MyExportedReport</a>	Completed
Aug 30 2021 10:48AM	IAD-IRF	<a href="#">HPCaseStatusExport083021</a>	Completed
Aug 30 2021 10:48AM	IAD-IRF	<a href="#">HPFullCaseExport083021</a>	Completed

AHCCCS, 801 E. Jefferson St., Phoenix, AZ 85034, (602) 417-7000  
©Copyright 2018 AHCCCS, All Rights Reserved

 MyExportedReport.csv


Once downloaded, click on the arrow at the bottom of the browser and chose “Open” to view the report.

Open

Always open files of this type

Show in folder

Cancel

 MyExportedReport.csv

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 11

IAD_CASE	DATE_OF_INCIDENT	PROVIDER	PROVIDER_QOC	STATUS	D_ASSIGNEE	DATE_CREATED	MEMBER	MEMBER_DATE_OF_BIRTH	MEMBER_HEALTHPL	QOC_CASE	IAD_R_IN_M
IAD-2018-3	4/18/2018	WALGREE	829062	QOC - In Progress	PHCIUSER	4/18/2018 17:43	SMITHERS SALLY	2/22/1996	F	A2244264	10497 IAD-2018- IAD-2018-
IAD-2018-3	5/7/2018	WALGREE	829062	QOC - In Progress	UPERCASE	5/7/2018 13:27	ISDEV TEST01	6/18/1954	F	A0487421	10497 IAD-2018- IAD-2018-
IAD-2018-5	8/3/2018	WALGREE	568769	QOC - In Progress	Ptrbhammi	8/8/2018 17:00	NON-SMI TEST	6/16/1975	F	A0584101	10497 IAD-2018- IAD-2018-
IAD-2018-5	1/10/2019	WALGREE	568769	QOC - In Progress		8/14/2018 14:18	TEST TESTER	3/25/1959	F	A0015663	10497 IAD-2018- IAD-2018-
IAD-2018-6	12/13/2018	WALGREE	568769	QOC - In Progress		12/13/2018 16:36	TREADLES TIM	3/25/1959	M	A1234567	10497 IAD-2018- IAD-2018-
IAD-2019-1	6/11/2019	WALGREE	568769	QOC - In Progress		6/11/2019 11:43	LODEN TED	3/25/1959	F	A0015663	10497 IAD-2019- IAD-2019-
IAD-2019-1	6/19/2019	WALGREE	568769	QOC - In Progress		6/19/2019 12:47	SMITHERS SALLY	3/25/1959	F	A0015663	10497 IAD-2019- IAD-2019-
IAD-2019-1	6/19/2019	WALGREE	568769	QOC - In Progress		6/19/2019 14:13	SMITHERS SALLY	3/25/1959	F	A0015663	10497 IAD-2019- IAD-2019-

Back on the Search Page, if the “IRF” button is clicked, the case loads in the IRF Wizard:

- The “Member Information” Step is initially loaded
- The status is listed in the header: “Unreviewed”
- The main menu navigation has switched from left-hand-side navigation, to navigation along the top.

QM Portal> Home User Admin Create ... Search ... OHR Out of State My Exports FAQ Technical Assistance Log Out

**Administrative**

- Member Information**
- Provider Information
- Incident Details**
- Basic Incident Information
- Description of the Incident
- Member Condition
- Medical Services
- Witnesses
- Provider Actions
- Notifications
- Attachments
- Incident Review**
- Contractor/TRBHA Status Review
- Electronic Submissions**
- Report Validation
- Report Signatures
- Electronically Sign Report
- Report Generation

**Internal Referral: Signed**

Case#: IRF-2021-334 Provider: Contractor/TRBHA: INTERNAL REFERRAL STEWARD HEALTH CHOICE ARIZONA Status: Report: Unreviewed

Member: SHIRLEY BROWN

**Member Information**

SMITH, JOE  
DOB: 01/15/1982 Age at Incident:  
AHCCCS ID: A00102726

Member health plan information has been updated based on the incident start date of the case.

**Eligibility Status**

Title 19/21

**Category**

General Mental Health (G)

**Diagnoses**

Info! Please enter at least 3 character Code OR Description and then use Search. The suggestion list will display to choose from & your selection will be saved.

Code Description Search

Code	Description	Remove
F28	OTHER PSYCHOTIC DISORDER NOT DUE TO A SUBSTANCE OR KNOWN PHYSIOLOGICAL CONDITION	X

Previous Save Next

# QuickStart Guide

## 3. Contractor/TRHBA Status Review Step

The TRBHA/Health Plan contracts and/or AHCCCS Quality Management Team staff can add additional review entries at this step.

The screenshot displays a web-based interface for incident reporting. It is organized into four main sections: Administrative, Incident Details, Incident Reviews, and Electronic Submission. The 'Incident Reviews' section is currently active, and within it, the 'Contractor/TRHBA Status Review' option is highlighted with a red rectangular border. Other options in this section include 'Review Comments' and 'Assigned Contractor/TRHBA'. The 'Administrative' section contains 'Member Information' and 'Provider Information'. The 'Incident Details' section includes 'Basic Incident Information', 'Description of the Incident', 'Member Condition', 'Medical Services', 'Witnesses', 'Provider Actions', 'Notifications', and 'Attachments'. The 'Electronic Submission' section includes 'Report Validation', 'Report Signatures', 'Electronically Sign Report', and 'Report Generation'.

This step is enabled for a IRF Reviewer (“IAD Reviewer”, “Investigator”, “Medical Director”, or “3rd Level QOC Reviewer”) and not visible for an “IRF Submitter”. In order for a case to be reviewed by other TRBHA/Health Plan contracts and/or AHCCCS Quality Management Team staff, a review is recommended.

There are 2 panels associated with this step:

- Review Comments
- Assigned Contractor/TRHBA

# QuickStart Guide

Incident, Accident and Death Reporting

## Review IRF Report as contractor/TRHBA - 13

The screenshot shows the 'Internal Referral: Signed' interface. At the top, there is a header bar with a logo on the left and case details on the right. The case details include: Case#: IRF-2021-334, Member: JOE SMITH, Provider: Contractor/TRBHA, INTERNAL REFERRAL STEWARD HEALTH CHOICE ARIZONA, Status: Unreviewed, and Report: (with a red icon). Below the header is a 'Review Comments' section. It contains three elements: a link labeled 'IOC Documentation', a button labeled 'Add a Review', and a button labeled 'Mark as Withdrawn'. Below this is a large empty text area for comments. At the bottom, there is a section titled 'Assigned Contractor/TRBHA' which shows 'none assigned' and fields for 'Telephone:' and 'Email:'. Below these fields is a button labeled 'Assign IAD to User'.

### Review Comments Panel

In the Review Comments section there are 2 buttons and 1 link:

- IOC Documentation link – provides a link to manage Independent Oversight Committee document management
- Add a Review button – Pop-up window to: 1. Provide a description 2. update the case status
- Mark as Withdrawn button – must select a reason for withdrawal and case is locked afterwards for no additional editing.

If a review is chosen, the case will be validated to see if all required information has been filled out.

This screenshot shows the 'Review Comments' section after a review is initiated. The 'IOC Documentation' link is still present. The 'Add a Review' button is now replaced by a modal window that says 'Please wait...'. The 'Mark as Withdrawn' button remains visible.

If the case has all required information filled out, then the modal window will be displayed and the following status options can be chosen:

QOC – **case is escalated to a Quality-of-Care state and the QOC Rationale is required**

## QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 14

The screenshot shows a dialog box titled "Contractor/TRBHA Status Review". It has a close button (X) in the top right corner. The "Current Status" is "Unreviewed". The "New Case Status" is set to "QOC" with a red star icon next to it. Below this, there is a text area labeled "QOC Rationale Comments" with a red star icon. At the bottom right, there are "Add" and "Cancel" buttons.

**Unreviewed** – can add an unreviewed state with optional comments

The screenshot shows a dialog box titled "Contractor/TRBHA Status Review". It has a close button (X) in the top right corner. The "Current Status" is "Unreviewed". The "New Case Status" is set to "Unreviewed" with a red star icon next to it. Below this, there is a text area labeled "Comments (optional)". At the bottom right, there are "Add" and "Cancel" buttons.

**Non-QOC - TRBHA Review Comments**

The screenshot shows a dialog box titled "Contractor/TRBHA Status Review". It has a close button (X) in the top right corner. The "Current Status" is "Unreviewed". The "New Case Status" is set to "Non-QOC" with a red star icon next to it. Below this, there is a text area labeled "TRBHA Review Comments" with the placeholder text "Adding TRBHA Review Comments". At the bottom right, there are "Add" and "Cancel" buttons.


If the “Add” button is clicked, the case is updated and an entry in the Review Comments section is updated.

# QuickStart Guide


Incident, Accident and Death Reporting

## Review IRF Report as contractor/TRHBA - 15

✓ The Case Number: IRF-2021-334 status has been updated.



Search ... OHR Out Of State My Exports FAQ Technical Assistance Log Out



### Internal Referral: Signed


Case#: IRF-2021-334

Member: JOE SMITH

Provider: INTERNAL REFERRAL

Contractor/TRBHA: STEWARD HEALTH CHOICE ARIZONA

Status: Unreviewed

Report: 

Review Comments

IOC Documentation

[Add a Review](#)

[Mark as Withdrawn](#)

Entered By: trbhammic  
 Status: Unreviewed  
 Comment: Requesting further review

Date: 09/01/2021

### Assigned Contractor/TRBHA Panel

The case can be assigned in this panel. This screenshot example demonstrates that there are no users available to assign the case to.

Assigned Contractor/TRBHA

none assigned

Telephone:

Email:

Assign IAD to User

Contractor/TRBHA Status Review ✕

Assign User to Case

-- Please Select --

-- Please Select --

BOB TESTER

JILL TESTER

SALLY TESTER

TIM TESTER

[Review Comments](#)

## QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 16

Assigned Contractor/TRBHA	
BOB TESTER	
Telephone:	602-417-0000
Email:	Bob.Tester@azahcccs.gov
<button>Assign IAD to User</button>	

Email notification of assignment is sent to the individual assigned to the case

### IAD User Assignment

Inbox



NoReply@azahcccs.gov

9:37 AM  
(7  
minutes  
ago)

to me

### IRF Case Assignment

BOB TESTER:

You have been assigned to the following IRF Case:

IRF Case No.	Current Status
IRF-2021-334	Unreviewed

This assignment was entered on 9/1/2021 by JOE TESTER|




# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 17

## 6. Report Signature and Electronically Sign Report Steps


For Internal Referrals, the Electronically Sign Report Page will direct to the Report Signatures to provide the IRF Submitter's signature. Also an Audit Report is provided that provides an audit trail for every page viewed and all the updates to the case.



**Internal Referral: Not Signed**

Case#: IRF-2021-334  
Member: JOE SMITH

Provider: INTERNAL REFERRAL  
Contractor/TRBHA: AZ COMPLETE HEALTH CARE

Status: Unreviewed  
Report: 

**E-Signature**

Please Enter Your Password then Click E-Sign Report

**E-Sign Report**



**Internal Referral: Signed**

Case#: IRF-2021-334  
Member: JOE SMITH

Provider: INTERNAL REFERRAL  
Contractor/TRBHA: AZ COMPLETE HEALTH CARE

Status: Unreviewed  
Report: 

**E-Signature**



**Internal Referral Submitted**

[Return To Main Menu](#)

[Download a PDF of this Incident Report](#)

Email notification sent after signing.

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 18

## Subject - Internal Referral Submitted

Inbox



NoReply@azahcccs.gov

10:30 AM (17 minutes ago)

to me

## IRF Submitted

The following IRF was successfully submitted to be reviewed.



**Date Submitted** 9/1/2021  
**Incident Date** 09/01/2021  
**Provider** INTERNAL REFERRAL  
**IRF Number** IRF-2021-334  
**Created By** JOE TESTER



**No action is required on your part. This email is for informational purposes.**

Report Signatures Page illustrating the individual(s) that signed report and report history.

QM Portal> Home User Admin Create ... Search ... OHR Out Of State My Exports FAQ Technical Assistance Log Out

Administrative

Member Information

Provider Information

Incident Details

Basic Incident Information

Description of the Incident

Member Condition

Medical Services

Witnesses

Provider Actions

Notifications

Attachments

Incident Reviews

Contractor/TRBHA Status Review

Electronic Submissions

Report Validation

**Report Signatures**

Electronically Sign Report

Report Generation

**Internal Referral: Signed**

Case#: IRF-2021-334  
Member: JOE SMITH

Provider: INTERNAL REFERRAL  
Contractor/TRBHA: AZ COMPLETE HEALTH CARE

Status: Unreviewed  
Report:

**Electronic Signature Report**

Signed By	Date and Time
JOE TESTER	09/01/2021

**Audit Report**


Audit Date: 09/01/2021 Audit Activity: User electronically signed IAD Internal Referral Submitted	Type: Electronic Signature User Name: trbhammic
Audit Date: 09/01/2021 Audit Activity: User Viewed: ReportValidation	Type: Page View User Name: trbhammic
Audit Date: 09/01/2021 Audit Activity: User Viewed eSignature pre-check page: pass	Type: Page View User Name: trbhammic
Audit Date: 09/01/2021 Audit Activity: User Viewed eSignature pre-check page: pass	Type: Page View User Name: trbhammic
Audit Date: 09/01/2021 Audit Activity: User Viewed: ReportSig	Type: Page View User Name: trbhammic

# QuickStart Guide

Incident, Accident and Death Reporting

## 7. Report Generation

If this navigation link is clicked the IRF Report will be generated.



Internal Referral: Signed

Case#:

IRF-2021-334

Member:

JOE SMITH

Provider:

Contractor/TRBHA:


INTERNAL REFERRAL

AZ COMPLETE HEALTH CARE


Status:

Unreviewed

Report:



At the bottom of the browser, the PDF report can be opened to view.

 IRF-2021-334.pdf

Open

Open with system viewer

Always open with system viewer

Show in folder

Cancel

# QuickStart Guide

Incident, Accident and Death Reporting

Review IRF Report as contractor/TRHBA - 20



Arizona Health Care Cost Containment System

## INCIDENT, ACCIDENT OR DEATH REPORT

MEMBER		PROVIDER	
NAME	JOE SMITH	CREATOR	JOE TESTER
DOB	01/15/1982	CLIN DIR	
SEX	M	FACILITY	INTERNAL REFERRAL
AHCCS ID	CIS ID	GSA	T/RHBA
A00156636		South GSA	010422
DATE AND TIME TRACKING		REPORT IDENTIFIER	
<p>Date of Incident 09/01/2021</p> <p>Report Created 09/01/2021</p> <p>Submitted T/RHBA</p>		<p>IRF-2021-334</p>	

*This document contains confidential information protected under HIPAA and other privacy laws.*

**\*\*\* CONFIDENTIAL – NOT FOR PUBLIC DISCLOSURE \*\*\***