

- ▶ **Access**
 - URL ○ The *Reportable Events Form* URL is unique to each licensed facility and is not interchangeable with other facilities. Each facility CEO received this URL via email from hippoc.survey@doh.state.nj.us.
 - ▶ Access Code ○ The *Reportable Events Form* access code is unique to each licensed facility and is not interchangeable with other facilities. Each facility CEO received this URL via email from hippoc.survey@doh.state.nj.us.
 - ▶ View Desktop ○ Select this option when you access the *Reportable Events Form* from a desktop or laptop. This will ensure the form is displayed in the proper format for a larger screen.
 - ▶ View Mobile ○ Select this option when you access the *Reportable Events Form* from a mobile device, such as a smartphone or tablet. This will ensure the form is displayed in the proper format for a smaller screen.

- ▶ **Reportable Events Form**
 - Instructions ○ Instructions are located the top of the page with a link to an NJDOH website with additional information (e.g., rules, regulations).
 - ▶ Print ○ Print button located in the top right corner allows users to print fields visible on the screen. If the menu or text field is not visible, it will not be printed.
 - ▶ Contact Information ○ Contact information is located just below the instructions and include an email and phone number.
 - ▶ Mandatory Fields ○ Fields marked with an asterisk (*) are mandatory. Users must complete all mandatory fields to submit a reportable event.

- ▶ **Facility Information**
 - *Facility Type ○ This drop-down menu lists every type of licensed healthcare facility in New Jersey. Your facility type will likely be listed in this menu. If not, select OTHER and manually type the facility type into the text field.
 - ▶ *Provider Number ○ Enter the provider/facility phone number.
 - ▶ *Contact Name ○ Enter the primary contact name. This should be the person that NJDOH can contact in the event they need additional information.
 - ▶ Contact Title/Role ○ If available, enter the title or role of the primary contact.
 - ▶ *Phone Numbers ○ Enter two phone numbers where the primary contact can be reached in the event that NJDOH needs additional information.
 - ▶ Email Address ○ Enter the email of address of the primary contact.













