Incident Reporting (QAN) Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Responsible person will be identified and responsible for setting up the Site Parameters Enter/Edit for the Incident Reporting Package.			
2. Site Parameters Enter/Edit option is used to enter/edit the following incident reporting site parameters: A. Mailgroup QAN – notification when new incidents are entered B. Bulletin Sent QAN – sends bulletin to specific mail group is set to yes C. RESPONSIBLE PERSON SWITCH – enter whether the responsible person field should be asked when entering incident information D. QA TIMEFRAME – holds number of days (max of 10) the user wishes to wait before the system warns the user of the deadline in filing VA 10-2633, Report of Special Incident Involving a Beneficiary E. IR HOSPITAL DIVISION – *ONLY FOR INTEGRATED SITES*			
3. Background Jobs: QAN AUTO E-MAIL BRIEF QAN AUTO E-MAIL FULL QAN AUTO E-MAIL DELETE Using the TaskManager option: Schedule/Unschedule Options please queue these three options to run at a time of low system activity every day (Choose 1D instead of 24 H). The AUTO E-MAIL options need server and domain information. This information is set up in the QAN SITE PARAMETERS ENTER/EDIT option.			