

Like all Therap applications, the General Event Report (Incident Reports) supports multilevel access privileges based on Roles. Entered reports go through the convenient steps of submission, reviewing and editing before being approved. Based on their roles, users are granted access to reports in different states.

State	In Prep	Pending Approval	Returned	Approved
<b>Submit</b>	<p><i>GER Injury Submit, GER Medication Error Submit, GER Death Submit, GER Restraint Submit, GER Other Submit</i></p> <p>Users with appropriate submit roles have access to these reports in <b>editable</b> format.</p> <p>If reports are saved (by clicking the <b>Save</b> button), they are given an <b>In Prep</b> status and are kept on the submitters' <i>Worklist</i>. They retain this state as long as they are not submitted for approval by clicking the <b>Submit</b> button. Once submitted, reports get a <b>Pending Approval</b> status and are no longer available on the submitters' <i>Worklist</i>.</p> <p>Submitters will be able to delete reports that they have created in this state.</p>			
<b>Review</b>	<p>Reports will be accessible in <b>read-only</b> format.</p> <p>Reviewers will be able to save comments with the report.</p>	<p>Users who only have <i>Submit</i> roles will not have access to these reports.</p> <p>Reports will be accessible in <b>read-only</b> format.</p> <p>Reviewers will be able to save comments with the report.</p>	<p>Reports sent back by <i>Approvers</i> or <i>Reviewers</i> are given a <b>Returned</b> status. <i>Submitters</i> will find these reports on their <i>Worklist</i>. They will be able to edit these reports.</p> <p>If reports are saved (by clicking the <b>Save</b> button) they retain the current status. When they are submitted, they are given a Pending Approval status and is no longer available on the submitters' <i>Worklist</i>.</p> <p>Submitters will be able to delete reports that they have created in this state.</p>	<p>Users who only have <i>Submit</i> roles will not have access to these reports.</p> <p>Reports will be accessible in <b>read-only</b> format.</p> <p>Reviewers will be able to save comments with the report.</p>
<b>Approve</b>	<p><i>GER Injury Approve, GER Medication Error Approve, GER Death Approve, GER Restraint Approve, GER Other Approve</i></p> <p>Approvers can edit these reports.</p>			

Role	State	In Prep	Pending Approval	Returned	Approved
Approve (Continued)		Reports saved (by clicking on <b>Save</b> ) will be given an <b>In Prep</b> status.	Saved reports retain their <b>Pending Approval</b> status.	these reports.	Approved reports can not be edited.
		<p>Approvers are able to approve reports which are then given an <b>Approved</b> status. Approvers can also <b>Submit</b> reports for approval; these have a <b>Pending Approval</b> status.</p> <p>Approvers are able add comments to these reports.</p>	<p>Approvers can <b>Reject</b> submitted reports and send them back to submitters for rework. These get a <b>Returned</b> status.</p> <p><b>Approved</b> reports are taken off the users Worklist.</p>	<p>Saved reports retain their <b>Pending Approval</b> status.</p> <p>Users can Approve these reports as well as submit them for approval.</p> <p>Approvers are able to add their comments to the reports.</p>	<p>Approvers can add their comments to these reports.</p> <p>Approvers will be able to view printable versions of these reports by clicking on <b>Display Printable</b>.</p>
View		<b>GER Injury View, GER Medication Error View, GER Death View, GER Restraint View, GER Other View</b>			
		Users who only have View roles will not have access to these reports.	Users who only have View roles will not have access to these reports.	Users who only have View roles will not have access to these reports.	Users will be able to view printable versions of reports by clicking <b>Display Printable</b> .
Delete		<b>GER Delete</b>			
		Users with the Delete role can delete these reports.	Users with the Delete role can delete these reports.	Users with the Delete role can delete these reports.	Approved reports can not be deleted.
Follow up		<b>GER Followup</b>			
		No access	No access	No access	<p>Reports will be kept on users' (with the Followup role) follow up list for 20 days after approval.</p> <p>Users are able to add follow up comments to these reports.</p>

As a Provider Administrator, you will have to assign the above *Roles* to the users so that they can work with reports in different states. This involves the following:

- Create Appropriate *Super Roles* including one or more *Roles* (For detail instructions on *Roles* and *Super Roles*, consult the **Role** topic under the **Provider Admin** section on the *User Guide*)
- Create *CaseLoads* including one or more *Super Roles*
- Grant users access to one or more *CaseLoads* (For detail instructions on these, please consult the **Access Control** topic under the **Provider Admin** section on the *User Guide*)