

Online Incident Report – File Upload

What's new?

Reporters can now attach supporting documents to Nursing Home related online incident reports.

Navigation

• For incident reports where the report type = Follow-up to previous report, the new document upload screen is located after incident follow-up.



• For all other incident report types, it is located after incident details.

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Reporter/Fac.	Involved	Incident Details	Documents	Verify &
Information	Individuals			Submit

Steps

1. To upload a file, select the Choose File button and select a PDF file.

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Upload					

- 2. Enter a brief description of the file.
- 3. Select Upload.

Choose File Test.pdf
*Description:
test
Upload



4. Upon successful upload, the record is inserted in the table below:

Upload Documents .				
Choose File No file chosen				
•Description:				
Upload				
Name	Description			
Test.pdf	test	Remove		

- 5. Additional files can be added by repeating steps 1-3 above.
- 6. A file uploaded by accident can be removed by selecting the Remove button.
- 7. A documents section is added to the Confirmation Page summary:

Facility Name: Street Address: Incident Report Type:	Follow-up to previous report	
C Test.pdf	Documents test	
Incident or Follow-up Information		
Date original report made:	03/11/2025 12:00 AM	

Limitations

- Only PDFs may be uploaded.
- Maximum combined file size is 5MB. Maximum individual file size is 2MB.
- File names must be unique.