

Adverse Event Quick Reference Guide for Medical Director



Follow these steps to **access the CPSO's Member Portal** as an OHP Medical Director, report an **Adverse Event**.

1

Login to the Member Portal through the CPSO Website.

www.cpso.on.ca



Welcome, Mr. OHP Medical Director1
CPSO#: 123094

Online Services



Out-of-Hospital Premises Inspection Program (OHP)

An online platform to submit staff affiliation forms, change notifications, updates adverse events and any additional information related to the Out-of-Hospital Premises Inspection Program.

2

Once in the Member Portal, click on the Out-of-Hospital Premises Inspection Program (OHP) tile.

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Once logged into the Member Portal you will be able to submit an **Adverse Event**. To report an Adverse Event, you will need to open the OHP Details page.

3

CPSO Messages Contact Us OHP Medical Director1

Mr. OHP Medical Director1
CPSO#: 151094

Click on the OHP Number associated with the premises if you would like to report an **Adverse Event** related to this premises.

NEW PREMISES APPLICATION

OHP Number	OHP Name ↑	OHP Status
OR136759	ABCD	Approved
OR136706	Aesthithicare	Approved

Once in the OHP Details page you will be presented with the option for reporting an Adverse Event.

CPSO Messages Contact Us OHP Medical Director1

Mr. OHP Medical Director1
CPSO#: 151094

OHP DETAILS

FINANCIAL TRANSACTIONS

MESSAGES ▲

OHP

REQUESTS/NOTIFICATIONS

OHP INSPECTIONS

ADVERSE EVENTS

OHP Name *
Aesthithicare

Medical Director
OHP Medical Director1

OHP Number
OR136706

OHP Renewal Due Date
October / 27 / 2021

BEGIN RENEWAL

Approved Addresses

Click on **ADVERSE EVENT** button to report

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Reporting an Adverse Event

IMPORTANT: By proceeding, the system will create an adverse event which cannot be deleted from this premises profile. Report only if an adverse event has occurred.

CPSO#: 190505

OHP DETAILS

FINANCIAL TRANSACTIONS

MESSAGES ▲

OHP REQUESTS/NOTIFICATIONS

OHP INSPECTIONS/OHP SERVICE REQUEST CASES

ADVERSE EVENTS

ADVERSE EVENTS REPORTED

Adverse Event Report #	Portal Submission Status	Event Type	Reported By	Date Reported	
CAS-392639-B80613	Submitted	Cardiac concerns	SolisR3 Middle-Test31	September/09/2024	▼
CAS-392398-031226	Submitted	Cardiac concerns	SolisR3 Middle-Test31	July/10/2024	▼
CAS-391777-NLJ050	Submitted	Cardiac concerns	SolisR3 Middle-Test31	January/31/2024	▼
CAS-391776-R7Z2M4	Submitted	Allergic Reactions	SolisR3 Middle-Test31	January/30/2024	▼

REPORT ADVERSE EVENT

Once on the Adverse Events page, click the **REPORT ADVERSE EVENT** button. After submitting the adverse event, please check "**Portal Submission Status**" column to make sure your report has been submitted.

Review information for reporting Adverse Events

CPSO

Messages Contact Us SolisR3 Test31

Important Information for Reporting Adverse Events

To report an adverse event, please review the information before you proceed.

Resources and Information Required:

1. **Quick Reference Guides (QRG)** - Guide which outlines how to use this reporting tool including instructions on how to attach the required documents.
2. **Documents Required:** Please attach the complete patient record related to the Adverse Event (pre, intra and post procedure documentation, anesthesia record, hospital transfer notes, referral letters or hospital records if applicable and any other documentation that tells the full patient story).

Uploading Documents:

When uploading your documents (10 MB or less), click on the "Add Files" button. If your submission exceeds this limit, use the "New Message" button which will allow a file limit of 30 MB. You will be able to see your submitted files within 24 hours under Intake Information.

I acknowledge having read the Quick Reference Guide and wish to proceed with reporting an adverse event. By proceeding, the system will create an adverse event which cannot be deleted from this premises profile. Report only if an adverse event has occurred.

CANCEL PROCEED

Check the " I acknowledge" statement and click the **PROCEED** button

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Proceed to fill out the Report Adverse Event form

Click **NEXT** to continue.

Provide the name(s) of proceduralist and anesthetist (if applicable), and any other staff present during the adverse event.

Click the **ADD STAFF** button
Fill out the information in the pop-up window, then
click **SUBMIT**
Click **NEXT** button to continue

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Proceed to fill out the Patient Information

Click the **ADD PATIENT** button
Fill out the information in the pop-up window, then click **SUBMIT**
Click **NEXT** button to continue

Gather complete patient records and supporting documents

Submit the complete patient record pertaining to the adverse event, in one .pdf file already combined on your end to ensure the correct order:

1. Patient history
2. Anesthesia record
3. Referral notes (if applicable)
4. Pre, intra and post-op notes
5. Notes from follow-ups with the patient
6. Hospital Records (if readily available) – **If not, please confirm that you do not already have it**
7. Any other documentation which tells the full patient story from the date of the adverse event going forward

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Submit complete patient records and supporting documents.

Report Adverse Event

Details ✓
Staff Present ✓
Patient ✓
Supporting Documents

• Following the initial receipt of your submission, we will continue to update the status online as further documents are received and reviewed. You may be asked to provide additional documents or expand on your initial submission.
• **PLEASE SUBMIT COMPLETE PATIENT RECORDS AND SUPPORTING DOCUMENTS IN THE "PATIENT RECORD" SECTION PRIOR TO CLICKING "SUBMIT"**
Once completed, the intake information will appear under the "Requirements: Under Review" subgrid

Requirements: Not Received or Rejected	Description	Due Date ↓	Requirement Status
Patient Record		August/25/2024	Not Received

Click on the **Patient Record** link

On the pop-up window, click the **Add Files** button to add complete patient records and supporting documents up to 10 MB.

View details

Supporting Document(s) for Response(s) in Case (If Applicable)

Received Date: [input]
Requirement Status: Not Received
Due Date: August/25/2024
Supporting Files URL: [input]
Description: [input]
Document: [input]
ADD FILES

Click on **Choose files** and select the files to upload. Once selected, click on the **ADD FILES** button

Add files

Choose files: Choose Files No file chosen

ADD FILES CANCEL

NOTE: If your submission exceeds 10 MB limit,, use the **NEW MESSAGE** button which will allow a file limit of 30 MB. You will be able to see your submitted files within 24 hours under Intake Information.

Scroll down and click on the **NEW MESSAGE** button to send a message to OHP program staff if needed.

Click the **SUBMIT** button to continue.

Messages Regarding My Requirements

NEW MESSAGE

Subject Created By Date Sent ↓

There are no records to display.

SUBMIT

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Complete Adverse Events submission

Once you have submitted your patient records and supporting documents, the Patient Records link will now appear under Requirements: Under Review.

To complete the Adverse Events submission process, scroll down and click on the **SUBMIT** button. If not, the adverse event will remain as a Draft and will NOT be considered as a reported event.

Report Adverse Event

• Following the initial receipt of your submission, we will continue to update the status online as further documents are received and reviewed. You may be asked to provide additional documents or expand on your initial submission.

• **PLEASE SUBMIT COMPLETE PATIENT RECORDS AND SUPPORTING DOCUMENTS IN THE "PATIENT RECORD" SECTION PRIOR TO CLICKING "SUBMIT"**

Once completed, the Intake Information will appear under the "Requirements: Under Review" subgrid

Details ✓
Staff Present ✓
Patient ✓
Supporting Documents

Requirements: Not Received or Rejected

Name	Description	Due Date ↓	Requirement Status
There are no records to display.			

Requirements: Under Review

Name	Description	Due Date ↓	Requirement Status
Patient Record		August 25/2024	Received Under Review

Requirements: Accepted

Name	Description	Due Date ↓	Requirement Status
There are no records to display.			

PREVIOUS SUBMIT