



## Investigations Read Only Quick Guide

This document is meant for use by the following roles: Health Services Director, Risk Management Director, Human Rights Director, Asst. Commissioner of Quality Management, Director of Survey & Certification, and Executive Office Investigations Read Only Role

### Viewing Documents from the Switchboard

The following documents can be opened in read only mode from the switchboard:

- Action Plan/Resolution
- Administrative Review
- Appeal Information

**Screen Name:** Switchboard

**Steps:**

1. Click on QM
2. Click on Investigations
3. Click Data Entry

### Printing Information from HCSIS – Where to go

<b>Printable Summary Screen (QM&gt;Investigations&gt;Printable Summary)</b>
DPPC Intake
<b>Investigations Notices List Screen (QM &gt; Investigations &gt; Notices)</b>
Decision Letter
Disposition Letter
Public Log Report
Redacted Investigation Report
Action Plan Resolution Report
<b>Investigations Reports List Screen (QM &gt; Reports &gt; Reports Request)</b>
Action Plan/Resolution Report
Investigations Counts Report
Investigations Outstanding Summary Report
QE Provider Investigation Report