Create New GER Resolution

Users with the *GER Resolution Edit* role can create new resolutions on a **GER**.

1. Click on the **New** link or the **Unaddressed GERs** link beside the **GER Resolution** option on the **Individual tab**.

(**Note:** GERs approved in the last **30 days** will be shown. For GERs approved more than 30 days ago, you would need to search for the GER in the **General Event Reports (GER)** row and then use the **Create a new GER Resolution** link next to **GER Resolution** under the **Basic Information** Section.)

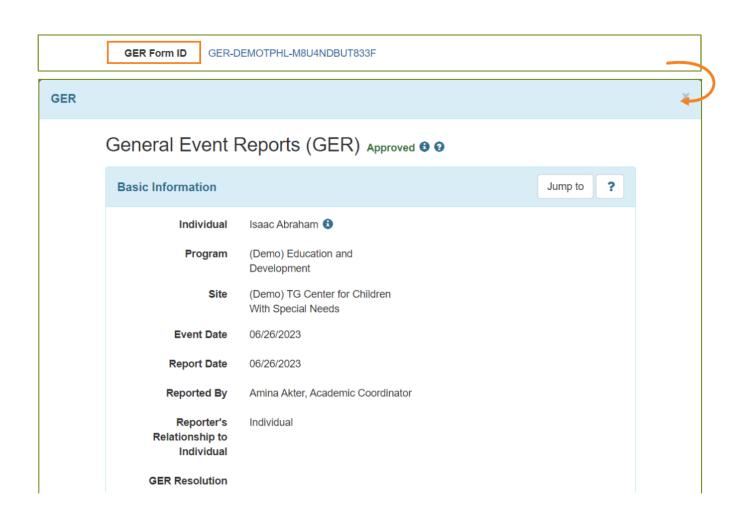2. On the **GER Select** page, select the **GER** form and click on the **Next** button.

GER Select

GERs approved in the last 30 days are shown here. To find a specific set of records please use GER Search

	Form ID	NL	Individual	Event(s)	Program Name	Entered By	Event Date	Status	Entered Date	Report Date	Approved Date	Reviews	MIE Form ID	Time Zone
⦿	GER-DEMOTPHL-M8U4NDBUT833F	Medium	Abraham, Isaac	Injury	(Demo) Education and Development	Akter, Amina	06/26/2023	Approved	06/26/2023	06/26/2023	06/26/2023	2		Asia/Manila

Showing 1 to 1 of 1 entries

Previous 1 Next

Cancel   Next ››

3. **GER Resolution** form will be opened. Under the **GER Information** section all the information will be auto populated from the **GER** form.

GER Resolution Open ⓘ

GER Information

⟶ **Individual**	Isaac Abraham ⓘ
Date of Birth	02/01/2011
⟶ **Event Date**	06/26/2023
Approve Date	06/26/2023
⟶ **GER Form ID**	GER-DEMOTPHL-M8U4NDBUT833F
MIE Form ID	The corresponding GER is not linked to an MIE
Notification Level	Medium
Abuse/Neglect/Exploitation Suspected?	No

- Upon clicking on the **GER Form ID**, users will be able to see the Approved GER form on a pop up window.
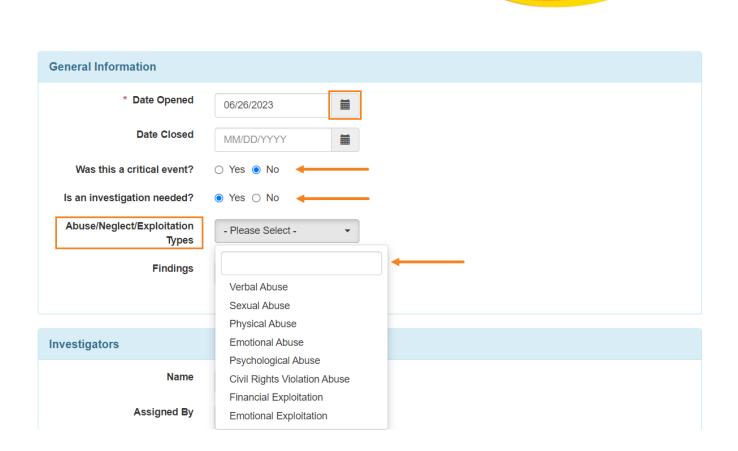
4. Under the **General Information** section, the **Date Opened** field will be auto populated. Users can change the date by clicking on the Calendar icon.

- Users can select **'Yes'** or **'No'** for **'Was this a critical event?** And '**Is an investigation needed?'** fields.
- Users can select **Abuse/Neglect/Exploitation Types** from the drop-down list if needed.

5. Under the **Investigators** section, users can select the **Name** of the investigator, select the **Assigned By** name**,** and enter the **Assigned Date** and add comments if needed. Click on the **Add** button to save any changes. Users can add additional investigators in this section by repeating this process if necessary.

6. Under the **Investigators' Narratives** section, select the **Action Type,** add necessary comments and click on the **Add** button. The added comment will be shown below in this section.
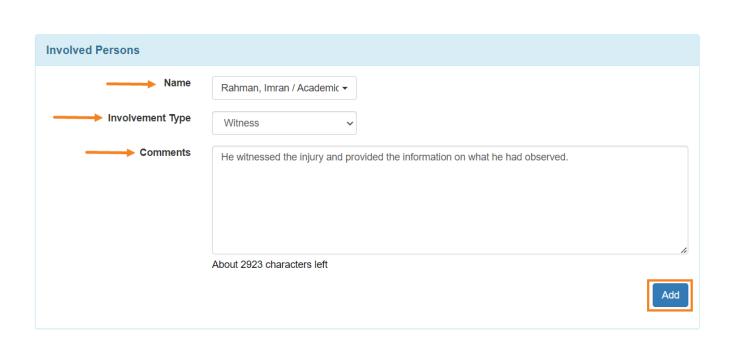
Investigators' Narratives

Action Type → Follow-up ▼

Comments

B *I* U | ≡ ≡ ≡ ≡ | ☰ ☱ | 12pt ▼ | ⇤ ⇥ | ↶ ↷

- Scheduled questioning session with our staff members
- Followed up with the nurse who treated Isaac

UL » LI

Add

Follow-up by Amina Akter, Academic Coordinator on 06/26/2023 05:49 PM   🗑 ▼

○ Scheduled questioning session with our staff members
○ Followed up with the nurse who treated Isaac

---

7. Under the **Involved Persons** section, users may select the **Name, Involvement Type** and click on the **Add** button to add comments in the **Comments** field.

8. Under the **Resolution Summary** section, users can add detailed information about the incident in the **Narratives, Notes, Staff Actions** field.

Resolution Summary

Narrative

> It seems that this was an accident that happened when the person was playing in the field after speaking to several witnesses who were there at the time of the injury. According to all reports, staffs appeared to have taken the appropriate steps to help Isaac after his injuries.

P

Notes

> There was no indication abuse, neglect and exploitation

P

Staff Actions

> - Staffs were present and observed the situation when it occurred and intervened immediately.
> - Staffs were trained in First Aid and provided the appropriate care at the time of injury.

UL » LI

9. Under the **Recommendations** section, users can enter recommendations and click on the **Add** button.

- Users can click on the check icon or remove icon to change the status to **Complete** or **Delete** the recommendations.

10. Users can add or scan files of the incident under the **Supporting Documents** section by clicking on the **Add File** or **Scan File** option and add comments in the **Comments** field by clicking on the **Add** button.

11. After filling up all the necessary fields, click on the **Save** button to save the form.

- A success message will be displayed.

The form **GERR-DEMOTPHL-M8U4NDBXS833X** has been successfully saved