



USF Event Reporting

At all USF sites, including Morsani, STC, Byrd, CMS, Eye Institute, Psychiatry Center, Counseling Center, 1 & 17 Davis, etc.

1. From a USF Health computer, click on the RL icon; or using a web browser, go to http://RLPROD/RL6_Prod.
2. Sign in using your USF Health username and password.
3. From the Welcome Screen, click on **Skip** and it will take you to the Icon Wall.
Note – If you do not know which Icon to use, type the incident in the **Find a form** box, and those Icons that are pertinent to your event will be filtered to match your search criteria.
4. Begin completing the form. At a minimum the mandatory fields must be completed.

If you have questions or need assistance please email:
RLsupport@health.usf.edu or call: 813-974-5923



Scan QR code for USF Medical
Student Guidelines



**Tampa
General
Hospital.**

TGH Event Reporting

At all TGH sites including TGH,
Brandon, Healthpark, Kennedy, etc.

1. To create a report, you must be on a TGH computer and have your TGH login information.
2. Don't remember your TGH User ID? Look on the back of your TGH ID badge.
3. Under the smaller barcode, you will see a 6-digit number. Change the first number to a letter following this sequence (0=a; 1=b, etc.). The first letter is followed by the remaining 5 numbers (Example: **312345** = user ID: **d12345**).
Note – Reset your password by going to <https://myaccess.tgh.org>
4. From a TGH computer through **EPIC** -> look for the **Hyperlinks** menu -> **Incident/Event Reporting**, and enter your username and password.
5. Select the Provider Quick Submit icon (scroll down and shown to the left). Icons are alphabetized by title.



**If you have questions or need assistance please email:
helpdesk@tgh.org or call: 813-844-7490**