Medxcel

Environment of Care (EOC) Rounds - updating findings

Updating your findings through the self-service portal (SSP)

Visit service.medxcel.com

Creating an account and signing in

Creating an account

To create an account for the first time, follow these instructions below.

1) Visit service.medxcel.com and click **REGISTER**.

2) Complete all required fields on the form and click **REGISTER NEW ACCOUNT** to finish.

Access Code is an eight-digit code of letters and numbers specific to your site. This information can be found on your local intranet page.

*Your **Password** must be 8 characters or more and contain at least three of the following: uppercase letter, lowercase letter, number, special character.*
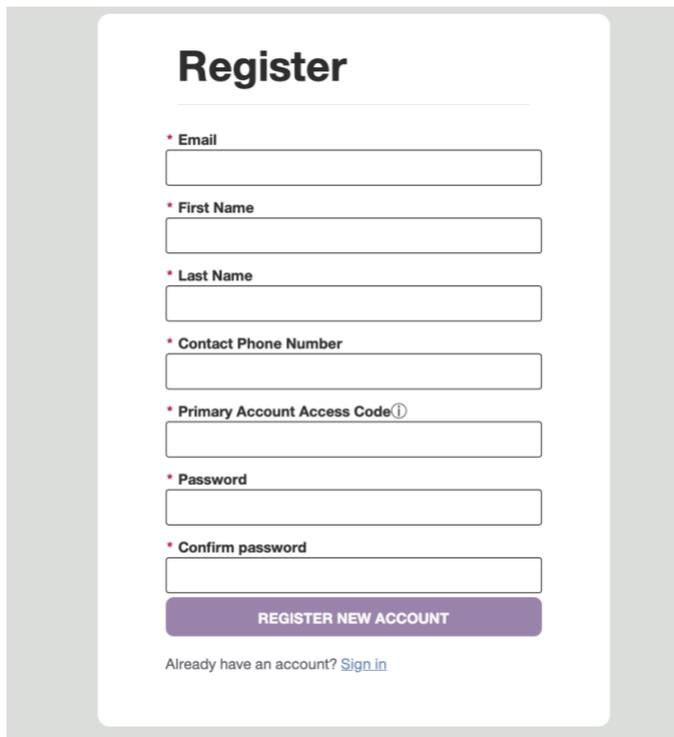
## Signing in

To view and resolve EOC findings, you'll need to sign in to your account.

1) Visit service.medxcel.com and click **SIGN IN**.

2) Enter your **Email** and **Password,** then click **SIGN IN** at the bottom.

*If you can't remember your password, use the **Forgot your password?** link at the bottom of the form.*

For questions or issues signing in, please contact your local Medxcel Safety Officer.
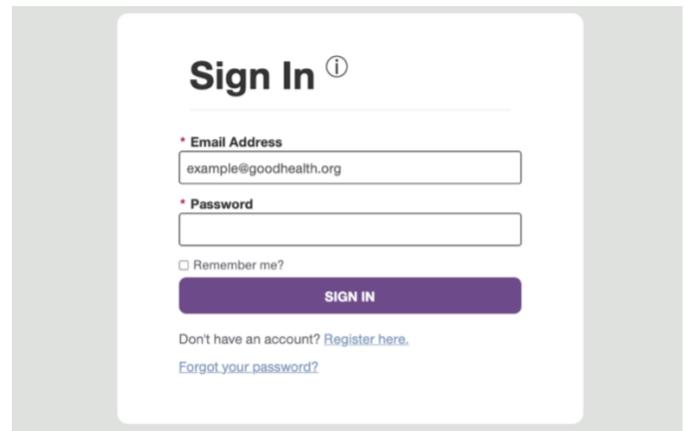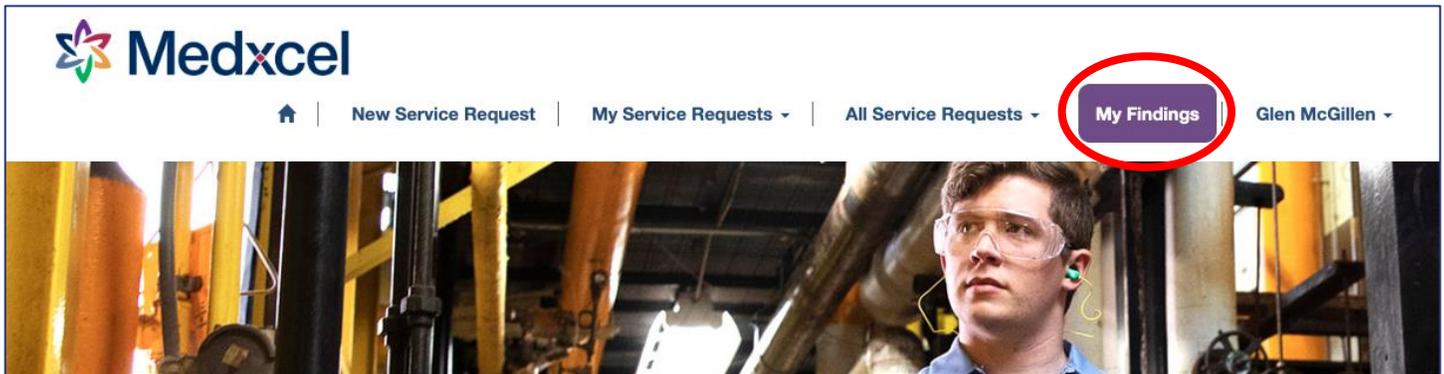
Viewing EOC round findings

1) On the Medxcel self-service portal homepage, when signed in, click **My Findings** in the top navigation.

2) You'll be taken to a page showing all your active EOC findings.

Tip: you can click **My Active EOC Findings** to switch between Active and Completed findings.

Tip: you can click any of the column headers, such as **Site, Department, Date**, etc, to sort by column.

Tip: you can use the **Search** box to look for a specific finding.

Use an asterisk or star before your search term to expand the search options. As an example, for a finding involving cords, search for *cords.

3) Click on a finding's date to open the finding for resolution.

Resolving an EOC finding

Home / My Findings / Findings Details

4 **UPDATE FINDING**

When finished entering the resolution details, click the **UPDATE FINDING** button at the top of the page to save your changes. An email notification will be automatically sent to the Safety Officer and department contact.

Note: you will still see the finding in your Active EOC Findings until it's marked completed by the Safety Officer.

Topic

9. Nurse call system cords n

Location of Observa

2A170 - ELECTRICAL   11/02/2022

Responsible Party *

Glen McGillen

1 **Date Resolved**

2/1/2023   📅

In **Date Resolved**, click the calendar button to select the date you resolved the finding.

Observations

Test
Applicable Standards: EC.02.01.01 EP03,EC.02.06.01 EP01,EC.02.01.01
EP03,EC.02.06.01 EP01,EC.02.06.01 EP01,   Test

Resolution

2 Wrapped and tied the cords

Enter the **Resolution** – what you did to address the issue from the finding.

If helpful, use the **Attach a file** section to upload photos or other documentation of the resolution.

3 Attach a file

Choose Files No file