EOC Rounds – Updating Findings Guide
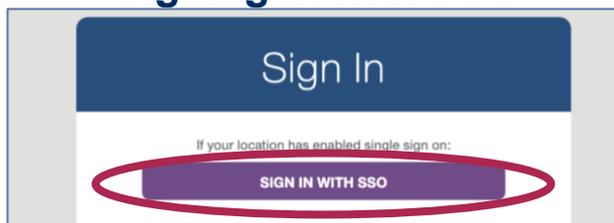
Medxcel

Visit service.medxcel.com

Signing In

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

1) Navigate to the Medxcel Self-Service Portal (SSP) homepage at service.medxcel.com and click the **SIGN IN** button.

2) If your location uses Single Sign On (SSO), click the **SIGN IN WITH SSO** option. Otherwise, enter your **Username**, **Password**, and click the **SIGN IN** button at the bottom.
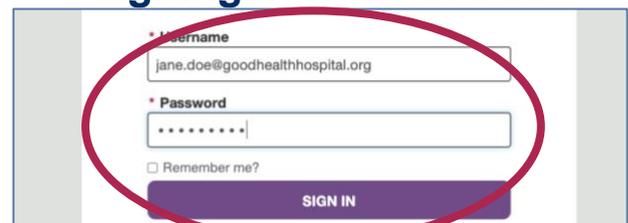
Signing in with SSO

Sign In

If your location has enabled single sign on:

SIGN IN WITH SSO

Signing in without SSO

* Username
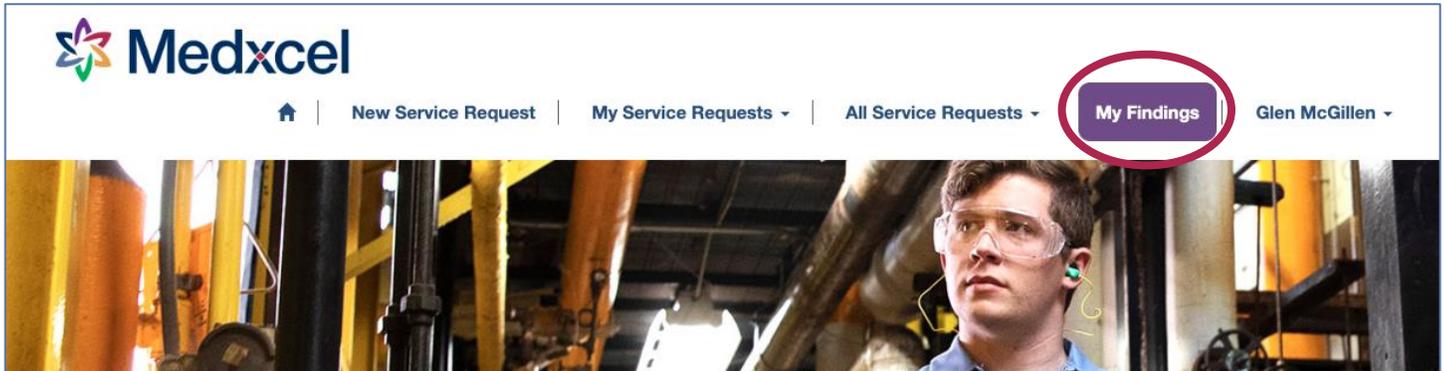jane.doe@goodhealthhospital.org

* Password
••••••••

☐ Remember me?

SIGN IN

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, choose **My Findings** in the top navigation.

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

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. Ex, for a finding involving cords, search for ***cords**

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.

≣ My Active EOC Findings ▾

Date ↓	Topic	Site	Location Observation ↑	Department	Common
01/27/2023	Biohazard and infectious waste properly segregated, handled, packaged, and disposed.	Good Health Hospital	1B005 - CONSULT	Academic	Test RSDs
11/02/2022	9. Nurse call system cords not wrapped, tied, or blocked.	Good Health Hospital	2A170 - ELECTRICAL	Administration	Test
11/02/2022	6. Transportation and cleaning of contaminated instruments followed according to policy.	Good Health Hospital	2B344 - STORAGE	Administration	Test
11/02/2022	1. Documented department-specific response plans, recall lists, etc. are complete and readily available.	Good Health Hospital	2A170 - ELECTRICAL	Administration	Test

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

11/02/2022	9. Nurse call system cords not wrapped, tied, or blocked.	Good Health Hospital	2A170 - ELECTRICAL	Administration	Test
11/02/2022	6. Transportation and cleaning of contaminated instruments followed according to policy.	Good Health Hospital	2B344 - STORAGE	Administration	Test

Resolving an EOC Finding

④ UPDATE FINDING

Topic

9. Nurse call system cords n...

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.

Location of Observation

2A170 - ELECTRICAL

Responsible Party *

Glen McGillen

Date Created

11/02/2022

② 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,

Recommendations

Test

① Resolution

Wrapped and tied the cords

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

③ Attach a file

Choose Files No file ch...

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