Step 1:

- Navigate to the Incident, Accident and Death reporting system by going to
  https://qmportalreg.azahcccs.gov/Account/Login.aspx?wa=wsignin1.0&wtrealm=https%3a%2f%2flocalhost&wctx=rm%3d0%26id%3dpassive%26ru%3d%252f&wct=2018-10-01T20%3a42%3a50Z

- Click Returning User Login
Step 2:

- Enter your username and password
- From the Portal dropdown list select Provider
- Click Secure Sign-In
Step 3:

You will be taken to the Provider Main Menu.

- Click Create New Incident Report
Step 4:

The system will display all authorized facilities for which you can create an IAD. Select the appropriate provider/facility.
Step 5:

The portal automatically connects to BHS member enrollment data.

- Search for the appropriate member by entering any combination of a Last Name, First Name, DOB, AHCCCS ID or CIS ID. Then click *Search for Member*

- A list of matching members will be displayed. Click *Select Member*. If your member does not appear, select *Enter Member Manually.*
Step 6:

Complete the IAD screens. After you complete each IAD screen, click *Save and Next* in the lower right hand corner.
Spell Checking Note

While completing the IAD, text boxes contain spell checking. Similar to Microsoft Word, any word that is not in our spell checker dictionary will underline in red. To select a corrected spelling, right click on the word then select a replacement from the suggestion list.

When you have completed the section displayed, always click Save and Next.
Step 7:

When you have finished all sections, the system will validate that all required fields are populated. If you need to make corrections, you can navigate using the left hand menu.

If you are unable to determine a date (for example, Date of Last Visit, Clinical Team), you can check the corresponding “Waiver Requested – Date Unknown” box to indicate the date is not available.

When done, click Save and Next to electronically sign the report.
Step 8: Electronically Sign the Report

- If you have the Clinical Director role, electronically signing the report will submit the report to your T/RBHA.

- If you do not have the Clinical Director role, the report will be sent to your Clinical Director (or his/her designee) for review and signature automatically.

- To electronically sign the report, enter your system password, then click **E-Sign Report**.
Electronic Signature Confirmation

The system will generate automatic emails notifying your Clinical Director (if required) and you of the submission. You will also see the success confirmation after submission: