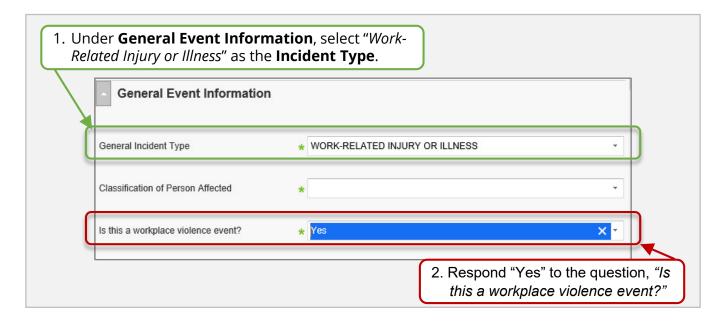# Report a *Workplace Violence Incident* in **VERITAS**

At VUMC, all employee injuries are reported online in VERITAS. *Always report a workplace violence event in VERITAS even if there is no physical injury.*

Access VERITAS (**https://veritas.app.vumc.org**) through the VUMC Risk Management web site or through a link on all Clinical Workstations and create a new document.

1. Under **General Event Information**, select "*Work-Related Injury or Illness*" as the **Incident Type**.

General Event Information

General Incident Type	✱ WORK-RELATED INJURY OR ILLNESS ▾
Classification of Person Affected	✱ ▾
Is this a workplace violence event?	✱ Yes ✕ ▾

2. Respond "Yes" to the question, *"Is this a workplace violence event?"*

3. After you respond "yes", the **Workplace Violence Details** section will appear.

Workplace Violence Details

Classification Of Individual Who Commited The Violence	✱ patient ▾
Name of Person Who Commited the Violence	✱
Classification Of Circumstances	Not Specified Add/Modify
Reported Type Of Violence	✱ Patient/ Visitor on Worker ▾

4. Indicate one of these for *Classification of Individual Who Committed the Violence*:
- Patient
- Visitor
- Employee
- Student

5. Indicate one of these for *Reported Type of Violence*:
- Criminal Intent
- Personal Relationship
- Patient on Patient
- Visitor on Patient
- Patient on Visitor
- Worker on Worker
- Patient/Visitor on Worker

Need help with VERITAS? Contact VUMC Risk Management at 615-936-0660.