

**How-to Guide:**

# Reporting an Incident or Injury



# Step-by-Step Guide in Making a Report:

1. In your ShiftCare mobile app, click on the "My Forms" tab at the left side of your phone screen (see photo on the right)

2. In the "Received Forms" page, select "Incident Report" and fill out the details required in the form, including the option to draw on the human figure to indicate the area of an injury, if any.

3. Press "Submit" and receive an acknowledgement.

