



**Department
of Health**



**New York State Department of Health
Office of Health Services Quality and Analytics
Office-Based Surgery Program**

Electronic Adverse Event Report (AER) User Guide

**Version 5.1
April 2024**

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Introduction

The New York State Department of Health's (NYSDOH) Office-Based Surgery (OBS) Program is dedicated to promoting and improving patient safety and quality health services for all patients undergoing procedures performed in an accredited OBS setting in New York State.

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA), specialist assistants (SA) and podiatrists must report specific adverse events occurring in relation to the performance of OBS to the Office of Health Services Quality and Analytics (OHSQA) of the NYSDOH. Such reportable adverse events shall be reported to OHSQA within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

OHSQA has developed an electronic adverse event reporting (AER) tool that is designed to assist OBS practices in reporting adverse events and submitting medical records more efficiently as required by Public Health Law § 230-d.

Failure to report adverse event information falls within the definition of professional misconduct identified in Section 6530(48) of NYS Education Law.

A. Adverse Events that must be reported according to Public Health Law (PHL) § 230-d

1. Patient death within thirty (30) days: a patient death within 30 days of undergoing OBS;
2. Unplanned transfer: to a hospital; or an emergency department visit within seventy-two (72) hours of office-based surgery for reasons related to the office-based surgery encounter;
3. Unscheduled hospital admission or assignment to observation services: within seventy-two (72) hours of the office based surgery, for longer than twenty-four (24) hours,
4. Any other serious or life-threatening events: those events identified by DOH & defined as Serious Reportable Events by the National Quality Forum
 - Examples of serious or other life-threatening events:
 - o Incorrect surgery or invasive procedure performed on a patient.
 - o Surgery or invasive procedure performed on the incorrect site or incorrect person.

- o Unplanned return to the OR after discharge from an OBS office for a procedure related to the OBS procedure.
5. Any Suspected Health Care Transmission of a Bloodborne Pathogen (BBP): a suspected transmission of a bloodborne pathogen (BBP) from a healthcare practitioner to a patient or between patients originating in an OBS practice as a result of improper infection control practices. BBP include but are not limited to: Hepatitis B virus, Hepatitis C virus and Human Immunodeficiency Virus.

B. Who Must Report Adverse Events:

- ALL Licensed physicians, PA's, SA's and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, which typically includes the proceduralist and the sedation/anesthesia providers, may file a single report or each licensee may file separate reports.
- It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been reported.
- ANY physician, PA and/or SA, or podiatrist in a hospital or other setting who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure.

C. Adverse Event Reporting:

- OBS Physicians, PA's, SA's, or podiatrists should provide all information requested on the form.
- Non-OBS reporters should provide all available information to them when submitting a report.
- All licensed physicians, PA's and/or SA's, or podiatrist directly involved in the OBS procedure should be advised that an AER has been submitted.

D. Electronic Adverse Event Report Form Submission:

The Adverse Event Reporting system is a secure web-based application.

The secure URL to access the AER is: <https://obsaer.health.ny.gov/>

An account is not required to access the AER

A Password is not required to access the AER.

This web-based AER works with Internet Explorer 11+, Chrome, Safari, & Firefox. Please use the latest version for the best experience.

When opening the webpage, you will immediately be brought to the AER form.

There is no ability to save a partially completed AER form. You must complete the AER form in its entirety in order to submit the form to the NYSDOH.

You may contact us for assistance at:

(518) 408-1219 or at obs@health.ny.gov

NYS Department of Health
Attn: Office Based Surgery
Office of Health Services Quality and Analytics
Empire State Plaza
Corning Tower, Room 2019
Albany, NY 12237

I. Accessing the electronic AER form

1. To access the electronic AER form, navigate to <https://obsaer.health.ny.gov/>
2. You will be taken to the first page of the form.

The screenshot shows the 'OBS Adverse Event Report' web application. At the top left is the New York State logo. A purple header bar contains the title 'OBS Adverse Event Report' and a 'Next' button. A left sidebar lists navigation options: Introduction/Mandated Reporter (selected), Practice Information, Event Detail, Procedure, Sedation/Anesthesia, Participating Staff, Patient Demographics, Patient History, Home Medication, Quality Improvement, Upload Additional Documentation, and Attestation. Below the sidebar are three buttons: 'Submit OBS AER', 'Offline Print Version', and 'Begin New AER'. The main content area features a 'Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database' message. It includes an 'Overview' section with text about reporting requirements and a 'Who Must Report Adverse Events' section with a bulleted list. An 'Event Reporting' section also contains a bulleted list. A warning message states: 'Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.' Below this is a section titled '1.0 Mandated Reporter' with a definition of a mandated reporter.

There will not be an option to save while completing the Adverse Event Report. Please do not close this browser window or tab until the AER is submitted.

OBS Adverse Event Report

Introduction/Mandated Reporter

Practice Information

Event Detail

Procedure

Sedation/Anesthesia

Participating Staff

Patient Demographics

Patient History

Home Medication

Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

🖨️ Offline Print Version

🔄 Begin New AER

→ Next

Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database

Overview

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

Failure to report this information falls within the definition of professional misconduct identified in Section 6530(48) of NYS Education Law.

Who Must Report Adverse Events:

- ALL Licensed physicians, PAs, SAs and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, usually this includes the proceduralist and the sedation/anesthesia provider; may file a single report or each licensee may file separate reports.
- It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been filed.
- ANY physician, PA and/or SA, or podiatrist in a hospital or other setting who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure.

Event Reporting:

- OBS MDs, PAs and/or SAs, or podiatrists should provide all information requested on the form.
- Non-OBS reporters should provide all the information that they have when submitting a report.
- All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission.

Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

1.0 Mandated Reporter

A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

II. Navigating through the form

A. Using the Navigation Pane

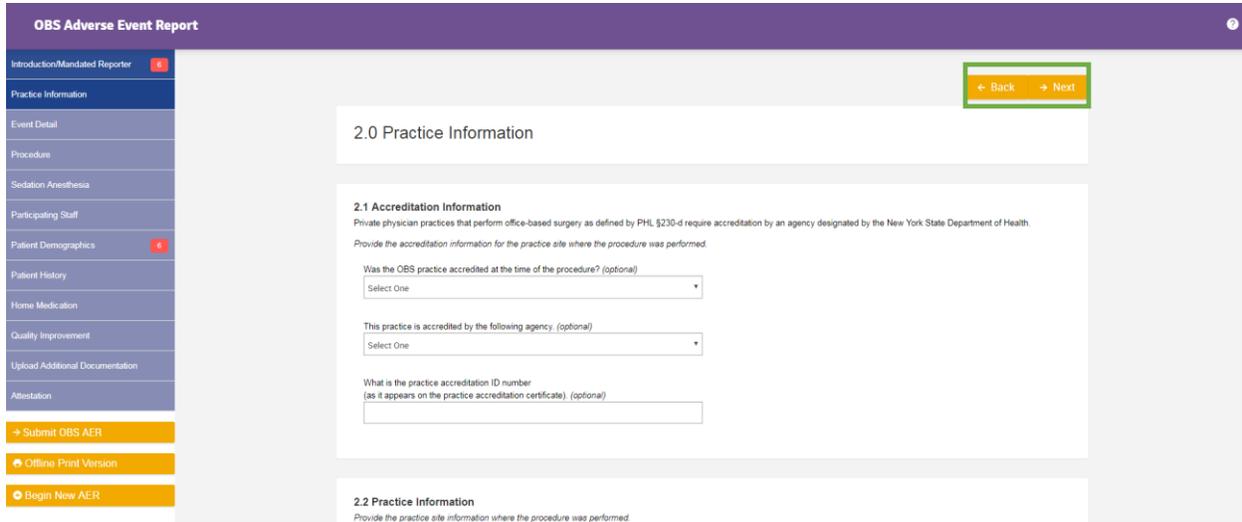
1. The AER form has 12 sections:
 - i. Introduction/Mandated Reporter
 - ii. Practice Information
 - iii. Event Detail
 - iv. Procedure
 - v. Sedation Anesthesia
 - vi. Participating Staff
 - vii. Patient Demographics
 - viii. Patient History
 - ix. Home Medication
 - x. Quality Improvement
 - xi. Upload Additional Documentation
 - xii. Attestation
2. To navigate to any section at any time while viewing the form, click on the navigation pane on the left. Clicking on the section links will take you to that section in the form.

The screenshot displays the 'OBS Adverse Event Report' interface. On the left is a vertical navigation pane with 12 sections: Introduction/Mandated Reporter, Practice Information, Event Detail, Procedure, Sedation Anesthesia, Participating Staff, Patient Demographics (highlighted in blue), Patient History, Home Medication, Quality Improvement, Upload Additional Documentation, and Attestation. Below the navigation pane are three buttons: 'Submit OBS AER', 'Offline Print Version', and 'Begin New AER'. The main content area shows the '7.0 Patient Demographics' section, which includes a sub-section '7.1 Patient Name' with input fields for Last name, First name, Middle name (optional), Suffix (optional), and Alias Last name (optional). A green arrow points from the 'Patient Demographics' link in the navigation pane to the corresponding section in the main content area. At the top right of the main content area, there are 'Back' and 'Next' buttons.

3. The section you are currently viewing will always be highlighted via the navigation pane on the left.

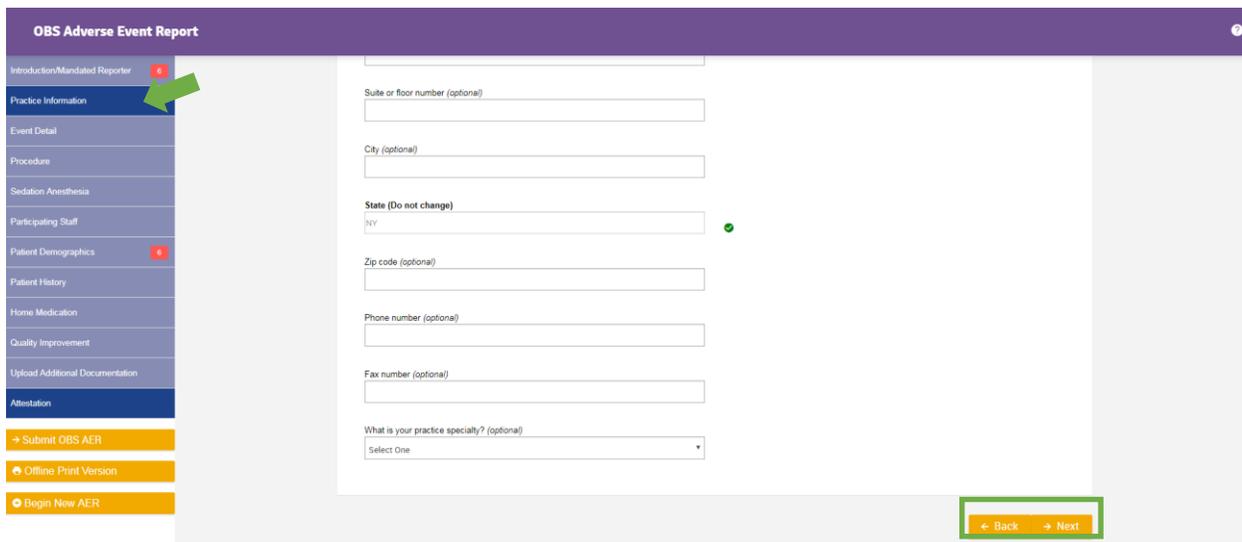
B. Using the Next and Back buttons

1. On each page of the form, there will be a **Back** and **Next** button. These buttons are located at the upper right-hand and bottom right-hand corners.



The screenshot shows the 'OBS Adverse Event Report' interface. On the left is a navigation pane with sections: Introduction/Mandated Reporter, Practice Information, Event Detail, Procedure, Sedation Anesthesia, Participating Staff, Patient Demographics, Patient History, Home Medication, Quality Improvement, Upload Additional Documentation, and Attestation. Below the navigation pane are three buttons: 'Submit OBS AER', 'Offline Print Version', and 'Begin New AER'. The main content area displays '2.0 Practice Information' with a sub-section '2.1 Accreditation Information'. This section includes a dropdown for 'Was the OBS practice accredited at the time of the procedure?', another dropdown for 'This practice is accredited by the following agency', and a text field for 'What is the practice accreditation ID number'. A '2.2 Practice Information' section is partially visible below. In the top right corner, a box contains '← Back' and '→ Next' buttons.

2. Clicking on either button will take you to the section preceding (**Back** button) or after (**Next** button) the section you are currently viewing. You can also see which section you are currently viewing by looking at the navigation pane on the left-hand side.

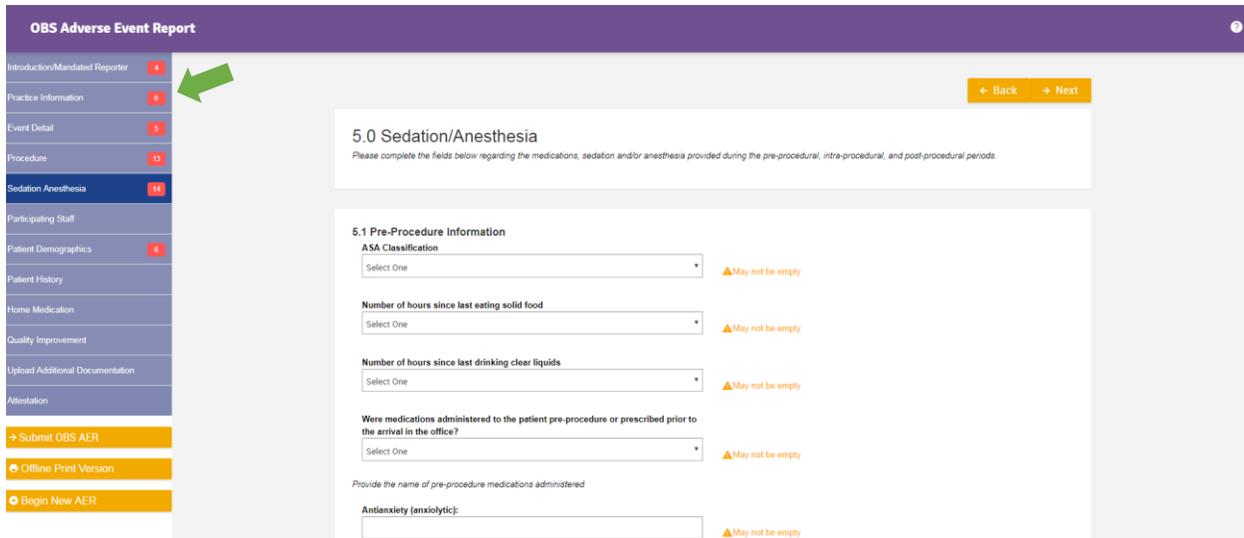


This screenshot shows the '2.2 Practice Information' section of the form. The navigation pane on the left has 'Practice Information' highlighted with a green arrow. The main content area contains several text input fields: 'Suite or floor number (optional)', 'City (optional)', 'State (Do not change)' (with 'NY' selected and a green checkmark), 'Zip code (optional)', 'Phone number (optional)', 'Fax number (optional)', and a dropdown for 'What is your practice specialty? (optional)'. In the bottom right corner, a box contains '← Back' and '→ Next' buttons.

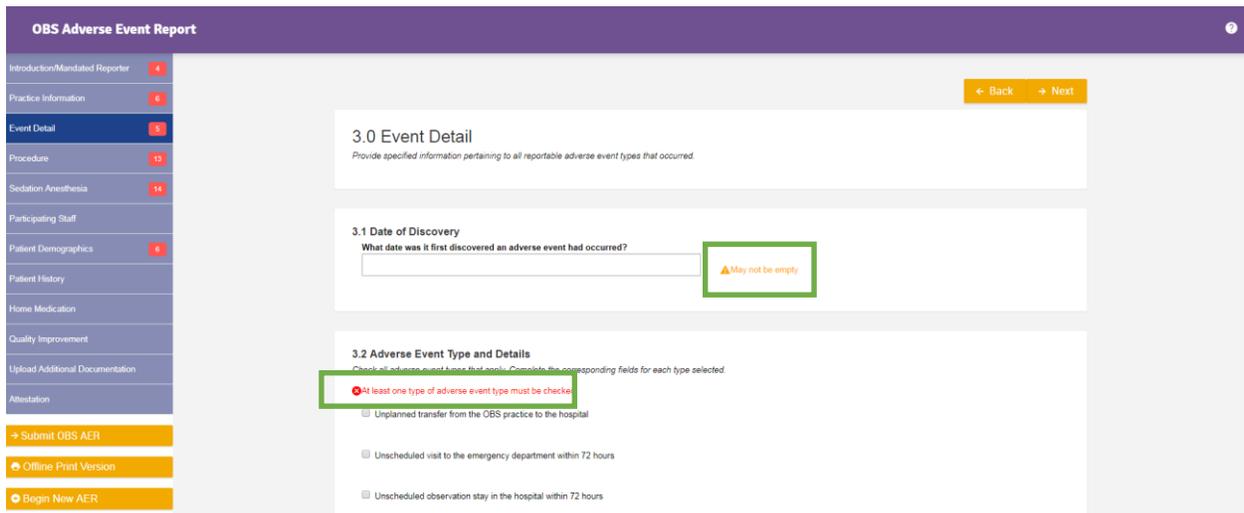
III. Filling out the AER form

A. Required sections and questions on the form

1. In each section, there are questions that are required and must be answered. Upon beginning each section, the navigation pane will display the number of required fields for the section in a red box.



2. Required questions are identified in bold font. As you click on and/or leave fields empty, validation and/or error messages display to the right of the question in orange or red font.



- Depending on the answers provided on the form, certain questions may become required or not required in real-time. The navigation pane will dynamically update with a red box, showing you the sections that have required questions that need to be answered and the number of those required fields. A green box with a check mark will display once all required questions in that section are answered.

The screenshot shows the 'OBS Adverse Event Report' interface. On the left is a navigation pane with sections: Introduction/Mandated Reporter (4), Practice Information (6), Event Detail (5), Procedure (13), Sedation Anesthesia (14), Participating Staff (18), Patient Demographics (12), Patient History (4), Home Medication, Quality Improvement, Upload Additional Documentation, and Attestation. The 'Patient History' section is highlighted with a red box and a '4' in a red circle. Below the navigation pane are three buttons: 'Submit OBS AER', 'Offline Print Version', and 'Begin New AER'. The main content area has a purple header with a 'Back' and 'Next' button. The current section is '8.0 Patient's Health History' with the instruction 'Provide the patient's health history by completing the fields below'. Below this is section '8.1 Patient Height and Weight' with the instruction 'Please fill out patient's height and weight'. It contains three dropdown menus: 'Height- Ft' (Select One), 'Height- In' (Select One), and 'Weight- lbs'. Each dropdown has a red warning icon and the text 'May not be empty'. Below this is section '8.2 Medical History' with the instruction 'Select all pertinent medical conditions for the patient in the sections below and provide additional details when applicable'.

The screenshot shows the 'OBS Adverse Event Report' interface. The navigation pane on the left now shows 'Introduction/Mandated Reporter' with a green checkmark and a '1' in a green circle. The other sections have green checkmarks. The 'Attestation' section has a red '4' in a red circle. The 'Submit OBS AER' button is highlighted. The main content area has a purple header with a 'Next' button. The current page is titled 'Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database'. It contains an 'Overview' section with text about reporting requirements, a 'Who Must Report Adverse Events:' section with a bulleted list, and an 'Event Reporting:' section with a bulleted list. Below this is section '1.0 Mandated Reporter' with text about reporting requirements. The text includes: 'In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OOPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OOPS within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission. Failure to report this information falls within the definition of professional misconduct identified in Section 8530(4) of NYS Education Law. Who Must Report Adverse Events: ALL Licensed physicians, PAs, SAs and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, usually this includes the proceduralist and the sedation/anesthesia provider, may file a single report or each licensee may file separate reports. It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been filed. ANY physician, PA and/or SA or podiatrist in a hospital or other setting who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure. Event Reporting: OBS IDs, PAs and/or SAs, or podiatrists should provide all information requested on the form. Non-OBS reporters should provide all the information that they have when submitting a report. All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission. Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information. 1.0 Mandated Reporter A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.'

- As you are filling out each section, depending on the answers provided, required questions and/or fields will dynamically update their answer field or instructions. Also, when meeting the field requirements by answering the question correctly a green check mark will display next to that field.

OBS Adverse Event Report

Introduction/Mandated Reporter 4
Practice Information 6
Event Detail 5
Procedure 13
Sedation Anesthesia 13
Participating Staff 18
Patient Demographics 12
Patient History 4
Home Medication
Quality Improvement
Upload Additional Documentation
Attestation

5.1 Pre-Procedure Information

ASA Classification
Not Scored ✓

Number of hours since last eating solid food
Select One ⚠ May not be empty

Number of hours since last drinking clear liquids
Select One ⚠ May not be empty

Were medications administered to the patient pre-procedure or prescribed prior to the arrival in the office?
Select One ⚠ May not be empty

Provide the name of pre-procedure medications administered

Antianxiety (anxiolytic):
⚠ May not be empty

- Also, upon meeting all field requirements for each section by answering the questions correctly a green box with a check mark will display in the navigation pane.

OBS Adverse Event Report

Introduction/Mandated Reporter ✓
Practice Information ✓
Event Detail ✓
Procedure ✓
Sedation Anesthesia ✓
Participating Staff ✓
Patient Demographics ✓
Patient History ✓
Home Medication ✓
Quality Improvement ✓
Upload Additional Documentation ✓
Attestation ✓

→ Submit OBS AER
Offline Print Version
Begin New AER

12.0 Contact ← Back

Please complete the fields below to identify the primary contact person for any necessary follow-up on this adverse event report.

Check here if the Mandated Reporter also the Contact

Last name
a ✓

First name
a ✓

Credentials
MD ✓

Other credential specified (optional)
✓

Phone number
(134)1332434 ✓

Email (optional)

B. Additional questions displaying

- Depending on the answers provided on the form, additional questions that need to be answered may dynamically display.

OBS Adverse Event Report

Introduction/Mandated Reporter 4
 Practice Information 6
Event Detail 8
 Procedure 13
 Sedation Anesthesia 13
 Participating Staff 18
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 Patient History 4
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 Upload Additional Documentation
 Attestation

3.2 Adverse Event Type and Details
 Check all adverse event types that apply. Complete the corresponding fields for each type selected.
 At least one type of adverse event type must be checked.

- Unplanned transfer from the OBS practice to the hospital
- Unscheduled visit to the emergency department within 72 hours
- Unscheduled observation stay in the hospital within 72 hours
- Unscheduled admission to the hospital within 72 hours for longer than 24 hours
- Death within 30 days of the procedure
- Suspected transmission of a bloodborne pathogen
- Serious or life-threatening event

OBS Adverse Event Report

Introduction/Mandated Reporter 4
 Practice Information 6
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 Sedation Anesthesia 13
 Participating Staff 18
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 Home Medication
 Quality Improvement
 Upload Additional Documentation
 Attestation

3.2 Adverse Event Type and Details
 Check all adverse event types that apply. Complete the corresponding fields for each type selected.

- Unplanned transfer from the OBS practice to the hospital
 - Was the patient transferred to the hospital from the office by EMS?
 Select One ▲ May not be empty
 - Transporting EMS service (optional)
 - Transfer date
 ▲ May not be empty
 - Reason for transferring the patient
 Select One ▲ May not be empty
- Unscheduled visit to the emergency department within 72 hours
- Unscheduled observation stay in the hospital within 72 hours
- Unscheduled admission to the hospital within 72 hours for longer than 24 hours

→ Submit OBS AER
 Offline Print Version
 Begin New AER

IV. Saving the AER form

A. AER forms that are in progress

1. *AER forms in progress cannot be saved.* As you are filling out the form, **do not** reload the webpage. Questions or fields that are answered will retain their answers as you page through the form's sections by using the **Next** or **Back** buttons or the navigation pane on the left.
2. If you reload the webpage, questions or fields you have previously answered will lose their values. The entire AER form will be put back into its default, blank state.

B. Saving and Submitting the form

1. Once all required questions have been answered, the user will be able to click the **Submit OBS AER** button on the navigation pane on the left.

There will not be an option to save while completing the Adverse Event Report. Please do not close this browser window or tab until the AER is submitted.

OBS Adverse Event Report

Introduction/Mandated Reporter

Practice Information

Event Detail

Procedure

Sedation Anesthesia

Participating Staff

Patient Demographics

Patient History

Home Medication

Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

Offline Print Version

Begin New AER

→ Next

Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database

Overview

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Who Must Report Adverse Events:

- ALL Licensed physicians, PAs, SAs and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, usually this includes the proceduralist and the sedation/anesthesia provider, may file a single report or each licensee may file separate reports.
- It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been filed.
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Event Reporting:

- OBS MDs, PAs and/or SAs, or podiatrists should provide all information requested on the form.
- Non-OBS reporters should provide all the information that they have when submitting a report.
- All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission.

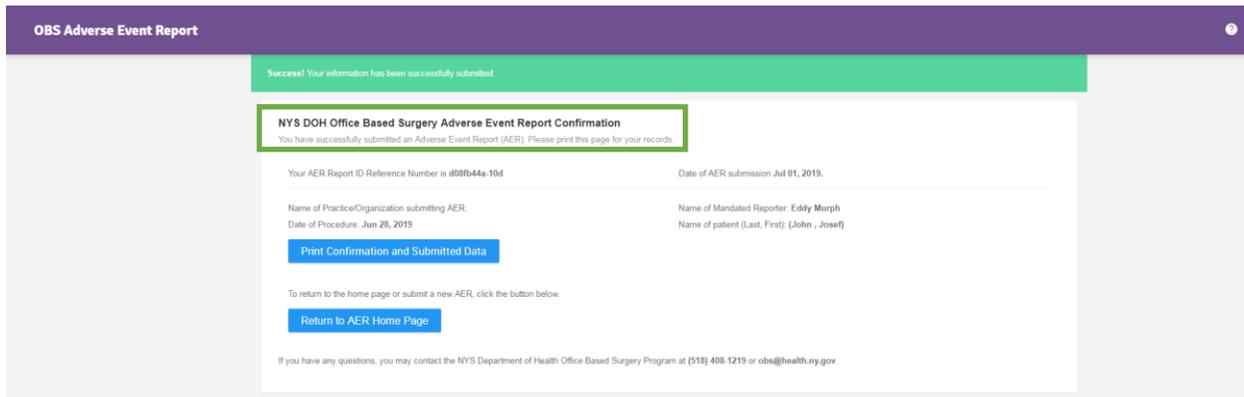
Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

1.0 Mandated Reporter

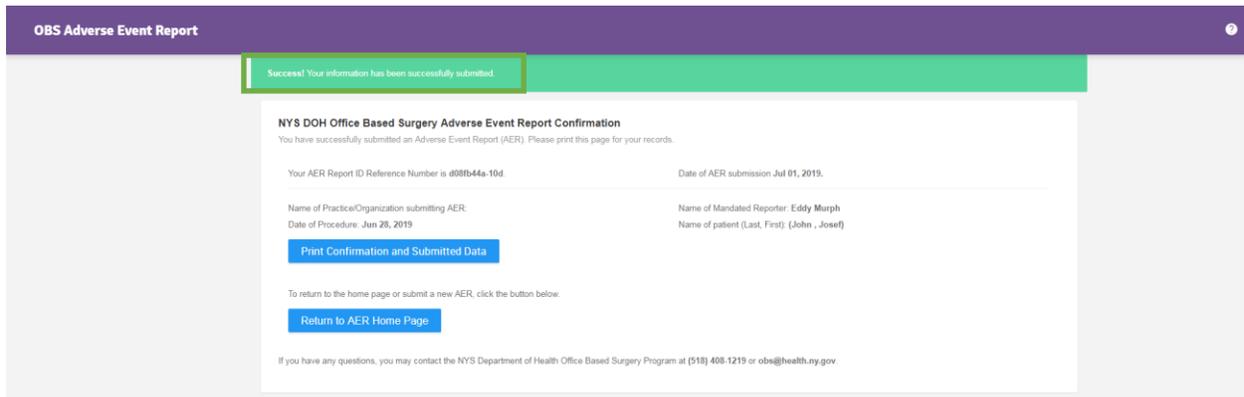
A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

2. Click on the **Submit OBS AER** button to submit the AER form. You can click on this button from any section once it is activated as indicated by the button changing to a darker orange color.

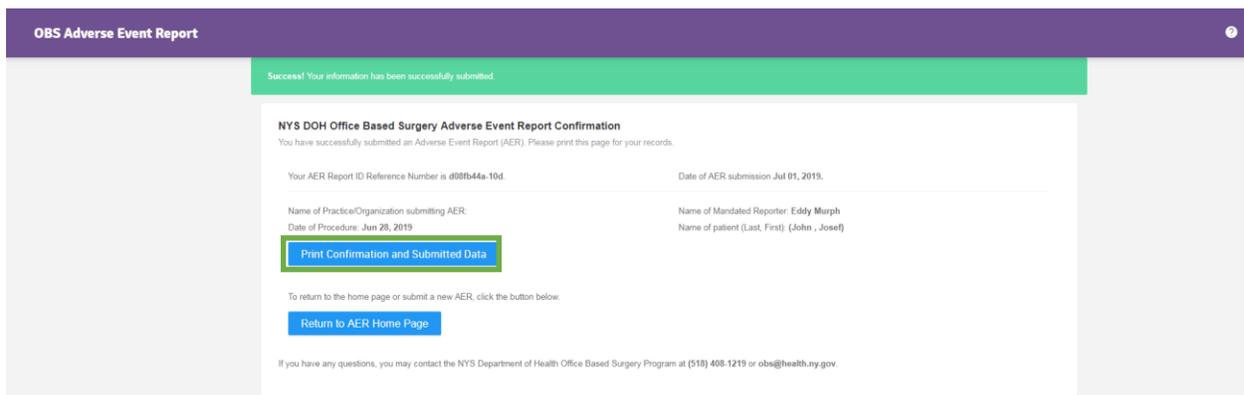
- After clicking on the **Submit OBS AER** button, you will be redirected to a confirmation page with information about the form you just submitted.



- A copy of the AER submitted will also display under the header **the following information was just submitted** further down on the page.



- To keep a copy of this page for your records, click on the **Print Confirmation and Submitted Data** button.



- 6. You can print to PDF and/or save a paper copy of both the confirmation and the AER form that was just submitted.

The screenshot shows a print/save overlay on the left side of a confirmation page. The overlay includes options for 'Print' (Total: 35 pages), 'Save' (PDF icon), 'Cancel', 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). The main page content is as follows:

NYS DOH Office Based Surgery Adverse Event Report Confirmation
You have successfully submitted an Adverse Event Report (AER). Please print this page for your records.

Your AER Report ID Reference Number is **088f044e-10d6**
Date of AER submission: Jul 01, 2019.

Name of Practice/Organization submitting AER:
Name of Mandated Reporter: **Eddy Murph**
Date of Procedure: **Jun 28, 2019**
Name of patient (Last, First): **(John , Josef)**

To return to the home page or submit a new AER, click the button below.

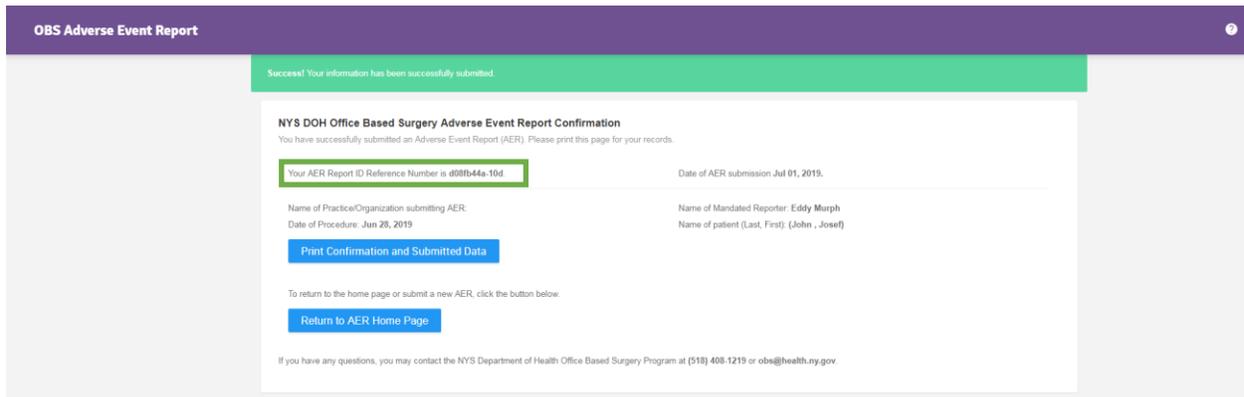
If you have any questions, you may contact the NYS Department of Health Office Based Surgery Program at **(518) 408-1219** or **obs@health.ny.gov**.

The following information was submitted:

1.0 Mandated Reporter
A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

1.1 Type of Report
Select the type of report.

- 7. The **AER Report ID Reference Number** is needed when submitting a subsequent AER form to update a previously reported adverse event.



V. Uploading documents with the AER form

1. In the **Upload Additional Documentation** Section, multiple documents can be saved and submitted with the AER.

OBS Adverse Event Report

Introduction/Mandated Reporter

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Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

Offline Print Version

Begin New AER

← Back → Next

11.0 Supporting/Additional Documents

Additional documentation regarding this adverse event may be included by uploading documents here (optional). Examples of documentation helpful in the review of reported adverse events are: history & physical, pre-procedure assessments, intra- op and post procedure documentation, anesthesia/sedation records, and discharge documentation.

The NYS DOH OBS Program frequently requests medical records as part of the review of Adverse Event Reports. The type of events for which medical records are most frequently requested are:

- Death or Serious Physical Injury
- Cardiac/Respiratory Arrest
- Need for Rescue: Airway Management, Unanticipated Cardiovascular and Hemodynamic Management, or Pharmaceutical Management
- Altered Level of Consciousness, Loss of Consciousness
- Hemorrhage class II or higher
- Unplanned return to OR prior to discharge from the OBS practice
- Unplanned return to the OR after discharge from an OBS office for a procedure related to the OBS procedure
- Any adverse event defined by the National Quality Forum's (NQF) Serious Reportable Event for Surgery or Invasive procedures
- Malignant Hyperthermia
- Bloodborne Pathogen Transmission

File type (optional)
(Select a document type)

Upload a file connected to this AER (You will have to reupload a file if an AER (optional) submission did not submit correctly)

Choose Files No file chosen

2. To upload a document, first choose the file type for the documents you are uploading. When uploading multiple files, the files must be of the same type. There are seven document types:
 - i. AER Documents
 - ii. Autopsy/ME
 - iii. Consult
 - iv. Dialysis Center MR
 - v. EMS MR
 - vi. Hospital MR
 - vii. Practice MR

OBS Adverse Event Report

Introduction/Mandated Reporter

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Home Medication

Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

Offline Print Version

Begin New AER

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11.0 Supporting/Additional Documents

Additional documentation regarding this adverse event may be included by uploading documents here (optional). Examples of documentation helpful in the review of reported adverse events are: history & physical, pre-procedure assessments, intra- op and post procedure documentation, anesthesia/sedation records, and discharge documentation.

The NYS DOH OBS Program frequently requests medical records as part of the review of Adverse Event Reports. The type of events for which medical records are most frequently requested are:

- Death or Serious Physical Injury
- Cardiac/Respiratory Arrest
- Need for Rescue: Airway Management, Unanticipated Cardiovascular and Hemodynamic Management, or Pharmaceutical Management
- Altered Level of Consciousness, Loss of Consciousness
- Hemorrhage class II or higher
- Unplanned return to OR prior to discharge from the OBS practice
- Unplanned return to the OR after discharge from an OBS office for a procedure related to the OBS procedure
- Any adverse event defined by the National Quality Forum's (NQF) Serious Reportable Event for Surgery or Invasive procedures
- Malignant Hyperthermia
- Bloodborne Pathogen Transmission

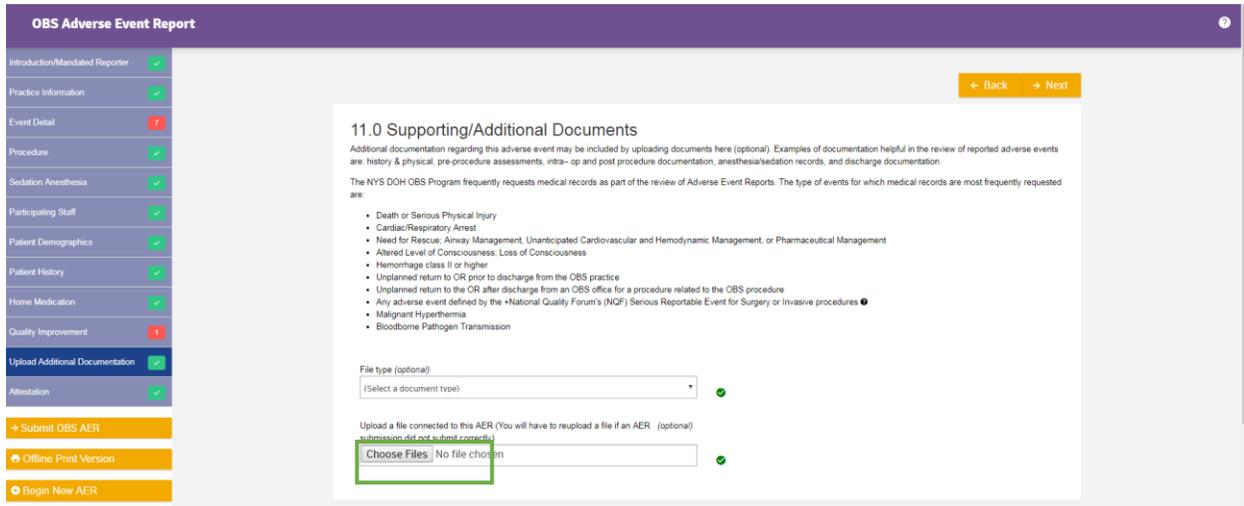
File type (optional)
(Select a document type)

Selected document type

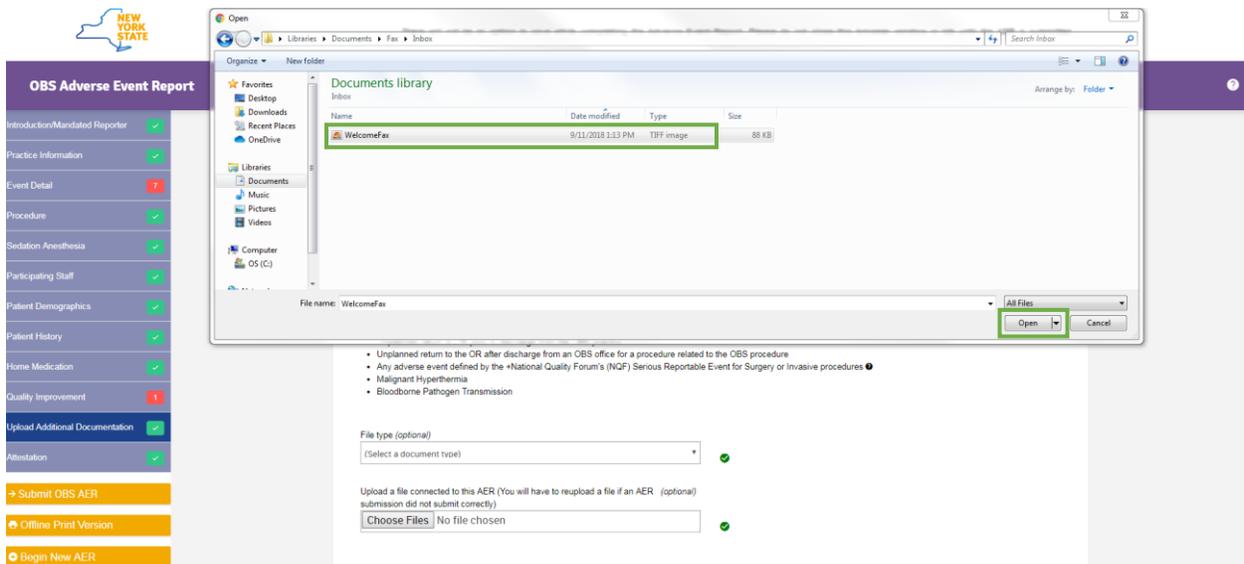
- AER Documents
- Autopsy/ME
- Consult
- Dialysis Center MR
- EMS MR
- Hospital MR
- Practice MR

A. Uploading one file with the form

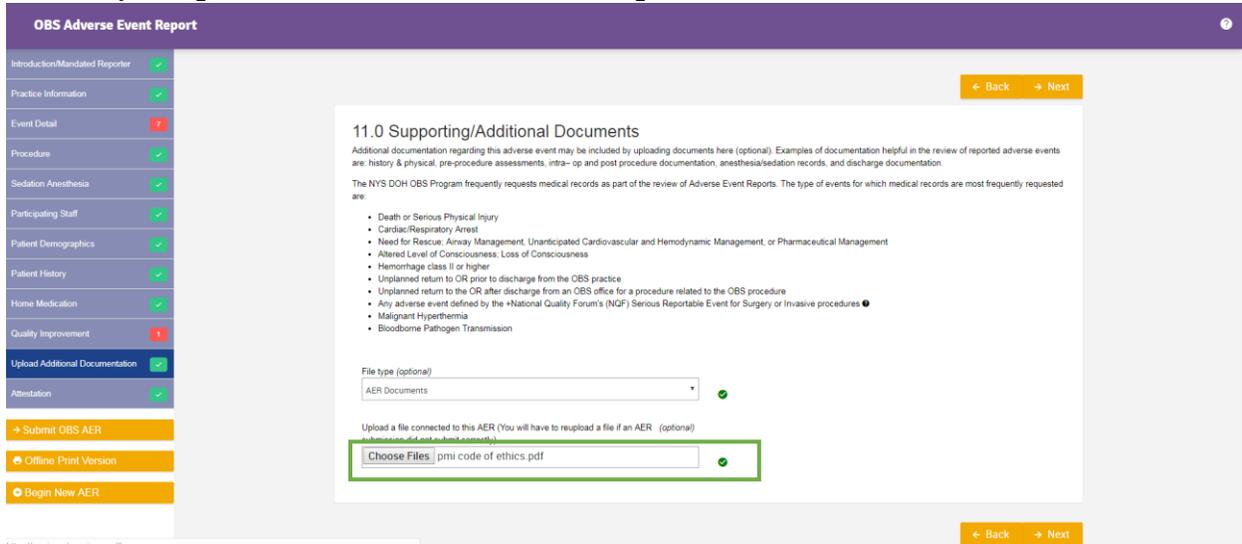
1. To upload only one file with the AER, click on the **Choose Files** button.



2. And, select the file you want to upload and click the **Open** button.

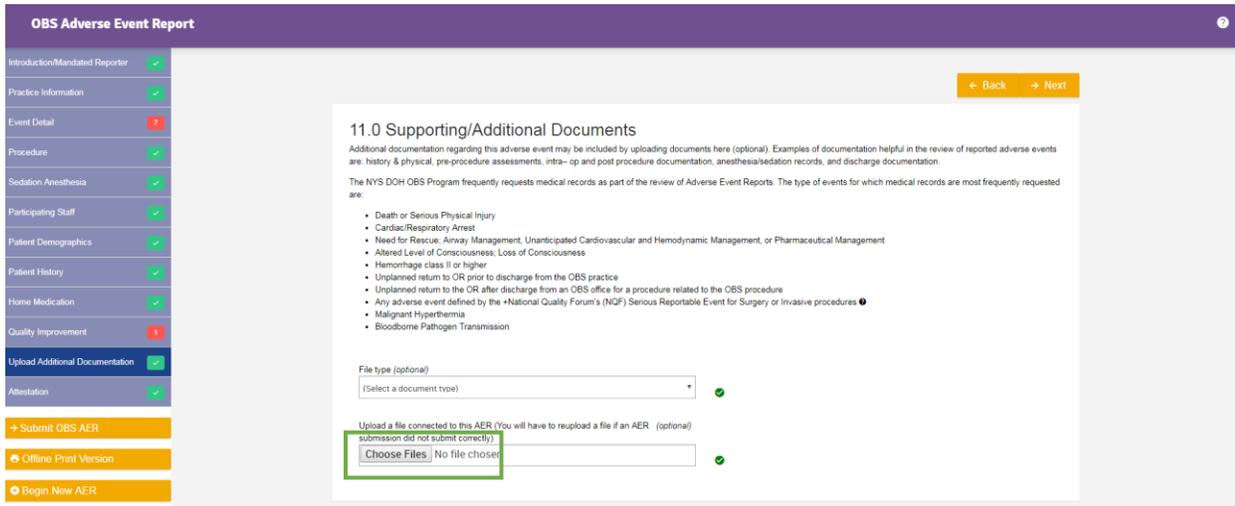


3. The file you uploaded will be shown on the Upload screen.

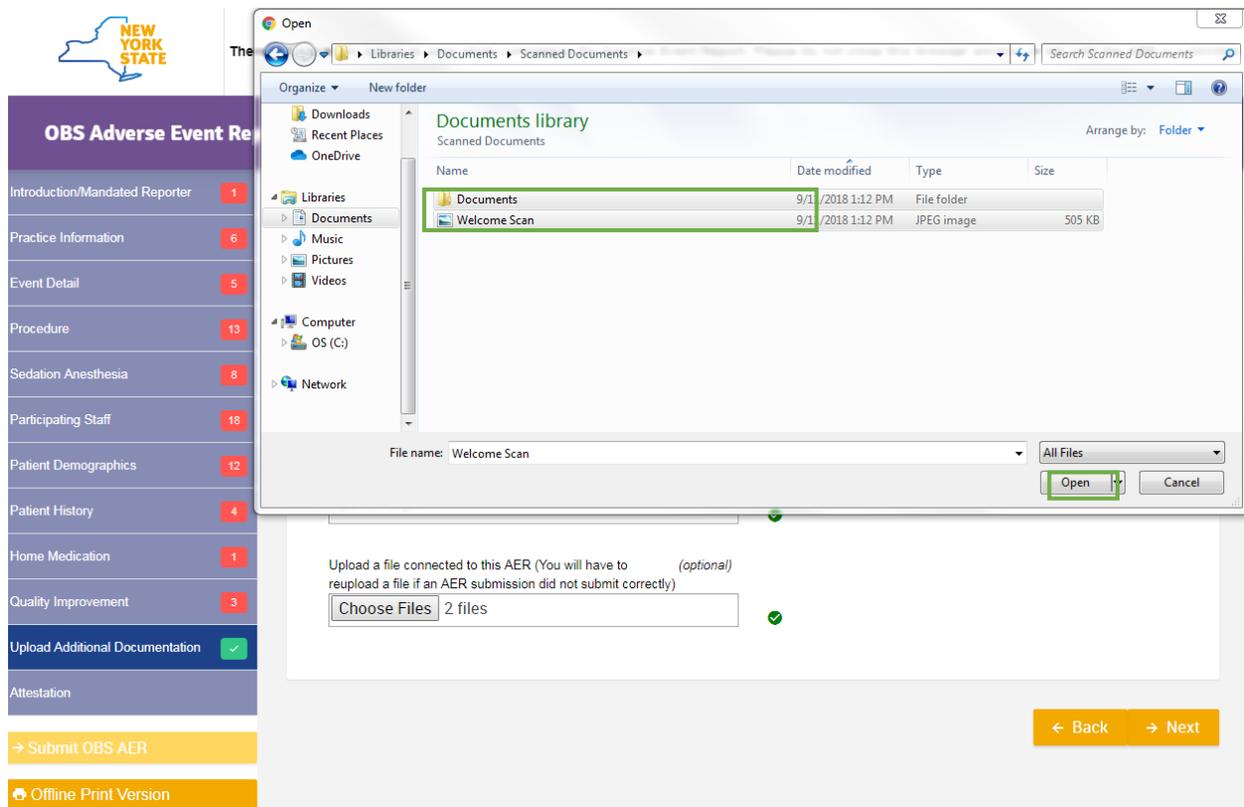


B. Uploading multiple files with the form

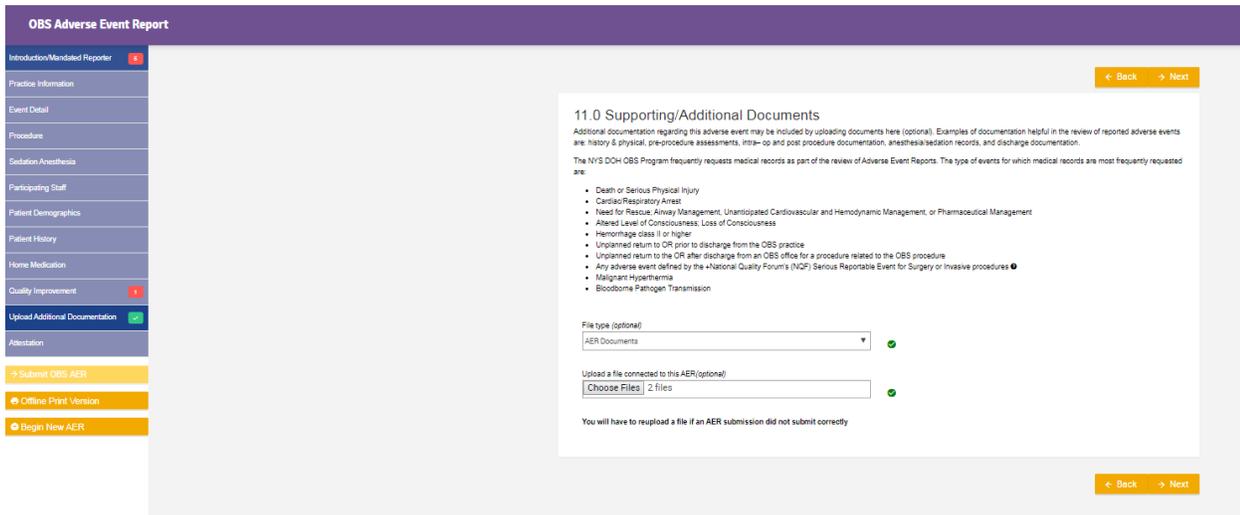
1. To upload multiple files to the AER, click on the **Choose Files** button.



2. Hold down the **CTRL** keyboard key while simultaneously selecting multiple files in the Explorer window. Once all files are selected, click on the **Open** button.



- 3. The Upload screen will indicate how many files have been attached to the form. Both files will be classified as the one file type selected on the screen.



VI. Printing a blank AER form to paper

- To print the AER form to paper, click on the **Offline Print Version** button on the left navigation pane. **Offline Print Version** will only display a blank AER form for printing to paper, regardless of whether the electronic AER is filled out in the browser window.

OBS Adverse Event Report

Introduction/Mandated Reporter
 In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

Practice Information

Event Detail
 Failure to report this information falls within the definition of professional misconduct identified in Section 6530(48) of NYS Education Law.

Procedure

Sedation Anesthesia

Participating Staff

Patient Demographics

Patient History

Home Medication

Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

Offline Print Version

Begin New AER

Who Must Report Adverse Events:

- ALL Licensed physicians, PAs, SAs and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, usually this includes the proceduralist and the sedation/anesthesia provider, may file a single report or each licensee may file separate reports.
- It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been filed.
- ANY physician, PA and/or SA, or podiatrist in a hospital or other setting who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure

Event Reporting:

- OBS MDs, PAs and/or SAs, or podiatrists should provide all information requested on the form.
- Non-OBS reporters should provide all the information that they have when submitting a report.
- All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission.

Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

1.0 Mandated Reporter

A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

- Clicking on this button will open a new browser window or tab displaying the AER form in a format suitable to be printed onto paper.

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procedure identified in the adverse event report must each submit a report or sign the same report thus attesting to the reports accuracy.

- ANY physician, PA and/or SA who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure

Event Reporting:

- OBS MDs, PAs and/or SAs should provide all information requested on the form.
- Non-OBS reporters should provide all the information that they have when submitting a report.

1.0 Mandated Reporter

Please complete the fields below to identify the mandated reporter for this adverse event.

A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

Last Name: _____ First Name: _____

Credentials:
 MD DPM/DPD Physician Assistant Specialist Assistant

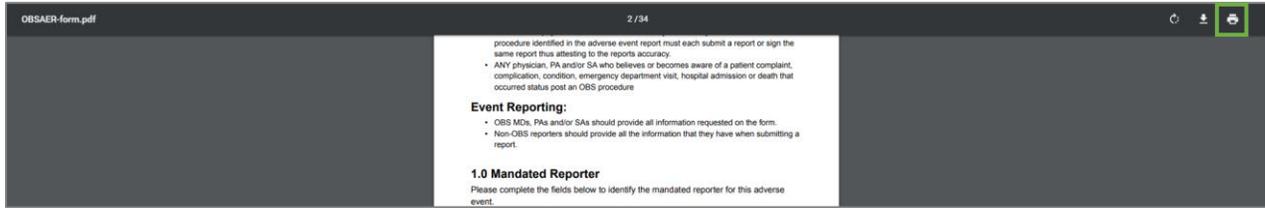
License Number: _____

Is the mandated reporter a member of the OBS practice or participated in the procedure(s)?
 Yes No

If not a member of the OBS practice, what is the association of the mandated reporter to the adverse event?
 ED Physician Other

If other, specify: _____

3. **Print** from your browser to print the AER form to paper.



VII. Accessing a new AER form

A. Accessing a new AER form from anywhere on the form

1. To open a new and blank AER form from wherever you are on the site, click on the **Begin New AER** button on the left navigation pane. This may be useful in situations of entering incorrect information for which starting the AER again is desired.

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

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Who Must Report Adverse Events:

- ALL Licensed physicians, PAs, SAs and podiatrists directly or indirectly involved in the OBS procedure must file an adverse event report. Mandated reporters involved in the OBS procedure, usually this includes the proceduralist and the sedation/anesthesia provider, may file a single report or each licensee may file separate reports.
- It is the personal responsibility of each mandated reporter to ensure that an adverse event report has been filed.
- ANY physician, PA and/or SA, or podiatrist in a hospital or other setting who believes or becomes aware of a patient complaint, complication, condition, emergency department visit, hospital admission or death that occurred status post an OBS procedure

Event Reporting:

- OBS MDs, PAs and/or SAs, or podiatrists should provide all information requested on the form.
- Non-OBS reporters should provide all the information that they have when submitting a report.
- All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission.

Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

1.0 Mandated Reporter

A mandated reporter is any physician, physician assistant or specialist assistant, or podiatrist directly or indirectly involved in an OBS procedure associated with a reportable adverse event. Mandated reporters are expected to complete the OBS adverse event form within 72 hours of the occurrence of the adverse event and/or within 72 hours of becoming aware of these events.

2. After clicking the button, a warning will display as a reminder that any unsubmitted information will be cleared from the form.

preview-obsaer.ipro.org says
Start a new AER? This will clear any unsaved information.

OK Cancel

There will not be an option to save this information.

OBS Adverse Event Report

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event; suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

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Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

3. Click the **Cancel** button to keep any unsubmitted data and to continue filling out the AER form as is.

The screenshot shows a web browser window with a dialog box from 'preview-obsaer.ipro.org' asking 'Start a new AER? This will clear any unsaved information.' with 'OK' and 'Cancel' buttons. A green arrow points to the 'Cancel' button. Below the dialog is the 'OBS Adverse Event Report' form. The form has a purple header and a sidebar with categories: Introduction/Mandated Reporter, Practice Information, Event Detail, Procedure, Sedation Anesthesia, Participating Staff, Patient Demographics, Patient History, Home Medication, Quality Improvement, and Upload Additional Documentation. The main content area contains the following text:

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event, suspected transmission of bloodborne pathogens must be reported within three days of becoming aware of a suspected transmission.

Failure to report this information falls within the definition of professional misconduct identified in Section 6530(48) of NYS Education Law.

Who Must Report Adverse Events:

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Event Reporting:

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- All licensed physicians, PA and/or SA, or podiatrist directly involved in the OBS procedure should be advised of the adverse event report submission.

Please do not close this browser window or tab until the AER is submitted. Please review the form before beginning, an offline version may be printed for use as a worksheet in collecting the necessary information.

4. Click the **OK** button to access a new, blank AER form that can be started from scratch.

There will not be an option to save while completing the Adverse Event Report. Please do not close this browser window or tab until the AER is submitted.

OBS Adverse Event Report

Introduction/Mandated Reporter

Practice Information

Event Detail

Procedure

Sedation Anesthesia

Participating Staff

Patient Demographics

Patient History

Home Medication

Quality Improvement

Upload Additional Documentation

Attestation

→ Submit OBS AER

⌂ Offline Print Version

⊕ Begin New AER

→ Next

Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database

Overview

In accordance with New York State Public Health Law Section 230-d, all physicians, physician assistants (PA) and specialist assistants (SA) and podiatrists must report specific adverse events (https://www.health.ny.gov/professionals/office-based_surgery/) occurring in relation to the performance of office-based surgery (OBS) to the Office of Quality and Patient Safety (OQPS) of the NYS Department of Health. Such reportable adverse events shall be reported to OQPS within three business days of the occurrence of the event, suspected transmission of airborne pathogens must be reported within three days of becoming aware of a suspected transmission.

Failure to report this information falls within the definition of professional misconduct identified in Section 6530(4b) of NYS Education Law.

Who Must Report Adverse Events:

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B. Accessing a new AER form from the Confirmation page

- To access a new, blank AER form after submitting an AER and printing or saving a PDF of the confirmation page, click on the **Return to AER Home Page** button located on the Confirmation page.

OBS Adverse Event Report

Success! Your information has been successfully submitted.

NYS DOH Office Based Surgery Adverse Event Report Confirmation
You have successfully submitted an Adverse Event Report (AER). Please print this page for your records.

Your AER Report ID Reference Number is d08fb44a-10d. Date of AER submission Jul 01, 2019.

Name of Practice/Organization submitting AER. Date of Procedure Jun 26, 2019. Name of Mandated Reporter: Eddy Murph. Name of patient (Last, First): (John , Josef)

[Print Confirmation and Submitted Data](#)

To return to the home page or submit a new AER, click the button below.

[Return to AER Home Page](#)

If you have any questions, you may contact the NYS Department of Health Office Based Surgery Program at (518) 408.1219 or obs@health.ny.gov.

- You will be taken to the start of a new and blank AER form.

OBS Adverse Event Report

There will not be an option to save while completing the Adverse Event Report. Please do not close this browser window or tab until the AER is submitted.

Welcome to the NYS DOH Office Based Surgery Adverse Event Report Database

Overview
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[Submit OBS AER](#)

[Outline Print Version](#)

[Begin New AER](#)