# CHH Step by Step instructions for Filing a Midas on Short Staffing

Including the MIDAS report number on the Short Staffing tracking form links the two together forever and strengthens our documentation of the incident.

**1. Click on Midas Risk RDE Icon on desktop**
      Once Midas page opens, click  Midas RDE Square

**2. Choose GENERAL**
      Select Chestnut Hill Hospital and Date
      Select "non patient" and hit next

**3. Choose Code 12 – "Other"**
      Document a brief description that is patient-focused
      Include the nursing supervisor, manager, or administrator that you notified of the short staffing situation.

**4. On "Diagnosis/Chief Complaint" – type "Sub-optimal Patient Care" or something similar**

**5. Location - Choose your unit on drop down**
      Type in 7AM or 7PM for time

**6. ISSUE IDENTIFIED – Scroll all the way down to the bottom of the window and hit "NEXT" Choose 814 — "Gen Staffing Related" and click:**
      Pressure Ulcer – click N/A
      Initial Outcome – Choose "Potential Harm or Injury"
      Department Involved – "RDE Nursing" on scroll down
      Type of Injury – Choose "Other"
      Notification – "RDE Manager/Director/Supervisor"
      Witness by— As many nurses as you want
      Entered by— NUR, RN/LPN
      Reported by—Your Name

**7. Before you hit "submit," record the Midas number for the union's short staffing tracking form.** This is a crucial step!