Incident Owner Overview

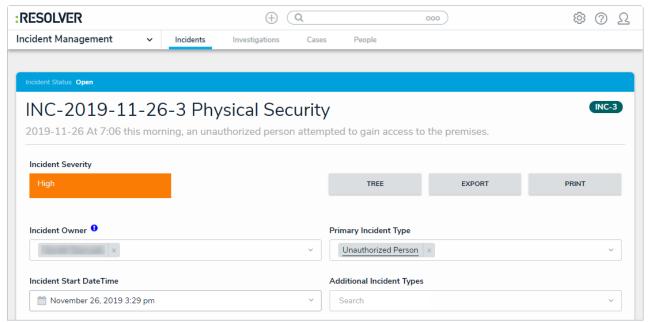Last Modified on 02/24/2025 10:43 am EST

Once incidents are submitted through the portal, the Incident Screener assigns an incident owner. The Incident Owner reviews the record for accuracy and completion and can perform the following actions:

- Close the incident;

- Return the incident to the Triage for review;

- Create, edit, and complete incident tasks; and

- Assign an investigator and open an investigation.

Watch the video below for a brief overview of this user group.

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Reviewing an incident.