

Policy and Procedures

Title: Incident Reports

Date issued / last revision: December 26, 2003

Date effective: Immediately

Incident Reports

Statement:

Cooperstown Medical Transport, Inc. (CMT) believes in continuous quality improvement and is establishing incident report forms for this purpose.

Purpose:

This policy is to provide guidelines for the use of incident report forms.

Scope:

This policy applies to all employees of CMT, full time, part time and interns.

Policy:

1. A reportable incident is any situation in which patient care has been compromised, or a situation in which performance of duties of the EMT / AEMT has been interfered with.
2. These reports should be written on an “incident report” form prior to leaving work at the end of the shift.
3. Reports should be a narrative of the incident including names, license plate numbers, etc.
4. If any employee is unsure as to what situation should be a reportable incident, a supervisor is to be notified.
5. A filed incident report in reference to failure of patient care equipment that caused harm, or could have caused harm, to a patient, may be reportable to NYS DOH.
 - a. Refer to *Mandatory DOH Reporting* for further information.
6. Incident reports should be given directly to a supervisor or sealed in an envelope and placed in the secure CQI mailbox at the Cooperstown office.
7. All incident reports will be reviewed by the CQI Administrator and passed along to the appropriate Manager, Supervisor or Administrator for review.
 - a. Reviewed incident reports will be returned to the CQI Administrator for filing.