

## New method of submitting incident reports

- A. Use [Brackets] **or use** people's initials in the narrative section of the Appendix 4 report. (This includes Section VII. *Briefly describe the circumstances of the incident* and Section VIII. *Briefly describe status of individual at the time of report.*)
- The A-4 narratives are to utilize brackets [ ] for all names of individuals, staff, nurses, doctors etc.
  - [ ] are the only brackets to be utilized.

### The following is an example.

Staff [Joe Smith] called the PCP [Dr. Frank's] office for an appointment because the delegating RN [Judy Smiles] assessed [Jane Doe] and questioned if her respiratory difficulty was due to allergies

\*\*\*Appendix 7 reports do not need to use brackets.

- B. When submitting an incident report to via e-mail, please include the following information in your subject line.
1. Identify the type of attachment. (If the attachment is one of the following)..
    - A-4
    - A-4 revised
    - A-7
    - A-7 revised
  2. Initials of the individual.
    - example: LSB
    - Multiple individuals can use initials or just state, "multi ind"
  3. Date of incident
  4. Utmost important to identify type of incident
    - Abuse, Neglect, hosp, ER visit, etc.

**Thus, subject line would indicate the following as an example.**

**A-4, L.S.B., 05-01-09, Abuse**

**A-7, L.S.B., 05-01-09, Abuse**