

FAQ about Occurrence Reporting

What is an Incident?

An incident is any happening that is outside the usual, customary or ordinary activities of the facility.

What is an Occurrence Report?

A confidential communication prepared to protect the hospital and its employees. **It is *Confidential and non-punitive*.**

Why Make an Occurrence Report?

An occurrence report is used to obtain the facts surrounding the incident in a timely manner and to preserve the evidence.

When do you fill out an Occurrence Report?

Immediately, while the facts are fresh in the minds of the persons involved. ***Complete the report by the end of the shift in which the event occurred.***

Who Should Prepare the Occurrence Report?

Any hospital employee may prepare the occurrence report. The person that first discovers an incident should prepare the report.

What should be reported?

Any event, which is not consistent with the routine operation of the hospital, should be reported, including equipment malfunction and/or defective supplies. ***The report must contain sufficient detail to provide a full and complete understanding of the event, including the outcome.***

Where is the occurrence report?

The occurrence report is located in the Meditech system.

Duties Performed by Risk Management:

- Evaluate incident
- Investigate as indicated (obtain statement, preserve evidence)
- Report serious accidents to administrator
- Report to AHCA as law requires
- Report to hospital attorney and insurance carrier
- Summarize and trend monthly
 - Report to safety/risk management meeting
 - Report significant trends to department heads
 - Report to utilization review

What is a SENTINEL EVENT?

It is an unexpected occurrence involving death, serious physical or psychological injury or the risk there of. Serious injury specifically includes loss of limb or function. The event is called “sentinel” because it sends a signal or sounds a warning that requires immediate attention (JCAHO, 1999).

PATIENT SAFETY: All employees are responsible for knowledge of, and participation in, patient safety standards. The safety of our patients is a part of every employee’s job.