

INCIDENT REPORT

Incident Date: _____

Time: _____

Location: _____

Persons Involved:

Person Served: PS1: _____

Person Served: PS2: _____

Staff: S1: _____ Position: _____

Staff: S2: _____ Position: _____

V1: _____ Visitor's phone number _____

Incident Description: (Facts only: what, when, who, how)

Immediate Action Taken:

Pertinent Consumer and/or Other Information: (Diagnosis, Medications)

Report Prepared by: _____ Date: _____

-----Do Not Write Below-----

Supervisors Comments:

Supervisor's Signature _____

Type of Incident: (Place PS1, PS2, S1, S2, V1 by the type of incident)

- ____ Unexplained Death
- ____ Natural Death
- ____ Accidental Death
- ____ Suicide
- ____ Suicide Attempt
- ____ Consumer Self Abuse
- ____ Consumer Injury
- ____ Consumer Fall
- ____ Visitor Injury
- ____ Visitor Fall
- ____ Assaultive Behavior
- ____ Alleg. Sexual Activity
- ____ Medication Incident
- ____ Adverse Medication Reaction
- ____ Medical Emergency
- ____ Alleg. Consumer Abuse
- ____ Alleg. Neglect
- ____ Alleg. Sexual Abuse
- ____ Alleg. Criminal Activity
- ____ Staff Injury
- ____ Staff Fall
- ____ Property Damage
- ____ Fire
- ____ Medication Error
- ____ Fire Alarm
- ____ Infectious Disease
- ____ Contraband Located
- ____ Vehicle Accident
- ____ Physician's Order Errors
- ____ Restraint
- ____ Other: _____

Did injury require: (Check one)

- ____ Off-site medical care
- ____ Physician or Nurse on-site attention
- ____ First aid-care
- ____ No care

Were Universal Precautions Used?

Yes: ____ No: ____ N/A: ____

If staff injury, was HR notified?

Yes: ____ No: ____

Indicate attached documents: (Check)

- ____ Refusal of Medical Care
- ____ Progress Notes
- ____ Medication Error Report

Other: _____

CIRs are not to be noted in client chart.

QM Use Only:

Date CIR report was received: _____

Was follow-up required: Yes: ____ No: ____