

TIP OF THE WEEK # 52

Incident Reporting

An incident / occurrence is any event that is not consistent with the routine operation and that may adversely affect the well-being of employees, physicians, patients, students, or visitors. Any individual who is involved in, or becomes aware of, an incident is expected to report it promptly to the relevant authority. The immediate supervisor / department head shall conduct a review of the incident and take immediate measures to reduce any harm, and then forward the report to the Risk Management Office thru proper channels. Patient-related occurrences should be reported to the AUBMC Risk Management Office and all other incident reports should be addressed to the AUB Risk Manager. All incident reports will be investigated in a non-accusatory fashion. For further information, please contact the AUB and AUBMC Risk Management Offices (Ext. 6688 or 2369).

The incident report form is available on the Accreditation and Risk Management Office website.

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