

TIP OF THE WEEK # 79

Incident Reporting

The electronic copy of the updated Incident Report Form is available on the Accreditation and Risk Management website:

<http://staff.aub.edu.lb/~webaccrm/>

An incident 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; then forward the report to the Risk Management Office through proper channels.

The following are the persons who will receive and act upon incident reports:

Type of Incident	Position	Ext.	Beeper	E-mail
Patient-related incidents	AUBMC Risk Manager	6686	1606	kr04@aub.edu.lb
	AUBMC Risk Management Officer	6688	1607	ah07@aub.edu.lb
Incidents at AUBMC involving staff / visitors	AUB Risk Manager	2360/9	0082	aa08@aub.edu.lb

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