



INCIDENT REPORT

An incident is any event not consistent with the routine operation of the hospital or clinic, or the routine care of a particular patient. The following types of incidents should be reported:

- A. Any errors involving medication prescription, dosage, or administration;
- B. Any slip or fall of a patient which causes or could cause pain or injury which may be the result of restraints or of limited ambulatory privileges;
- C. Any malfunction, nonfunction, or use of equipment on a patient whether in diagnosis, comfort, or treatment of a patient or for use in X-ray, surgical, or emergency units which causes injury, illness, or extends or complicates the course of the current illness;
- D. Unfavorable events involving the administration of blood or blood components;
- E. Unusual or infrequent adverse effects of any diagnostic procedure;
- F. Any unanticipated or unusual patient, physician, surgical, anesthetic, or nursing difficulties encountered during surgery or treatment;
- G. Any diagnosis preceding or following full examination of a patient which results in delay of proper treatment, prolongation of illness, or complicating the course of a current illness;
- H. Any incidents involving the hospital or other health care personnel who are under the direction and control of a TTUHSC physician at the time of the incident;
- I. Any complication arising in the course of medical diagnosis or treatment which is not usually anticipated and is not the result of the illness, despite proper care and treatment;
- J. Questions involving informed consent including reasonable disclosure of risks attendant to any diagnostic, medical or surgical procedure or treatment;
- K. Issues involving advising a patient of the necessity for follow-up care or of the necessity to take precautions in self-care after discharge and release from the physician's care; and
- L. Any complaint or rumor of complaint of the care or treatment made by patient, the family or a friend.

PROCEDURE FOR REPORTING INCIDENT

PROCEDURE FOR REPORTING CLAIMS, SUITS, OR NOTICES

For your own protection and to comply with the conditions of the Plan, it is imperative that all incidents, claims, and legal actions be reported promptly. Time is of the essence in the proper disposition of any claim or legal action and **FAILURE TO NOTIFY** the Office of General Counsel / Professional Liability Division (OGC/PLD) of a lawsuit will result in **DENIAL OF YOUR COVERAGE**.

1. Whenever the participant is served with legal process, notice of claim, citation, demand for inspection or production of records or correspondence concerning a patient, etc., regarding an alleged incident, the following steps **MUST BE TAKEN IMMEDIATELY**:
 2. If the participant is no longer a member of the TTUHSC staff, training program or medical school, but is served with legal process, notice of claim, citation, demand for inspection or production of records or correspondence concerning a patient, etc., regarding an alleged incident which occurred while the participant was covered under the Plan, the following steps should be taken:
 3. In the event of an incident of serious nature exposing the participant to possible liability or whenever a claim is received or a suit is filed, the participant, upon request of the OGC/PLD, will provide complete information and meet with the attorneys / claims manager to discuss the claim.