



# Independent Healthcare Staffing, Inc

~ Of Nurses, For Nurses, By Nurses ~

## Directions for Completion of an Incident Report

7/11/11

1. Person or client facility voices / documents an incident.
2. Independent Health Care Staffing (IHS) Representative sends copy of incident report to person making the call.
3. IHS Representative reviews incident and, if clinical, forwards to IHS's Director of Nursing (DON), and either IHS Representative or IHS DON contacts other parties involved.
4. IHS Representative or IHS DON sends copy of incident report to traveler and client parties involved.
5. IHS Representative or IHS DON receives all incident reports back and reviews all documentation.
6. IHS Representative or IHS DON reviews all information and conducts research for any unanswered questions.
7. IHS management or IHS DON formulates a resolution.
8. IHS management shares resolution with traveler and client. Gets input on resolution.
9. IHS management institutes resolution in fairness to all involved. Treats injury immediately and reports to workers compensation company. Creates documentation for all parties to sign.
10. IHS management documents in database file and adds to paper file for future use, if necessary.

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## INCIDENT REPORT

Revised 7/11/11

Reporter's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Hospital: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_

<input type="checkbox"/>	Check Above Box is this is an urgent issue needing attention within 24 hours.
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Other involved Party's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of incident (within facility): \_\_\_\_\_

Please list all others who may be involved in the incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was an agency / hospital incident report completed? (circle one) Y / N
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Please document a **DETAILED** report of the incident -use additional space/paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
Signature of Person filing the Report

\_\_\_\_\_  
Date

If emergency action is required and it is during Independent Healthcare  
Stuffing's normal business hours, please call 1-800-536-3001. If it is after  
hours or weekends, please page a member of management by paging  
1-877-536-3003.