

SAFETY INCIDENT MANAGEMENT / INCIDENT REPORTING

- Prompt reporting is essential. The event / incident report should be entered electronically in SEM within 24 hours of discovery of the event.
- There is an internal electronic reporting system for unexpected events that occur in patient care. It is located on the hospital intranet and is called “SIM Safety Incident Management.”
- Internally, anything unexpected that occurs to a patient must be reported and documented in the medical record. Clinical events (complication of treatment, for example) may be reported to Risk Management by phone - extension 9535.

When in Doubt - Report It!