

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy and Procedure**

**Section: ADMINISTRATION**

**Number: AD95**

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**Issue Date: October 2006**

**Reviewed/Revised:**

**TITLE: COUNSELING & ADDICTION CENTER  
REPORTABLE EVENTS**

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**PURPOSE:**

To keep the Division of Addiction Services abreast of any event occurring within the facility which jeopardizes the health or safety of patients and employees. (Standards of Licensure of Ambulatory Care Facilities, N.J.A.C. 843A-3.8)

**PROCEDURE:**

1. The facility shall notify the Division of Addiction Services immediately by telephone at (609) 588-7725 or at (609) 392-2020 after business hours, of any event occurring within the facility which jeopardizes the health or safety of patients or employees. Events which shall be reported to the Department include, but are not limited to, the following:
  - a. All fires, disasters, accidents or other unanticipated events which result in serious injury or death of patients or staff, in evacuation of patients from the facility, or in closure of the facility for six or more hours;
  - b. All deaths of patients occurring in the facility;
  - c. Occurrence of epidemic disease in the facility; and
  - d. All alleged or suspected crimes which endanger the life or safety of patients or staff which have also been reported at the time of occurrence to the local police department.
2. Events reported by telephone to the Division of Addiction Services in accordance with this section shall be confirmed in writing within seven days of the event, unless the Division determines that a written report is unnecessary. The written report shall contain information concerning injuries to patients or staff, disruption of services, extent of damages, and corrective actions taken.
3. Resignation or termination of employment of the administrator, and the name and qualifications of the administrator's replacement, shall be reported to the Department in writing within seven days of the resignation or termination.

**OTHER REPORTABLE EVENT POLICIES:**

**Reportable Events (AD96)**

**Safe Medical Device Reporting (AD96a)**

**Safe Medical Device Tracking Program (AD96b)**

**Sentinel Events (AD96c)**

**Patient Safety Act (AD86)**