

**HACKETTSTOWN MEDICAL CENTER
PHYSICAL/OCCUPATIONAL THERAPY PROCEDURE MANUAL
INCIDENT REPORTS**

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Effective Date: **January, 1995**

Policy No: **5200-1.008/5300-1.008**

Cross Referenced:

Origin: **Physical/Occupational Therapy**

Reviewed Date: **09/12, 03/16**

Authority: **Therapy Services Manager**

Revised Date:

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PURPOSE:

To identify Therapy Center department process consistent with administrative policy AD64.

POLICY:

Staff will notify Manager and/or Lead Therapist of any reportable incidents.

Incidents are submitted electronically via HERCULES- the online incident reporting program located on the intranet homepage.

Facts and data about the incident should be noted in the medical record however there should **not** be notation of an incident report.