

Safety Problem Classification:

- ☐ Minor - the error did not result in harm to a patient or employee but had the potential to
- ☐ Major - the error did result in direct or potential harm to a patient or employee

Brief Description of immediate response or corrective action (if applicable):

Corrective action to prevent or correct reported problem:

- ☐ Problem resolved
- ☐ Problem not resolved
- ☐ Problem needed to be addressed with person filing complaint only
- ☐ Problem needed to be addressed with other staff members
- ☐ Problem addressed with staff _____ (date)
- ☐ Follow up to be performed on _____ (date)
- ☐ No further action required

Report Submitted by: _____

Date: _____

Report Approved by: _____

Date: _____

Employer