

**Non-Employee Occurrence Report**

1.  Treatment issue  Slip/fall  Communication  Medication  Medical Equipment  Other

**2. EXACT LOCATION OF OCCURRENCE:**

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_

**3. PERSON PREPARING REPORT:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Date report prepared: \_\_\_\_\_ Time report prepared: \_\_\_\_\_

**4. PERSON INVOLVED:**

Name (last, first, m.i.) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Record Number (if applicable) \_\_\_\_\_ DOB: \_\_\_\_\_

Please **circle one** of the following, and indicate **which** clinic, school, destination or department:

Patient - Clinic: \_\_\_\_\_

Student-School: \_\_\_\_\_

Visitor – Destination: \_\_\_\_\_

Volunteer – Department: \_\_\_\_\_

**5. WITNESSES:**  Yes  No

Who: \_\_\_\_\_ Contact #: \_\_\_\_\_

Is witness an employee?  Yes  No Department: \_\_\_\_\_

**6. PROBLEM or ISSUE:** Please describe exactly WHAT, WHY, HOW, (R) or (L) side of body, which finger, etc.

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

**7. FALLS:**

Activity/circumstances of patient when fall occurred: \_\_\_\_\_

Treatment given or action taken: \_\_\_\_\_

**8. Seen by Physician:**  Yes  No

Physician assessment: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

9. Disposition of patient/outcome: \_\_\_\_\_

**Do Not Place in Medical Record**

Submit to: Department of Safety Services- El Paso