

BQC - 90 - 018

Date: February 27, 1990
To: All Wisconsin Nursing Homes
From: Larry Tainter, Director
Bureau of Quality Assurance
Subject: Incidents and Accident Reports

Recently, we have had several nursing homes advise our surveyors that incident and accident reports do not have to be provided to the survey team, or that they are being kept in the central office and therefore are not available for review. This memorandum is to notify you that incident and accident reports are included as part of the information that must be provided to surveyors under the licensing requirements of the Wisconsin Statutes, Chapter 50.03(2)(c) and (d) and 50.07(1)(b), (c), (d), (e)2.

If surveyors request incident and accident reports, and you maintain them, but refuse to let the surveyors review them, the surveyor has been instructed to contact their supervisor to determine the appropriate enforcement action to be initiated.

For nursing homes who maintain that they are not required to prepare incident and accident reports, the surveyor will be reviewing your operation carefully to see how you are meeting the following code:

“HSS 132.61(1)(c) Responsibility of the facility. Incidents and accidents that occur on the premises shall be reviewed by the Medical Director to identify hazards to health and safety.”

The surveyor will be looking for documentation in the facility file indicating that the Medical Director has reviewed all incidents and accidents that have occurred in the facility. If you have prepared reports for the Medical Director's review, these reports must be made available for the surveyor's review.

LT:MJS:bc 9417

cc: -George F. MacKenzie
-All Bureau of Quality Compliance Staff
-Board on Aging and Long Term Care
-WI Counties Association
-WI Assoc. of Nursing Homes
-WI Assoc. of Homes and Services for the Aging
-WI Medical Records Assoc. Consultants Comm.
-Service Employees International Union, Local 150
-WI Coalition for Advocacy
-Office of Legal Counsel
-Tina Nye