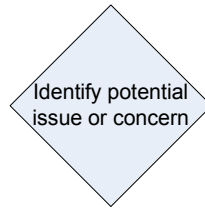




# How to Report an Issue or Concern

## Quality – Safety – Compliance



Document the following information:

- 1) Date of incident or date you became aware of the incident
- 2) Names of the parties involved
- 3) Detailed description of incident
- 4) Desired method of response

Report issue

Contact by phone or in person:  
One of the following:

- 1) Direct Supervisor
- 2) Quality Coordinator
- 3) Compliance Officer
- 4) Administrator

How do I report the issue?

Complete Universal Reporting form:  
Drop in Box  
Or  
Hand Deliver to Business Office

Business Office Routes Completed Universal Reporting form to the following individuals:

- 1) Direct Supervisor
- 2) Quality Coordinator
- 3) Compliance Officer
- 4) Administrator

Is the issue

- 1) Quality/Safety
- Or
- 2) Compliance

**Quality Coordinator**

- 1) Initiate Incident Investigation Process
- 2) Report to Quality Team
- 3) Determine Corrective Action
- 4) Respond to reporting individual

**Compliance Officer**

- 1) Initiate Incident Investigation Process
- 2) Report to Compliance Board
- 3) Determine Corrective Action
- 4) Respond to reporting individual