

Documentation Error Report

INSTRUCTIONS: This written report is to be submitted to the Medication Supervisor within 24 hours of a documentation error occurring or the next working day. Place a red "I" if error in the space on the med log where documentation error occurred. Correct pill count by drawing a red line through the incorrect number and place the correct number on the page and initial.

Date of report: _____ Program Site: _____

Name of Individual Involved: _____

Name of Staff who made/found error: _____

Indicate type of Documentation Error that occurred: _____

Failed to sign Medication Log.

Failed to sign Pill Count form.

Signed wrong time on Medication Log.

Signed wrong space on Pill Count Form.

Signed wrong space on Medication Log.

Incorrect count on Pill Count Form.

Other: _____

DESCRIBE IN DETAIL EXACTLY WHAT HAPPENED: _____

Time and date Documentation Error was discovered: _____

Name of Reporting Staff: _____

Signature of Reporting Staff: _____

Position of Reporting Staff: _____

PLAN OF CORRECTION/ACTION TAKEN:

Personnel Dept. Signature: _____ Date: _____