

**Required Reporting Form**

Use this form to report: death, serious injuries, hospitalizations, and medication refusals or adverse effects  
MN Rules 9555.6175 and 9555.6225

AFC Provider Name:		License number:		
Resident Name:		DOB:		
Report Type:	Death	Serious Injury	Hospitalization	Medication Related
Describe the incident:				
Reports made:	Case Manager	Guardian	Medical Provider	Other:
Responses/comments:				

- Serious injuries that should be reported include:
  - Fractures and dislocations of bones
  - Evidence of internal injuries
  - Head injuries with loss of consciousness or potential for closed head injury, or head injury without loss of consciousness requiring a medical assessment
  - Lacerations to tendons or organs for which complications of present
  - Extensive 2<sup>nd</sup> or 3<sup>rd</sup> degree burns
  - Extensive 2<sup>nd</sup> or 3<sup>rd</sup> degree frostbite
  - Irreversible mobility or avulsion of teeth
  - Eyeball injuries
  - Ingestion of foreign substances or objects that are harmful
  - Near drowning
  - Heat exhaustion/sunstroke
  - Attempted suicide
  - All other injuries/incidents considered serious after an assessment by a health care professional including but not limited to: self-injurious behavior, medication error requiring medical treatment, complication of a previous injury.
  
- A caregiver must report to the resident's physician and legal representative any adverse medication reaction or the resident's refusal or failure to take medication as prescribed and in accordance with the physician's instructions.
  
- A caregiver must immediately report to the local agency whenever the resident's physician is notified because medication is not taken as prescribed and the physician determines that the refusal or failure to take medication as prescribed creates an immediate threat to the resident's health or safety or the health or safety of other residents or household members.

Incidents must be reported to your licensor, legal representative and/or designated emergency contact and case manager within 24 hours of the incident occurring or receipt of information that an incident occurred. A formal incident report should be completed and maintained in the resident record.