

UNIVERSITY OF FLORIDA HEALTH SCIENCE CENTER  
SELF INSURANCE PROGRAM (SIP)  
PROCEDURES

- TITLE:** Risk Management/ Adverse Incident Reporting Under Florida Law
- PURPOSE:** To ensure adverse incidents occurring in facilities protected by the SIP are timely and accurately reported pursuant to s. 395.0197 and s. 458.351, Florida Statutes, and delineate the procedures to be followed when such incidents are reported to SIP staff.
- POLICY:** The Associate Director, Risk Management/Loss Prevention (RMLP) shall ensure that adverse incidents reported to the SIP that are alleged to have occurred in facilities protected by the SIP and for which the SIP provides risk management services, are timely and accurately reported to the Agency for Health Care Administration (AHCA) as mandated by s.395.1097 and s. 453.351, Florida Statutes. Additionally, when Residents are involved, the Associate Director, RMLP shall ensure the Graduate Medical Education Program and Dean are notified of adverse incidents as defined in the aforementioned Statutes.

**PROCEDURES:**

1. The RMLP Coordinator who receives notice or otherwise becomes aware of a potentially reportable event will, without delay, advise the Associate Director, RMLP and investigate and analyze the facts/circumstances giving rise to and surrounding the incident.
2. The RMLP coordinator will make the determination whether or not the incident meets reporting criteria to the State (AHCA) via Shands Jacksonville's "Occurrence Advisory Committee". If the incident is determined to meet reporting criteria, the RMLP Coordinator will make a "Risk" note in the hospital's Patient Safety Reporting (ID, Inc) database to document the rationale for that determination. (Note: Should an incident occur in the OMFS Clinic, Florida Administrative Code 64B5-14.006 Reporting Adverse Occurrences will be followed. Please notify RMLP immediately for guidance.)
3. If the incident is reportable, the RMLP Coordinator will identify those individuals who should appear on the Code 15 or Annual Report form as either "involved" or "witness" and their specific role in the incident.

4. The RMLP coordinator will collaborate with facility and/or University staffs to identify/complete whatever RMLP initiatives are warranted to eliminate/minimize the risk for future patient injury/liability exposure.
5. The RMLP Coordinator will complete the State-provided report form and contact those individuals listed on the report as being “involved” in the incident to explain the reporting process and answer questions. Additionally, prior to submission to AHCA, the involved individuals will be afforded the opportunity to review the report to provide comments and additional information that may further clarify the facts and/or mitigate the circumstances of the incident. The RMLP Coordinator will instruct those individuals to immediately notify the SIP Claims & Litigation Department if subsequently contacted by AHCA or the Department of Health (DOH).
6. The RMLP Coordinator will finalize the report and submit it to AHCA within the required time frame. RMLP support staff will complete the tasks related to copying and filing.
7. If additional time is needed to complete the investigation and make a reporting determination, the RMLP coordinator will request an extension from AHCA via a form generated by the RMLP Coordinator and signed by the Hospital CEO.
8. If an extension was requested/approved, the RMLP Coordinator will continue to be involved in the process until such time as either a 15-day report or a letter advising the incident does not meet reporting criteria is submitted to AHCA.
9. If Residents are involved in the case, the RMLP Coordinator will notify the applicable departmental Residency Program Director so he/she has the opportunity to provide support to the resident(s) and identify training, educational, patient safety and performance improvement opportunities. If the incident is “serious”, the RMLP coordinator will also notify the Dean, College of Medicine Regional Campus and the Senior Associate Dean for Graduate Medical Education.
10. If the RMLP Coordinator is unable to conduct/complete the aforementioned described tasks, he/she will notify the Associate Director, RMLP.
11. The RMLP department will complete/submit to AHCA the Annual Reports for each licensed SIP insured entity. The Claims and Litigation Department will assist in the process by providing the New, Ongoing and Closed Claim Summary information that must accompany the report. RMLP support staff will complete the copying and filing tasks.