

Clinical Incident Report

To be completed in full and sent to BMS Risk Solutions (asmirt@bmsgroup.com) along with supporting documentation.

General Information	
This report is completed by :	<input type="checkbox"/> Treating Practitioner <input type="checkbox"/> Clinic owner / Practice manager
Clinic Name	

Treating Practitioner Details	
Treating Practitioner Name	
ASMIRT Membership Number	

Incident Details	
Nature of Incident	<input type="checkbox"/> Medical Malpractice <input type="checkbox"/> AHPRA Investigation <input type="checkbox"/> Negligence <input type="checkbox"/> Other (Please describe below) <input type="checkbox"/> Error or Omission
Patient/Claimant Name	
Service Provided	
Date incident occurred	
Detailed description of incident (attach addendum if insufficient space)	

Formal Complaint Details	
Has a formal complaint been received?	
<input type="checkbox"/> No	
Do you expect to receive a complaint? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<input type="checkbox"/> Yes:	
<input type="checkbox"/> Written <input type="checkbox"/> Verbal <input type="checkbox"/> AHPRA/HCCC/Equivalent Letter	
Date:	
Who:	

Your Next Steps	
You should	<ul style="list-style-type: none"> ✓ Get in contact with BMS to notify of any potential claim ✓ Formally document the incident, including details of those involved ✓ Provide any formal statement of claim to BMS ✓ Report any regulatory investigation or notice of complaint within 30 days
You should not	<ul style="list-style-type: none"> × Speak with any third parties about the incident or claim × Assume any legal fees before reporting an incident or claim × Offer compensation to independently settle a claim × Amend or change any medical records once a statement of claim has been received

How BMS can Help	
Legal Counsel	If you receive a complaint, inquiry by a regulatory body or statement of claim, you can access pro bono legal counsel with a senior lawyer at Lander & Rogers, a leading Australian Allied Health law firm in both litigated and non-litigated claims.
Member Therapy and Counselling Expenses	In the event you have a formal claim under your insurance policy, you have access to cover for out of pocket costs relating to therapy and counselling when sought via a mental health treatment plan. Speak to BMS to find out more and if this applies to you.

This Form has been Completed by	
Name:	Position:

Date:	07/02/2018