

Incident Report Letter in Hospital

[Your Name]

[Your Position]

[Department]

[Date]

To:

[Recipient's Name]

[Position]

[Hospital Name]

Subject: Incident Report – [Brief Description of Incident]

Dear [Recipient's Name],

I am writing to report an incident that occurred on [Date] at [Time] in [Location/Department]. The incident involved [briefly describe the event, e.g., a patient fall, medication error, etc.].

Details of the Incident:

- **Date/Time:** [Date/Time of Incident]
- **Location:** [Location of Incident]
- **Individuals Involved:** [Names/positions of staff involved, patient identifiers, if applicable]

- **Description of Incident:** [Provide a clear and concise description of what happened]

Actions Taken:

- [List immediate steps taken, such as medical interventions or communication with the patient/family]
- [Describe any follow-up actions or investigations initiated]

Recommendations:

- [Optional: Suggest improvements or measures to prevent future occurrences, if relevant]

Please feel free to contact me if any further details are required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]