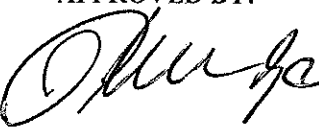


**GUAM MEMORIAL HOSPITAL AUTHORITY
RISK MANAGEMENT MANUAL**

APPROVED BY:  Joseph P. Verga, MS, FACHE Hospital Administrator/CEO	RESPONSIBILITY: Risk Management Hospital Administrator IC Practitioner Nursing Supervisors Medical Records Dept. Effective: Hospital-wide	EFFECTIVE DATE: October 23, 2012	POLICY NO. 6100-5	PAGE 1 of 1
TITLE: REPORTING, REQUIRED BY GOVERNMENT AGENCIES				
LAST REVIEWED/REVISED: 10/2012				
ENDORSED: EMC 10/2012				

PURPOSE:

The purpose of this policy is to identify situations (including allegations and/or specific incidents) which should be reported to the appropriate authorities per Guam Law, Thee Joint Commission (TJC) and the Centers for Medicare and Medicaid Services (CMS). The allegation/incident may occur outside the hospital and are later reported by an individual(s) upon the arrival to the Emergency Department or the allegation/incident may occur on hospital property. The reportable allegation/incident may involve patients, visitors and/or hospital staff.

POLICY:

A. Reportable Conditions

1. Violence—GMHA will report any injury of violence to the Guam Police Department (GPD). Examples include any physical assault, sexual assault, gunshot wounds, stab wounds and other injuries resulting from violence. This category should also include reports of assault where the injury is not immediately apparent.
2. Infectious Diseases—GMHA laboratory and/or the Infection Control Practitioner will report to the Department of Public Health and Social Services (DPHSS), on forms prescribed by the department, examinations showing any reportable diseases as indicated by DPHSS. The physician or licensed independent practitioner, attending to the individual person infected with a reportable disease will immediately report the same to the DPHSS.
3. Child Abuse—The Hospital Administrator or his or her designee will report incidents of child abuse as defined by Guam Law (*P.L. 19 GCA Chapter 13 § 13201*) and in accordance with GMHA Policy 6431-7 *Child Protective Services*.
4. Elderly Abuse—The Hospital Administrator or his or her designee will report incidents of elderly abuse as defined by Guam Law (*P.L. 10 GCA Chapter 2 § 2952*) and in accordance with GMHA Policy 6431-10 *Referral to Adult Protective Services*.

Any hospital employee who becomes aware of any of the above reportable conditions must immediately report the same to the Hospital Administrator, who in turn, will notify the Board of Trustees Chairperson (the initial verbal report should be followed up by documentation by the reporting employee on a Patient Safety Report form). If the information is obtained after hours or the Hospital Administrator is not immediately available, the hospital employee must report the same to the Nursing Supervisor, the Risk Program Management Officer and/or the Infection Control Practioner as applicable to the situation.

B. Vital Statistics

1. The Medical Records Department shall report all births, deaths and other vital statistics as required by Guam Law (*P.L. 10 GCA Article 2 –Vital Statistics*).