



**PBH Communication Bulletin FY 1112 QM 03
Quarterly Incident Report Form Revision**

Date: January 26, 2012
To: PBH Network Providers
From: PBH Quality Management
RE: Quarterly Incident Report Form Revision

Beginning April 2012, Category A and B providers within the PBH catchment will be required to submit Quarterly Incident Reports using the attached revised form. Additional elements (site name, site address, site county) have been added to this form. Reports submitted on old forms will not be accepted.

The Revised Quarterly Incident Report can also be found on the PBH website at: http://www.pbhsolutions.org/QM/qm_forms.asp

Quarterly Incident Reporting Reminders:

- Quarterly incident reports should be submitted to the Host LME.
- Quarterly incident reports for PBH catchment providers should be emailed (preferred method) to QMemail@pbhsolutions.org or faxed to 704-939-7906/Attention: QM.
- **A separate report shall be submitted for each provider service facility/site within the PBH catchment.**
- If there are no incidents during the quarter, providers are still required to submit a report for each site indicating “0” incidents.
- Quarterly reports must be submitted to the host/catchment LME by the 10th of the month following the end of the quarter.

Information on Incidents In:	Due to Host LME:
First Quarter (July-September)	October 10th
Second Quarter (October-December)	January 10th
Third Quarter (January-March)	April 10th
Fourth Quarter (April-June)	July 10th

Please contact your PBH Quality Management representative with any questions