

INSTRUCTIONS FOR COMPLETING
DIHS Reporting Table
DIHS QMD 009

The DIHS QMD 009 is a new table that allows you to display your raw data in tabular form and track your performance from quarter to quarter. The table is divided into four categories: Patient Grievances, Medication Errors, Incident Reports, and Radiology. Year to date should be the cumulative total starting with the first reporting quarter of the fiscal year.

Patient Grievances: Record the total number of patient grievances received by your facility for the present reporting quarter, last quarter, and year to date. Do the same for each of the subcategories. **Note: the cumulative total of all subcategory grievances should equal the total number of grievances reported.**

Medication Error: Provide the total number of prescriptions filled during this current reporting quarter, last quarter, and year to date. Provide the total number of medication errors for this reporting quarter, last quarter and year to date. Do the same of the error subcategories. **Note: the cumulative total of all the subcategory errors should equal the total number of medication errors.**

Please report total number of adverse drug reactions to any medications prescribed during this present reporting quarter, last quarter, and year to date. If any adverse drug reactions are reported by your facility, the FDA Drug Watch form should have been sent to the FDA.

Incident Reports: Provide the total number of incident reports received by your facility for this reporting quarter, last quarter, and year to date.

Radiology: Provide the total number of x-rays taken during this reporting quarter, last quarter, and year to date. Provide the total number of retakes for this reporting quarter, last quarter, and year to date. Report the percentage for this reporting quarter, last quarter and year to date. (Taking the number of retakes during any given quarter and dividing it by the total number of x-rays taken during that same quarter calculate the percentage of total x-rays.) Provide the total number of x-ray retakes for each subcategory. **Note: the cumulative number of all the subcategory retakes should equal the total number of retakes reported.**

This reporting table is simply for the raw data collected during a particular reporting quarter as well as recording subsequent data for the last quarter and year to date. When discussing your performance improvement plan for any identified problems, please use the DIHS QMD 001 form. You can either use a separate form for each of the four categories (patient grievances, medication errors, incident reports and radiology) or generate one large plan addressing each of the categories. The important thing is to provide your performance improvement plan and address how your organization is going to correct any deficiencies identified in the raw data.