



**Mississippi Department of Mental Health**  
**Provider Bulletin**  
**Number PR015**

**Subject:**

Serious Incident Reporting

**Issue Date:** December 18, 2012

**Effective Date:** January 1, 2013

**Scope**

All DMH Certified Providers

**Purpose**

To notify providers that DMH's serious incident reporting form will change effective January 1, 2013; to announce statewide training opportunity on the new form

**Subject**

DMH will implement updated procedures for managing the reporting of serious incidents. Included in this update is a new serious incident reporting form for use by DMH Certified Providers. Please continue to refer to Part II: Chapter 15 of the 2012 DMH Operational Standards for guidelines related to the reporting of serious incidents to DMH. Providers will report serious incidents to the Bureau of Quality Management, Operations and Standards Attn: Incident Management Coordinator via fax to 601-359-9570. An email account specifically for the submission of serious incidents is being established.

DMH encourages providers to review and utilize the revised serious incident form prior to January 1<sup>st</sup>. This will enable providers to identify questions/issues that might arise. Subsequently, DMH will hold an optional training to address any questions about the new procedures on January 3, 2013, at DMH Central Office, Room 12C in the Robert E. Lee Building, Jackson, MS. Topics to be covered in the training include the new reporting form, applicable definitions, as well as reporting requirements. The training will take place from 9:00-11:00 a.m. with time devoted to questions and answers. Please RSVP to Kala Booth at [kala.booth@dmh.state.ms.us](mailto:kala.booth@dmh.state.ms.us) regarding participation in the training. For providers who opt out of the training, materials will be posted on DMH's website.

Included with this bulletin are the revised Serious Incident Reporting Form and instructions. This form will also be added to the DMH Record Guide.

*End of Provider Bulletin*