



Reporting Requirements

IMPORTANT. PLEASE READ.

In addition to your documentation during each shift, which captures your caregiving services and client status, caregivers are required to report to the Senior Care At Home office any significant medical and safety incidents and new and significant changes in the client's condition.

Please follow the below reporting guidelines.

1. Report to the office urgently
 - Client fall
 - Abnormal, concerning symptoms and behavior
 - New injuries client sustains during your shift
 - Symptoms of an injury your client sustained outside of your shift (For example, you arrive to your shift and your client has a bruise or cut that was not present when you last saw client.)
 - Safety concerns within the home

Call the office number **405-285-4191**. Do not e-mail or send a text message to any one individual.

2. Complete a written Incident Report for a client fall with or without injury and any injuries client sustains during your shift.
3. Call 9-1-1 for any incident that appears life-threatening. Then call the office. We will notify client's emergency contacts.

This list is not all-inclusive. You are responsible and accountable to report any observations that seem concerning.

As always, contact the office with any questions.

Thank you.