

# Incident Reporting Documentation - Dos

**Accurate** – document the facts as observed or reported.

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**Timely** – record significant information at the time of event since delays may result in inaccurate or incomplete information.

**Objective** – record the facts and avoid drawing conclusions. When professional opinion is expressed, it must be phrased to clearly indicate it is the view of the recorder.

**Specific, concise, and descriptive** – record in detail rather than in general terms; be brief and meaningful without sacrificing essential facts. Thoroughly describe observations and other pertinent information;

**Consistent** – explain any contradictions and give the reason for the contradiction