



DA FORM 4106



Team ERDC Patient Safety Advocate Training

Landstuhl DENTAC PS Manager





Empower Our Staff – Share the Knowledge!

- What is a DA Form 4106?
- What do we report?
- Where do you find the report?
- Why should we report?
- What happens after the report is submitted?





DA Form 4106, INCIDENT REPORT

- Documents incidents or unanticipated events that occur in the DTF
 - Provides the initial report
 - May require additional documentation
- Concise, factual, objective and complete details
- Forward through OIC to HSS
 - ASAP but not later than 48 hours after occurrence
 - Weekend incident ~ forward first duty day following incident
 - Copy of the 603A write-up with the 4106





DA Form 4106 – cont'd

- Factual data related to PS event entered in PT's dental record
 - What happened – injury – actions taken
 - Disclose incident to patient
 - Statement by the provider documenting event, if needed
 - DO NOT state that an adverse event occurred or DA Form 4106 completed in the DTR
- 10 USC 1102 protected





What Should Be Reported?

- Administrative
 - Lost/Mis-filed Patient Record/Films
 - Wrong Charting
 - Incorrect Clinical Note
 - Charting in Wrong Record
- Adverse Drug Reaction
 - Adverse Drug Reaction
 - Anesthesia
 - Sedation





Reporting – cont'd

- Assault
- Consent Issues
 - Incomplete Consent Form
 - No Informed Consent
 - Incorrect Site/Procedure Noted
 - Not Site/Procedure Noted





Reporting – cont'd

- Delay in Diagnosis/Treatment
 - Failure to Diagnose
 - Missed caries; Missed periodontitis; Missed oral lesion
 - Dental Fitness Class (DFC) 3 Cancellation by DTF Without Rescheduling
 - If not seen within 90 days
 - Specialty Referral
 - Dental and/or medical referrals





Reporting – cont'd

- Environment of Care
 - Fire
 - Hazardous Material
 - Security
 - Medical Gases
 - Utility
 - Other





Reporting – cont'd

- Equipment Related
 - Equipment Failure
 - Unresolved Medical Equipment Maintenance
 - Equipment Unavailable
 - Improper Use
 - Malfunction/Defect
 - Wrong Equipment
 - Incorrect Setup
 - Equipment Fell on Patient





Reporting – cont'd

- Exposure to Blood/body Fluid
- Falls
- Infection Control
 - Break in Sterile Technique in OR or DTF
 - Break in Water Line Treatment
 - Not used per manufacturers guidelines
 - Break in Water Line Testing and Monitoring
 - Not performed per DENCOM Policy
 - Improper Hand Washing/Hygiene
- Needle sticks/Sharps





Reporting – cont'd

- Operative/Other Procedure Related
 - Trauma to Healthy Tissue
 - Syncopal Episode
 - Fainting; Near Fainting
 - Unintentional Treatment Outcomes
 - Dry socket; Infection; Excessive bleeding; Perforated canal; Endo instrument breakage within canal; Unexpected hospitalization
 - Improper Prep
 - Incorrect Technique
 - Retained Foreign Object
 - Incorrect Instrument Count





Reporting – cont'd

- Operative/Other Procedure Related – cont'd
 - Incorrect Needle Count
 - Incorrect Cotton Roll Count
 - Iatrogenic Treatment
 - Omission
 - Procedure treatment planned not carried out
 - Other





Reporting – cont'd

- Radiology

- Incorrect Technique
 - Horizontal angulation (overlapping); Vertical angulation (foreshortening or elongation of image); Cone-cute of film
- Lost x-ray
- Mislabeled/unlabeled x-ray
- Network
- Order Entry Error
- Orientation of Image
- Patient Not Questioned about Pregnancy Status





Reporting – cont'd

- Radiology – cont'd

- Quality of Image

- Non-diagnostic value; Graininess of film; Too dark; Too light; Blurry or pixelated

- Sensors

- Wrong Patient

- X-ray taken of wrong patient

- Wrong Side/Site/Level

- X-ray taken of wrong side/site/level

- Equipment Malfunction

- Multiple tube head x-ray misfires





Reporting – cont'd

- Wrong Site – Soft Tissue
- Wrong Site – Hard Tissue
 - Wrong Procedure
 - Wrong Patient
 - Wrong Side/Site/Level
 - Wrong Equipment
 - Wrong Implant
- Other – Anything not listed that you feel may be a PS/Safety incident





GROUP EXERCISE





Where Do You Find the Report?

- Available on Pure Edge Forms
- Form Should be Typed
- Submitted Electronically
 - Electronic signature enabled





Why Should We Report?

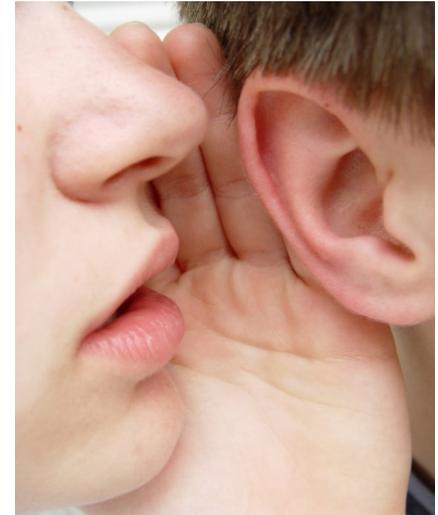
- We learn from both our mistakes and other's mistakes
- Stuff happens.....
 - Reporting an incident is non-punitive
 - Not reporting an incident may be punitive
- Reporting does make a difference
 - Allows us to track trends
 - Documents that we took every precaution to ensure the safety of our patients!





What we hear.....

- “Who cares?”
- “That’s the most stupid 4106 ever!”
- “Been there...done that”
- “It’s a possible outcome, listed on the consent form...why do a 4106?”
- “This is dental ~ not medical”
- “Our clinic is 100% safe ~ we NEVER have anything to report!”





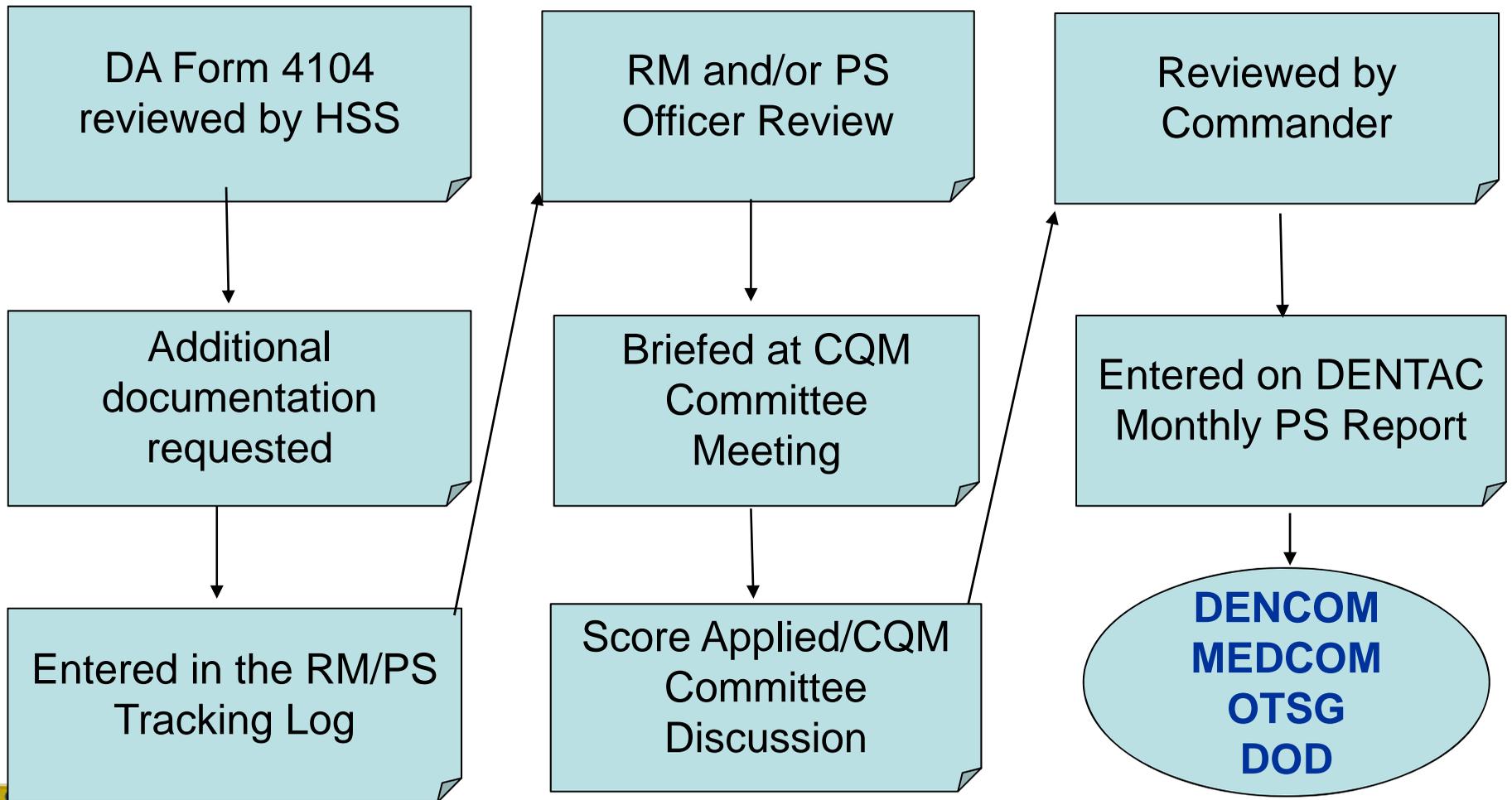
What we hear.....



- “Form is too long”
- Where do I find the form?
- I’m too busy to report ... don’t get paid enough to do extra paperwork.”



What Happens Next.....





*WHEN IN
DOUBT...
FILL IT OUT!*





Questions?

