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Checklist: Covering the Investigation Bases

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This tool, which was developed by Melissa Andrews, appears in the Health Care Compliance Association's *Healthcare Compliance Forms and Tools*.^[1]

1. Notify Appropriate Individuals

<input type="checkbox"/>	Privacy officer
<input type="checkbox"/>	Director
<input type="checkbox"/>	Vice president
<input type="checkbox"/>	CEO
<input type="checkbox"/>	Compliance committee
<input type="checkbox"/>	Board of directors
<input type="checkbox"/>	Other:

2. Timeline

<input type="checkbox"/>	Acknowledge receipt of complaint
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<input type="checkbox"/>	Identify involved parties
<input type="checkbox"/>	Interview complainant
<input type="checkbox"/>	Inform accused supervisor
<input type="checkbox"/>	Prepare interview
<input type="checkbox"/>	Notify Human Resources
<input type="checkbox"/>	Inform accused
<input type="checkbox"/>	Patient notification
<input type="checkbox"/>	Office for Civil Rights (OCR) breach notification

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