

## **Level II/III Medication Error Report Form (NDP 4)**

The Level II/III Medication Error Report Form should be **completed by the MAS RN/LPN any time a Level II/III error occurs**. The form should be emailed or faxed directly to the ADMH/NDP office within 3-5 days of notification/discovery of the error. All requested information should be provided with a “description of the error” focusing on the outcome to the consumer – signs, symptoms, ER visit, hospital admission, etc.

Anytime “other” is noted a clear explanation should be provided.

Forms included in the Divisional Incident Prevention and Management Policies and Procedures must be used to report ***ALL medication errors, Level I, II AND III***, to the ADMH.

### **THIS FORM IS FOR NURSES ONLY**

Only **LEVEL 2 OR LEVEL 3** errors are to be reported using this form. The purpose is to get information from the MAS Nurse related to the consumer’s status after a Level 2 and Level 3 error. This is in addition to the reporting to ADMH using the required divisional reporting forms.

The form should be faxed to the NDP office or emailed to the NDP Director within 3-5 days of notification/discovery of a Level 2/3 medication error

### ***REMEMBER***

**ALL MED ERRORS, LEVEL 1, 2 AND 3 MUST BE REPORTED TO ADMH. THE DIVISIONAL INCIDENT AND PREVENTION MANAGEMENT PROCEDURE AND FORMS MUST BE USED TO REPORT ALL MED ERRORS.**