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# How Do I Make a Report?

1. Call the toll-free number 800-652-7546  
2. Provide your name and contact information  
3. Describe the incident in detail  
4. Provide the date and time of the incident  
5. Provide the names of all individuals involved  
6. Provide the location of the incident  
7. Provide any other relevant information

8. Provide a copy of any written reports or documents  
9. Provide a copy of any photographs or videos  
10. Provide a copy of any witness statements

11. Provide a copy of any medical records or bills  
12. Provide a copy of any police reports or incident reports  
13. Provide a copy of any other relevant documents

14. Provide a copy of any other relevant information  
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# What Will The Agency Do?

1. Investigate the incident  
2. Interview all individuals involved  
3. Review all relevant documents and records  
4. Determine the cause of the incident  
5. Determine the responsibility for the incident  
6. Develop a plan to prevent the incident from recurring

7. Provide a written report of the findings  
8. Provide a copy of the report to all individuals involved  
9. Provide a copy of the report to the appropriate regulatory agency  
10. Provide a copy of the report to the appropriate insurance carrier

11. Provide a copy of the report to the appropriate law enforcement agency  
12. Provide a copy of the report to the appropriate medical professional  
13. Provide a copy of the report to the appropriate legal counsel

14. Provide a copy of the report to the appropriate regulatory agency  
15. Provide a copy of the report to the appropriate insurance carrier  
16. Provide a copy of the report to the appropriate law enforcement agency



















