



Tennessee Department of Children's Services
Protocol for Incident Reporting: Emergency Medical Treatment

Supplemental to DCS Policy: 1.4, Incident Reporting

When a child is taken to the hospital emergency department for an illness or injury, the following must be included in the incident report:

This information is on the hospital discharge summary

1. Description of events that occurred prompting the transport to the hospital ER
2. Date the child was taken to the hospital ER
3. Name of hospital
4. Description of the injury or illness, including diagnosis and follow-up treatment
5. Statement regarding child's length of stay at the ER/hospital (e.g. was the child treated and released or was the child admitted to the hospital)
6. Date child was discharged from the hospital/ER
7. If medications were prescribed, list medications
8. Describe follow-up instructions after discharge
9. Dates of any follow-up appointments

If all this information is not available when the incident report is completed in TFACTS, please add an addendum when the information is available.

Please send the **hospital discharge summary and documentation of all follow-up appointments** to the regional health unit for documentation in TFACTS.

Subject: Protocol for Incident Report: Emergency Medical Treatment

DCS Regional Health Unit Contact Information

<input type="checkbox"/>	Davidson County	900 2 nd Avenue, North Nashville, TN 37243 Telephone: 615- 253-5644 615- 253-1963 Fax: 615- 253-2509	<input type="checkbox"/>	Shelby County	40 So. Main, 6 th floor #600 Memphis, TN 38103 Telephone: 901- 348-3663 Fax: 901- 396-1462
<input type="checkbox"/>	East	182 Frank L. Diggs Drive #100 Clinton, TN 37716 Telephone: 865- 425-4471 Fax: 865- 463-8402	<input type="checkbox"/>	Smoky Mountain	613 W Hwy 11E, Suite 1 New Market, TN 37820 Telephone: 865- 475-0722 X1027 or X1028 Fax: 865- 475-4241
<input type="checkbox"/>	Knox County	2600 Western Avenue Knoxville, TN 37921 Telephone: (865) 594-5389 Fax: 865- 525-7198	<input type="checkbox"/>	South Central	1400 College Park Dr. Suite A Columbia, TN 38401 Telephone: 931- 490-6078 931- 490-6087 Fax: 931- 380-3346
<input type="checkbox"/>	Mid-Cumberland	200 Athens Way Suite #2A Nashville, TN 37243 Telephone: 615- 360-4368 615- Fax: 615- 253-5648	<input type="checkbox"/>	Southwest	Lowell Thomas State Office Bldg, 3rd Floor 225 Dr. Martin Luther King Dr Jackson, TN 38301 Telephone: 731- 421-2139 731- 421-2140 Fax: 731- 265-2016
<input type="checkbox"/>	Northeast	2557 Plymouth Road Johnson City, TN 37601 Telephone: 423- 979-5223 Fax: 423- 929-3596	<input type="checkbox"/>	Upper Cumberland	600 Hearthwood Court Cookeville, TN 38506 Telephone: (931) 646-3025 Fax: 931- 372-2513
<input type="checkbox"/>	Northwest	8600 Hwy 22 Dresden, TN. 38225 Telephone: 731- 4551 Fax: 731-364-3149	<input type="checkbox"/>	TN Valley (Hamilton) (Southeast)	5600 Brainerd Road Chattanooga, TN 37411 Telephone: 423- 634-3147 Fax:(423- 296-9134 Telephone: 423- 296-2331 Fax: 423- 296-8370