**Incidents, Appeals, Disputes, and Complaints Form**

**Please complete the following information and forward to the Quality Manager at** [**qainfo@qai.org**](mailto:qainfo@qai.org?subject=Incident,%20Appeal,%20Dispute%20or%20Complaint):

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Title |  | | |
| Organization |  | | |
| Email |  | | |
| Address |  | | |
|  | Phone # | Fax # |  |
| QAI File Number |  | | |
| Nature of Incident |  | | |
|  | | |
|  | | |
|  | | |
|  |  | | |
| Desired Result |  | | |
|  | | |
|  | | |
|  | | |
|  |  | | |
| Reason why your appeal should be recognized |  | | |
|  | | |
|  | | |
|  | | |

**QAI INTERNAL USE ONLY**

Incident #:\_\_\_\_\_\_\_\_\_\_\_\_ Incident logged in Complaint Log Sheet? :  Yes No

Corrective Action Required:  Yes No Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate why this incident requires or does not require further investigation or additional action.

|  |  |  |  |
| --- | --- | --- | --- |
| Investigator  Responsible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Date Received  \_\_\_\_\_\_\_\_\_ |
| FIRST | | LAST | mm/dd/yy |
| Actions Taken: |  | | |
| Effectiveness: |  | | |
| Approved by: |  | | |

**Reference Documents:**

|  |  |
| --- | --- |
| **Title** | **Number** |
| QAI Quality Manual | QM0001 |

**Document History and Change Record:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Version** | **Change Description** | **Created by:** | **Reviewed by:** | **Approved by:** |
| 02/21/2014 | 5 | Change of header to QAI Labs | JJohnson | LGibson | JJohnson |
| 06/25/2014 | 6 | Redesign of form  Changed CAR# to Incident #  Added Incident logged yes/no  Added “Approved by” | JJohnson | JJohnson | JJohnson |