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

**Please complete the following information and forward to the Quality Manager at** **qainfo@qai.org**:

|  |  |
| --- | --- |
| 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.

|  |  |
| --- | --- |
| InvestigatorResponsible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 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 formChanged CAR# to Incident #Added Incident logged yes/noAdded “Approved by” | JJohnson | JJohnson | JJohnson |