

Complete Healthcare Compliance Manual 2024

Resource: Sample Investigation Report Form 2

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INVESTIGATION REPORT

INVESTIGATOR: _____

DATE: _____

CASE NO: _____

RE: Investigation of Alleged Misconduct

I. Summary

A. Factual Overview

On [DATE] the Company received a complaint. The complaint alleged that:

1. _____

2. _____

3. _____

After investigation, I have concluded that:

1. _____

2. _____

3. _____

B. Investigation Process

I conducted this investigation between [DATE] and [DATE] and interviewed the following people:

Name: _____

Title: _____

Date of Interview: _____

Name: _____

Title: _____

Date of Interview: _____

II. Factual Findings

A. Did A Occur?

1. Facts
2. Analysis
3. Conclusion

B. Did B Occur?

1. Facts
2. Analysis
3. Conclusion

C. Did C Occur?

1. Facts
2. Analysis
3. Conclusion

III. Summary Conclusion

Based on the above information, I conclude that:

- 1.
- 2.
- 3.

These behaviors violate:

IV. Recommendations

Based on the findings, I recommend the following action(s):

V. Outcome

The report and recommendations were reviewed by on and the following action(s) were taken:

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