



How to Report an Incident or Near Miss Information Report

***This is the first step in the EAC BSA insurance claim process**

It is imperative that you fill out any incident reports as thoroughly as possible. This will help bring clarity to the situation and avoid unnecessary calls or emails for additional information. Photographs of the site, facilities, vehicles, or equipment can add value to the report. The following examples demonstrate a good, better and best approach to incident reporting. Remember to include only pertinent facts about the incident. Do not assign blame or include personal opinions or recommendations.

Good:

At summer camp, a Scout was playing a game and fell, twisting his ankle. He was sent off camp for more help.

Better:

This August, a Scout was playing tetherball at summer camp, when he fell and broke his ankle. He was sent to the ER and was released.

Best:

On August 5, 2014, a Scout was playing a game of tetherball at a Beaver Dam Summer Camp event, when he fell and twisted his left ankle. The Scout was initially treated by other Scouts and the health lodge, but further treatment was needed. The Scout was diagnosed with a high ankle fracture, was treated in an ER, and released later in the day with a restriction to stay off the ankle until he sees his personal physician.

Steps in the EAC BSA insurance claim process:

- 1) Complete the Incident or Near Miss Information Report* either in hard copy or electronically. Return the completed form to jane.parra@scouting.org. It will be entered into the Risk Console via MyBSA Incident Entry to notify BSA National. Please add email addresses for parent and Scoutmaster.
- 2) Retain copies of all medical documentation such as discharge papers, written diagnosis bills, receipts, explanation of benefits.
- 3) Request a signed HSR claim form.
Part 1 is the BSA Council Representative Statement that will be completed with information from the Incident Information Report.
Part 2 is the Other Insurance Statement and Authorization Signatures that will be completed by the participant or parent.
- 4) Submit HSR claim form according to directions and with appropriate attachments.

