

# Complete Healthcare Compliance Manual 2024

## Resource: Sample Investigation Report Form 2

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By Virginia MacSuibhne and Meric Craig Bloch

### 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: \_\_\_\_\_

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## 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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