


<b>Name of Policy:</b>	<u>Reporting of Animal Bites</u>	 <b>THE UNIVERSITY OF TOLEDO</b> <b>Effective Date: 8/1/2017</b> Initial Effective Date: July 12, 2007
<b>Policy Number:</b>	3364-100-45-22	
<b>Department:</b>	Hospital Administration	
<b>Approving Officer:</b>	Chief Executive Officer - UTMC	
<b>Responsible Agent:</b>	Chief Nursing Officer	
<b>Scope:</b>	The University of Toledo Medical Center	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy		
<input checked="" type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

**(A) Policy Statement**

As per Rule 3701-3-28 of the Ohio Administrative Code: “(A) Whenever an individual is bitten by a dog or other non-human mammal, report of such bite shall be made within twenty-four hours to the health commissioner of the district in which such bite occurred. The report herein required shall be made by any health care provider, or by any licensed doctor of veterinary medicine with knowledge of the bite, or by the individual bitten.”

**(B) Purpose of Policy**

To provide a uniform policy for the Emergency Department and clinics to follow in reporting animal bites as required by law.

**(C) Procedure**

1. In the Emergency Department

- The triage nurse will complete the Animal Bite Reporting Form during triage. The Animal Bite Reporting Form should be downloaded from the Toledo-Lucas County Health Department website (<http://www.lucascountyhealth.com/wp-content/uploads/2016/03/Animal-Bite-Reporting-Form.pdf>). The triage nurse will document on the triage note – animal bite.
- Registration will be completed, with the clerk entering Animal Bite in the diagnosis field.
- Animal Bite Reporting Form is scanned into the “document” section of the medical record.
- Primary nurse will give the Animal Bite Reporting Form to the patient to complete Patient information and Animal Owner information.
- The primary nurse will fax the Animal Bite Reporting Form to the Lucas County Health Department at 419-213-4141.
- The staff nurse will then place the Animal Bite Form in supervisor’s mailbox. Supervisor, or designee, faxes Animal Bite reporting form to HIM.

2. In the Clinics

- Upon being informed of an animal bite, the staff member taking the patient information will complete the Animal Bite Reporting Form and document into the medical record.
- Upon completion of the form, it will be faxed to the Lucas County Health Department and scanned into the “document” section of the medical record.
- Toledo Police will also be notified and documented in the medical record.

