



Columbus Outdoor Pursuits

Incident Follow-Up Form

All communication with and/or pertaining to the condition of the injured person following his/her accident while participating in a COP sponsored event should be documented. Attach all original letters (or other forms of communication) received from the injured person and/or their family to this form. Copies of any letters sent to the injured person from COP should also be attached to this form. Log all phone calls to/from injured person below.

Log of phone calls

An entry should be completed, as accurately as possible, immediately following each phone call with the injured person and/or the injured person's family by the COP representative who spoke with them. In the summary of the conversation include: The condition of the person, whether the person visited a physician since initial treatment, the name of the physician visited, what the doctor said, and how much, if any activity the injured person has missed following the accident. How was their general attitude?

Call #1

Date: ___/___/___ Time: AM/PM _____

Call made by: _____

Name of person spoken to: _____

Summary of the Conversation:

Call #2

Date: ___/___/___ Time: AM/PM _____

Call made by: _____

Name of person spoken to: _____

Summary of the Conversation:

More on the next side

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Call #3

Date: ___/___/___ Time: AM/PM _____

Call made by: _____

Name of person spoken to: _____

Summary of the Conversation:

Call #4

Date: ___/___/___ Time: AM/PM _____

Call made by: _____

Name of person spoken to: _____

Summary of the Conversation:

Call #5

Date: ___/___/___ Time: AM/PM _____

Call made by: _____

Name of person spoken to: _____

Summary of the Conversation:
