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|  | **GRIEVANT INFORMATION** |
| **GRIEVANT NAME** |  |
| **MAILING ADDRESS** |  |
| **TELEPHONE NUMBER** |  |
| **EMAIL ADDRESS** |  |
| **POSITION** |  |
| **DATE OF OCCURENCE** |  |
| **WORK LOCATION** |  |
|  |  |
|  | **DETAILS OF EVENT LEADING TO GRIEVANCE** |
| **WHO WAS INVOLVED?** Provide names and titles. Include witnesses. |  |
| **WHEN DID IT OCCUR?** Date and time |  |
| **WHERE DID IT OCCUR?** Specific locations |  |
| **WHAT HAPPENED?** Describe the event in detail. Also, describe  any incidents giving rise  to the grievance. |  |
| **ADDITIONAL COMMENTS** Attach sheets, if needed. |  |

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|  | **PROVIDER COMMENT/CONCLUSION** |
| **DATE AND TIME COMPLAINT WAS RECEIVED?** |  |
| **NATURE OF THE COMPALAINT?**  **DATE COMAPLAINT WAS RESOLVED?** |  |
| **PROVIDER INVESTIGATION PROCESS** |  |
| **PROVIDER INVESTIGATION FINDINGS** |  |
| **ACTION TAKEN TO RESOLVE THE COMPLAINT** |  |
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