

Prescription Error Report

Date: [Insert Date]

To: [Health Authority Name]

Address: [Health Authority Address]

Dear [Recipient's Name],

I am writing to report a prescription error that occurred on [insert date of error] involving patient [insert patient name/ID]. The prescription was for [insert medication name], and the following error was noted:

- Incorrect dosage: [insert details]
- Incorrect medication: [insert details]
- Incorrect patient information: [insert details]

The error was discovered by [insert name of person who discovered the error] and reported to [insert name of supervisor or authority]. The steps taken to rectify the situation include:

- [Insert corrective action 1]
- [Insert corrective action 2]
- [Insert corrective action 3]

We take this matter seriously and are committed to ensuring patient safety. We would appreciate any guidance or recommendations on further actions to prevent such errors in the future.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]