

ADOPTED: January 1, 2016

REVISED:

PURPOSE

To define the appropriate guidelines for medical emergency personnel to initiate Field Notes or a Patient Care Report (PCR)

PROCEDURE

- A. Field notes will be taken by a scribe on every medical call that requires any patient care. A copy of the Field Notes should be given to the transporting agency by the on-scene scribe; all other copies will be kept.
- B. A PCR shall be initiated in each instance where a district EMR/EMT provides initial care during an emergency situation where medical attention is needed. A PCR shall also be initiated in each instance where a district EMT/EMR provides a substantial amount of patient care directed by another outside agency EMT (i.e. holds manual C-spine, application of bandage/dressing, obtains vital signs, etc.)
 1. A PCR shall include all of the following items but not limited to:
 - a. Patients name
 - b. Date of birth
 - c. Chief complaint
 - d. Major deformities/obvious injuries
 - e. Incident times and date
 - f. Formatted narrative of the incident
 - g. Signature of the person writing the report
 2. The PCR shall be submitted within 12 hours of the initial patient contact and submitted in the proper confidential manner.

KEY CONSIDERATIONS

- Special attention should be given in maintaining HIPAA compliance with all information regarding the call and the patient.
- All requests for copies of the PCR shall be handled by the administrative portion of the district.