

Salt River Fire Department EMS Policies and Procedures

EMS Documentation



05/2003

405.01

PURPOSE

The purpose of EMS documentation is to:

1. Provide a complete written account of the incident for the receiving hospital and subsequent placement in the patient's permanent medical record.
2. Provide the Department with a written account of the incident for risk management and legal purposes.
3. Provide the Receiving facility or Base Hospital pharmacy with pertinent information for replacement of drug box medications.
4. Provide data for the fire department database.

POLICY STATEMENT

It is the policy of the Salt River Fire Department to collect and document all pertinent information and findings of physical assessment and treatments on all patients encountered. The information is to be documented in a legible, factual, and objective report with chronological references.

RESPONSIBILITY

1. Company officers or Paramedics will be responsible for initiating and completing an EMS encounter form on every patient encountered. The patient information will also be entered in the Aegis record.
2. The EMS encounter form should be completed prior to ambulance transport unless a member of the SRFD crew will be accompanying the patient to the hospital (follow-up). An abbreviated form-to-follow may be used to facilitate rapid transport of unstable, critical patient(s). Immediately following the call, the original form will be updated. Administrative Services will forward a copy of the completed form to the receiving facility.
3. If ALS assessment or treatment is rendered, a currently assigned ALS provider is responsible for completing the form.

Salt River Fire Department EMS Policies and Procedures

EMS Documentation



05/2003

405.01

The EMS battalion chief will monitor the process of EMS documentation for Quality Management (QM).

EMS ENCOUNTER FORM PAPER FLOW

Disposition and paper flow of EMS encounter forms and their respective supplemental pages shall be as follows:

White (Patient Records) Copy

The Patient Records Copy of the EMS encounter form (and any information added as an addendum) shall be given to ambulance personnel transporting the patient for presentation to the receiving medical facility. If the SRFD provider follows-up with the patient to the hospital, the provider will present the patient records copy to the receiving medical facility.

The Patient Records Copy and any supplemental information shall become part of the patient's medical records, retained at the receiving facility. This is intended to provide continuity in medical record keeping and facilitate future patient care.

Pink (Fire Department) Copies

The Fire Department copy of the EMS encounter form and any supplemental pages shall be retained by the responding crew and returned with them to the station. The form will be deposited into the outgoing folder to be collected by administration.

Yellow Copy

The yellow copy is for the base station