

Salt River Fire Department EMS Policies and Procedures

Transfer of Documentation To Other Prehospital and ER Professionals



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PURPOSE

The purpose of this document is to outline the proper flow of EMS Encounter forms, which involve the transfer of such paperwork to other healthcare personnel, such as ambulance or emergency room personnel.

POLICY STATEMENT

It is the policy of the Salt River Fire Department to collect and document all pertinent findings on all patients encountered. Such documentation is to be forwarded with the patient to the appropriate receiving facility or caregiver to become part of the patient's permanent, legal medical record.

RESPONSIBILITY

Company officers will be responsible for assuring that the original (identified as Patient Records Copy) completed EMS Encounter form accompanies the patient to the appropriate facility.

The original copy may be forwarded to ambulance personnel (air or ground) or emergency receiving facility personnel (i.e. RNs/MDs.)

PROCEDURE

When transferring patient care to ambulance or emergency room personnel, a completed form or "Form-to-Follow" should be signed by the individual assuming patient care responsibility. The form should be signed in the space entitled "Accepting Patient Care."

The space entitled "ACCEPTING PT CARE" indicates the proper transfer of care to an equally trained healthcare provider. Non-healthcare providers, such as police officers, should not sign in this space.

If a "Form-to-follow" section is utilized on a patient, the Goldenrod Copy should accompany the patient at the time of transfer. The original copy should be completed by the end of the provider's shift and forwarded to the SRFD Records Clerk. Records will then forward original copies to the appropriate receiving facility.