

PATIENT CARE REPORTS STANDARD OPERATING GUIDELINE

DATE APPROVED: MAY 2010

I. Scope

This standard establishes the requirement that a written report be completed for every person evaluated, treated, or transported to a health care facility for medical purposes by any member of the department.

- A. Establish the requirement that an accurate, complete written report be produced for all medical and rescue incidents and that the report be entered into the FIREHOUSE software.
- B. Provide an accurate and concise evaluation of the physical and mental condition of each patient treated by the department, as well as an account of the treatment rendered to all persons during the course of an incident.
- C. Provide a database for an analysis of the community's demand for emergency medical and rescue service.

II. Completing the Reports

- A. An EMS report shall be completed each time an apparatus is dispatched to an incident involving a person in need of medical evaluation, or treatment, a separate report shall be completed for each patient.
- B. If possible, reports shall be filed electronically using the software program that has been installed on the department's computer system for this purpose (FIREHOUSE software). If this is not possible, a report may be filed manually by completing a hard copy of the required form.

III. Responsibilities

- A. The primary care provider assigned to a responding EMS crew shall be responsible for the proper completion of the EMS report. The other crew member shall complete the NFIRS report.
- B. All reports and forms shall be completed prior to the member's leaving the fire station (after the call). The reports shall be accurate and thorough, and they shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding an incident.
- C. The EMS Coordinator shall be responsible for reviewing the reports and forms completed by medical personnel for accuracy and completeness.
- D. The EMS Coordinator shall be responsible for causing the creation of a monthly and yearly EMS report that provides an analysis of the incident activity for the month.
- E. Only the fire chief will have the authority of releasing information from a patient care report. (insurance companies, etc)