



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: Pre-Hospital Care Reports

Reference Number: 20

Effective Date: 1/2016

Revision Date: Annually: Revised 02-2020

Purpose:

The purpose of this guideline is to establish policy and procedure for completing the Seneca County Emergency Medical Services Pre-Hospital care report. These are commonly referred to as “run sheets”.

Background:

The pre-hospital care report is a legal document that documents all of the patient care data collected during the EMS response.

Run reports are to be completed for all runs including, but not limited to standbys, no transports, and cancelled runs, the Primary patient care provider shall complete the runsheet.

Anytime an EMS unit is dispatched for any reason, a run report is to be generated immediately following the incident, and must be completed/locked within 24 hours of the incident.

Seneca County EMS utilizes emscharts.com as our electronic patient care report (ePCR) software.

All ePCRs generated from a patient transport are automatically faxed to the hospital that the patient was delivered to.

1. DISTRIBUTION – paper reports

A paper refusal shall be generated using the SCEMS Refusal Form or a SCEMS Paper Patient Care Report and signed by the individual refusing treatment or transport. Witness Signatures should also be obtained on these forms.

All refusals shall be entered into emscharts.com within 24 hours of the incident occurring. The paper copy of the refusal shall be scanned into the electronic PCR as an attachment and the original sent to the SCEMS Office for recordkeeping.

Any paperwork that is received from the patient, hospital, nursing home, etc, shall be scanned and attached to the ePCR as an attachment. This includes Time Sheets from dispatch, face sheets, signature sheets, medication sheets, or nursing home paperwork. The originals of this paperwork shall be filed at the SCEMS office.

Contact the SCEMS office for pick up.

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2. PATIENT PRIVACY / INCIDENT DISCRETION

Under no circumstances should a run report or any information, either written or verbal, be released to anyone including family, law enforcement, or even the patient. Any such requests should be made directly to the SCEMS office. Any information pertaining to a particular patient or incident is to be discussed with only those directly involved with patient care. There are to be no photocopies, scans, or other reproductions made of any report for any reason with the exception of the SCEMS office.

3. INCOMPLETE REPORTS

The electronic patient care report will automatically fax the COMPLETED run report to the hospital where the patient was delivered. If for some reason you cannot complete the ePCR immediately following the run, the Primary care provider must/shall complete the ePCR within 24 hours of the incident to ensure the hospital has the completed medical record within 24 hours.

If other crew members (other than the primary) wish to add information to the ePCR, they can do that while the chart is in an incomplete/unlocked state. At no time shall a crew member change any information that was added to a chart by the primary care giver. If incorrect information is noticed the crew member shall contact the primary care giver and inform them so that they can make corrections prior to completion/locking the chart.

If an ePCR is not completed within 24 hours, or no ePCR is created within 24hrs, the crewmembers involved in the run will be administratively suspended until the ePCR is complete. The EMS coordinator/asst EMS coordinator will be notified immediately. Once the crewmembers have been notified of the administrative suspension, any crewmember that responds to an EMS incident will be subject to disciplinary action in accordance with Seneca County EMS Policy #5.

If anyone believes that someone has altered their ePCR in anyway, contact the EMS office immediately, and a complete chart audit shall be made. If alterations to the chart have been made without the primary care givers knowledge, disciplinary action shall be taken following Seneca County EMS policy #5. Changing documentation that has been made is a very serious infraction and no member shall change any information entered into an electronic medical record.

Good communication between caregivers is mandatory to ensure adequate documentation is completed in a timely manner (within 24hrs).

Alterations cannot be made once the chart is locked/completed. Utilize addendums for any additions or corrections after the chart is completed.

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If you must manually fax a run report please include the following on a fax cover sheet:

CONFIDENTIALITY NOTICE: This message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender at <insert return phone #> and destroy all copies of the original message.

An example of an EMS cover sheet is available at the back of this book, and in the Document Warehouse of EMSCharts.com

4. ADDENDUMS TO RUN REPORTS

If additions or corrections are necessary once a completed report has been left at the receiving hospital, an addendum to the report must be supplied to the hospital and SCEMS office. All addendums will be completed using emscharts.com and be completed within one (1) week of the run. Notify the SCEMS office when an addendum is added. If you are asked to complete an addendum in emscharts, please add the addendum within 24 hours. Addendums are made on page 9 of emscharts.com

QA flags shall be utilized to inform crew members if addendums need to be made. QA flags must be answered in a timely manner and any addendums created must be done as soon as possible.

5. INCIDENT REPORTS/Special Reports

This form should be utilized anytime an unusual, uncommon, or non-compliant situation requires documentation to be recorded with the SCEMS office. These forms should *not* be used for patient information. These forms are to be turned in to the SCEMS office *only*.

Incident Reports can also be done via email, or within emscharts.com utilizing a special report.

6. SIGNATURE FORMS

The Ambulance Billing Authorization and Privacy Acknowledgment Form shall be completed for every patient treated, assessed, or transported by Seneca County EMS. These shall be scanned and attached to all ePCRs within emscharts.

If you are unable to scan documents and save them as attachments in emscharts, please contact the SCEMS office, so that we can get these documents scanned and attached as soon as possible, to complete the ePCR.

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