



# **SENECA COUNTY**

## **Emergency Services**



### Standard Administrative Guideline

Subject: Echo Unit Documentation Procedure

Reference Number: 53

Effective Date: January 2018

Review Date: Annually

- A. The Echo paramedic will no longer need to create a chart in emscharts every time they arrive on scene but do not transport with the EMS crew.
- B. The only time that the Echo paramedic will need to do an emschart without an EMS transport unit is when they are dispatched separately, or they cancel a transport unit due to a refusal or no patient found. This is a rare occurrence.
- C. The Echo paramedic shall be listed as a crewmember if they make patient contact, assess the patient, or assist the crew with patient care or transport. If the crew doesn't add you, add yourself to the crew list on the Dispatch page of the chart.
- D. In an effort to decrease duplication, and to streamline the documentation process the following procedures should be followed for all Echo Unit Responses:
  1. Document all responses on the Echo Unit Response log – Yes or No box that indicates whether or not the Echo unit paramedic transported with the EMS crew is to be completed on all dispatched runs.
  2. Ensure that the Echo Unit paramedic is included on the emschart anytime the Echo unit arrives on scene and lends assistance to the patient or EMS crew.
    - The Echo Paramedic should document their assessment of the patient on the transport chart to document the patient encounter

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3. Ensure that if the EMS transport crew CANCELS the Echo paramedic that the time of cancellation is indicated on the chart – either on Pg 2 or Pg 8
4. The Echo unit paramedic will complete the emschart anytime that they are the primary caregiver either on scene/during transport or both.
  - a. The transport crew will do the emschart if the paramedic does not transport with the crew, but the Echo paramedic will document any interventions or assessment made.
5. If the EMS crew creates the emschart, the Echo paramedic will log in, read, and sign every chart that they were assigned
  - a. If the Echo paramedic needs to make any additional notations, they should add their assessments or interventions on Page 8
  - b. A Special Report should be completed if the Echo paramedic deems it appropriate
6. The Echo Paramedic should log in to every chart that is completed by the transport crew they are responding in support of, and ensure that the documentation accurately reflects the cancellation time, or the interventions done by the Echo paramedic, and sign every chart that they have patient contact.

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