



McLean County Area EMS System

TITLE: **AMBULANCE REPORT REQUIREMENTS**

POLICY STATEMENT:

Documentation of all patient encounters is essential for record keeping and essential to the continuum of care.

GOAL/PURPOSE:

To insure appropriate documentation of all patient encounters by pre-hospital personnel who are affiliates of the McLean County Area EMS system

POLICY:

- A.** All agencies must complete a report for all patient encounters.
- B.** Report shall be completed using system approved software or forms.
- C.** Reports are to be completed and distributed as soon as possible after the call. If a sufficient reason exists to delay completion of the report immediately after the call, the report must be completed and distributed to the receiving facility within 8 hours of the patient arriving at the receiving facility.
- D.** Ideally reports should be left with the receiving hospital immediately after completion of the call. In the event that the reports cannot be left, they must be transmitted by facsimile to the receiving hospital within 8 hours
- E.** Agencies and or personnel that fail to meet the requirements of items C and D above will be reported to the Medical Director who will take action as is deemed appropriate to insure reports are completed and transmitted in a timely manner