



McLean County Area EMS System

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Title of Policy: <i>Ambulance Report Requirements</i>	Policy Number: A-101
Effective Date: 10/2004	Review Date: 01/22/2017
Policy Area: Administration	Approvals: EMSSC, EMS MD

Background to Policy:

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

Policy Statement:

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

Policy:

- A. All agencies must complete a report for all patient encounters.
- B. Report shall be completed using system approved software or forms.
 - a. ESO, Code Red, Firehouse, Image Trend, EM Scan (IDPH)
- C. All reports shall be uploaded to the state database on at least a quarterly basis in accordance with IDPH regulation
- D. All transport agencies must report data to the state database in the NEMSIS version in effect at the time
- E. 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.
- F. 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
- G. Agencies and or personnel that fail to meet the requirements of items C and/or 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

Resources:

1. [IDPH Section 515 Appendix E](#)
2. [IDPH Section 515.350 Data Collection and Submission](#)