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Quality Assurance Memo

August 17, 2018o: All Non-Transport Agency System Members

From: Kris Newcomb RN, BSN- Quality Assurance Coordinator.

I have some exciting news. Per a request from one of our agencies, we have added an additional narrative sheet that can be used if needed for documentation on any run reports.

Currently, the non-transport report form only offers about 5 lines for you to document your narrative. When more room is needed, you end up using several sheets in order to record all of the pertinent information. The new sheets are strictly for additional needed narrative room, and you will only need to fill out the following items on the top of the page:

Patient name

Agency

Run #

Date of Call

This will eliminate the need to enter all of the other demographic information on multiple sheets.

This new form is not required for use but is available to you just in case you run out of room for narrative documentation on the original form.

Please feel free to stop in at the EMS office and pick up a pack at your convenience.

The image shows a form titled "McLean County Area EMS System Non-Transport Narrative Addition Page". At the top, there are three small boxes labeled "Patient Name (Last, First)", "Date of Call", and "Run Number". Below these is a larger box labeled "Agency". The main body of the form consists of approximately 20 horizontal lines for writing a narrative. At the bottom, there are four boxes labeled "Provider Name", "Provider Signature", "Date", and "Page #".