

# Southern Illinois Regional EMS System

## C-3 DOCUMENTATION RUN REPORTS

### ALS/ILS/BLS

#### Patient Care Report (PCR) Form:

- All system EMS providers will utilize the EMS System PCR form or approved electronic charting program to document all EMS calls.
- Anytime an emergency vehicle is dispatched, a PCR must be completed.
- This includes:
  - Emergency calls
  - Refusals
  - Canceled calls
  - Unfounded calls
  - Non-transports
  - Transfers
- The receiving hospital portion of the run report will be completed and left with the receiving facility when the patient is transported.
  - EMS personnel will complete the PCR before leaving the facility.
  - In unusual or busy circumstances:
    - The PCR must be completed and delivered to the receiving facility as soon as possible and by the end of their shift.

#### Narrative:

- All elements of the narrative are to be completed.
- The narrative must include the minimum information:
  - Brief description of the incident
  - Orders from medical control
  - Bypass request if applicable
  - Any treatment and medications given and patient response
  - Transport decision
  - Patient reassessment
  - Vital signs or reason for not obtaining
  - Condition during transport
  - Any diversion from protocol
  - Medical Contact or reason for no contact.
- The form must contain the signatures of crew members and who completed the report.
- The signature of the person receiving the patient must be obtained for all types of calls.

#### Additional Forms:

- EMS agencies have the responsibility to provide their own billing/insurance and receipt of services forms.
- EMS agencies can adapt current forms or develop new forms for the below listed System forms:
  - Patient refusal
  - Release of responsibility (AMA)
  - These forms must comply with and be approved by the EMS System.

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## C-3 DOCUMENTATION RUN REPORTS (continued)

### Required Data Elements and Submission:

- All SIREMS transport agency participants must submit the IDPH required PCR data elements electronically.
  - This can be accomplished by utilizing the EMScan Key Data Web system or an IDPH approved vendor's software.

### Documentation Compliance:

- Patient Care Reports will be evaluated and audited for compliance.
- All EMS personnel are to comply with the documentation requirements of the system.
- Failure to accurately complete required elements of the PCR may lead to disciplinary action up to and including suspension from functioning within the EMS System by the EMS MD.
- Failure to accurately complete and submit the required data elements of all ambulance responses to IDPH may lead to disciplinary action up to and including suspension from functioning within the EMS System by the EMS MD.

### Patient Care Report Collection:

- Each agency must submit the EMS copy of the PCR to the EMS Office of the Resource Hospital monthly.
  - PCRs will be submitted by the 15<sup>th</sup> of each month for the previous month.
  - Required associated documentation must accompany each PCR.
    - Rhythm strips
    - 12 lead ECG
    - Incident reports