

Southern Illinois Regional EMS System

B-3 REPORTING AND DOCUMENTING PROBLEMS

Report Form:

- A System Report Form is the system's formal communication mechanism for all participants to identify problem areas, report complaints and to record any event that deviates from the standard protocol or compliance.
 - All system participants (EMS personnel, physicians, nurses, etc.) are required to use this reporting method.

Indications for Use:

- Incident Report Forms are to be initiated when, but not limited to, any of the following situations or events:
 - Any discrepancy in EMS personnel's judgment which may or may not constitute deviation from Standard Operating Procedures or compliance of protocols.
 - Pre-hospital direction from the EMS MD/Designee or ECRN not carried out by EMS Personnel.
 - Interference at the scene which restricts EMS Personnel from performance of their duties.
 - Any patient or EMS Personnel injury sustained after the establishment of the EMT/Patient relationship either during the course of treatment at the scene or during transport to the receiving facility.
 - A discrepancy of missing patient valuables.
 - Damage to or malfunction of equipment or narcotics.
 - To compliment or report complaints/concerns on any EMS System participant.

The completed "Incident Report Form" shall be submitted to the EMS office of the Resource Hospital for review by the EMS MD and EMS Coordinator.

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B-3 INCIDENT/REVIEW AND COMMENT FORM

Occurrence Date and Time: _____ Run Number: _____

Patient Name:

Name of Ambulance Service:

Ambulance Crew Members:

Hospital: _____ Nurse: _____

Others:

Description of Occurrence or Event: (use additional paper if necessary and attach copies of the run report/ED record):

Person Initiating Report: _____ Date: _____