Bath Township Fire Department			Standard Operating Guideline	
Section **Operations**	**Referral No.** **O-26**	**Subject:** **Emergency Medical Run Reporting**	**Date Issued** **11/02**	**Date Revised** **3/08**

Purpose:

- To provide guidelines for emergency medical run reporting

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Officer
- The officer or senior EMS provider will ensure completion of the emergency medical run report
- All calls that include the following will be reported to "**Q**uality **A**ssurance Officer" (***QA***) within a timely manner to ensure proper follow up on documentation.
  - Intraosseous device
  - Intubation (endotracheal or secondary airway devices. I.E. King LT.)
  - Cardiac/Respiratory Arrest
  - DOA
  - RSI
  - Significant Trauma
- *It is the policy of the Bath Township Fire Department that all three shifts complete ten QA reports monthly*
  - *A shift will review B shift/ B shift will review C shift/ and C shift will review A shift*
  - *Any blatant disregard to Bath EMS protocol or other questionable documentation shall be brought to the attention of the Fire Chief*
- Personnel
- Any person completing the emergency medical run report will be responsible for accurate and timely completion of the report
- All personnel will know the F.D. privacy policy and strictly adhere to it at all times

Guidelines:

- The emergency medical run report shall be completed within 24 hours and be forwarded to the EMS Director for review.
- After review, the EMS Director may request additional information as necessary to ensure accurate documentation.
- Any EMS personnel having questions regarding emergency medical run report completion will ask any officer or senior EMS provider for assistance in completion of the report.

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- All persons refusing treatment and transportation will have a refusal of treatment and transport form completed per protocol.
- EMS personnel using regulated and/or narcotic medications will complete a narcotic use log, restock, and seal medications used.
- Original narcotic use log shall be filled in the shift
- A copy of the Bath Township Fire Departments privacy policy will be offered to all patients.
- All patients shall sign a HIPAA form, for patients that are unable and/or unwilling to sign a HIPAA form, a documented reason must be provided.
- All patient information shall be considered confidential.

Fire House Digital Reporting:

- The person in charge of patient care will have the responsibility of properly completing a Fire House report for all patient contacts
- CHART Method will be used to complete your narrative portion of your report.
- Once completed ensure that you print off one copy to give to hospital nursing staff, and a second copy will be turned into hospital QA staff via drop box in EMS room.
- EMS personnel will be responsible to ensure that nursing staff or higher who have assumed care of the patient signs our run sheet and that pertinent information is filled out, including; Patient name, address, DOB/ run number, and date/ personnel who were on the call/ and any and all notes that pertain to the call