



PINION PINE FIRE DISTRICT

STANDARD OPERATION PROCEDURE

Policy Title: EMS Patient Reports

**Policy Number:
450.10**

Created: 3/23

Section: Operations

Revised:3/23

Purpose: The purpose of this policy is to establish a standard EMS report writing procedure/format which will promote effective and efficient report writing methodologies. Standardizing will assist with Quality Assurance (QA) and reduce liability to PPF. (A complete report shall consist of the pre-hospital patient care report which includes all attachments i.e. refusals, strips and other material attached as deemed necessary.)

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Scope: The pre-hospital patient care report is an electronically generated report and it is a true reflection of events and care rendered during patient assessments and treatment.

Patient(s) care reports, including refusals shall follow the CHART format.

C= Chief complaint. State the chief complaint in the patient's own words as much as possible.

H= History. Present illness, past medical, social, surgical and work history including scene assessment and mechanism of injury. Trauma scenes shall have a detailed description of the scene including any mechanism of injury.

A= Assessment. Include both primary and secondary assessments (physical data and head to toe examination). Vitals may be included, Any vitals that are not within normal limits should be addressed and specifically noted.

R= or RX, for treatment, interventions or medications provided. Describe in detail any and all treatment rendered. Describe the patient's response to each treatment.

T= Transport. Describe when the transport unit arrived and when the patient arrived at the final destination. Describe what type of communication took place between personnel and the transport/receiving personnel at the time of transfer. Indicate the patient's condition/disposition at transfer.

Personnel are expected to complete all reports in a timely manner as circumstances dictate. All EMS reports shall be entered prior to shift change unless authorized by the Chief/Assistant Chief.

The Shift Leader will be responsible to ensure reporting duties are properly assigned and completed as required. Any member may be assigned NFIRS reporting duties by the Shift Leader, but the highest EMS level member providing care shall submit an EMS report, as required, for any patients(s) treated or contacted.

While EMS reports will be completed in ImageTrends software, the Shift Leader will also ensure that a NFIRS report was done on all EMS contacts to remain compliant with the National Fire Incident Reporting System. The NFIRS report does not need to recreate the ImageTrend report, however it does need to indicate that an EMS call was handled by the Department with correct times and location.