

KENT COUNTY EMERGENCY MEDICAL SERVICES, INC.

EMS MEDICAL RECORD
POLICY

Number: IV.P.
Date: 4/15/97
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Purpose: To establish guidelines for the completion of the EMS Medical Record Form, including the "EMS Medical Run Form", "EMS Medical Run Form – Non-transporting" and "EMS Refusal of Care/Transportation Form".

- F B S P**
- I.** Forms will be completed on all patients where any type of care has been rendered, e.g., vital signs, assessment, including those patients who refuse treatment or transport.
 - II.** Each responding prehospital provider agency shall complete a KCEMS approved EMS Run Form.
 - III.** Agencies accompanying the patient will complete the EMS medical record prior to leaving the receiving facility. If this is not possible, the EMS medical record shall be returned to the receiving facility within 24 hours. Agencies not accompanying the patient to the receiving facility shall complete the medical record as soon as possible after the incident. This record will be available to KCEMS within 24 hours.
 - IV.** The Run Form copies will be distributed in the following manner:
 - A. "Agency Copy" remains with your records.
 - B. "Patient Chart Copy" to the "EMS MEDICAL RECORD" goes in the basket near the EMS radio in the Emergency Department, or into the patient chart.
 - C. "EMS Coordinator Copy" goes into the three-ring radio communications notebook near the EMS radio in the Emergency Department or is sent to the KCEMS office.
 - D. "Pharmacy Copy" must be taped to the top of the drug box that you are exchanging. In the event that the run form is being returned to the hospital at a later time, this copy must be returned DIRECTLY to the hospital pharmacy department. (See Drug and IV Box Exchange Policy)
 - E. "Supporting Unit Copy" goes to the supporting agency if it wants it. Otherwise, the copy may be used for primary agency use or discarded.
 - F. "Patient Copy" will be provided to the patient upon patient's signing the release of liability.

NOTE: The EMS Medical Record is a confidential patient care document and is not to be released to anyone not involved in the patient's care or anyone outside of the EMS system without the patient's written release of information permission.

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2/21/94
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