



STANDARD OPERATING GUIDELINE

SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES

SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO.1

Paramedic Run Reporting Paperwork and Documentation Requirements

SOG #
127-10

APPROVED: Chief Jim Cole

ISSUED

4/28/2009

UPDATED

6/2/2010

PURPOSE:

To provide a clear, accurate, and HIPAA compliant handling of physical and electronic Patient Care Reports and documents to promote best practices in the recording and collection and utilization of patient and operational data.

SCOPE:

This SOG is to help guide the daily activity of the paramedic in his/her handling of PCRs and additional patient care and operational materials and reports.

GUIDELINE:

1. Upon completion of the run, an electronic PCR (ePCR) utilizing the InterMedix system, is to be completed as soon as possible to adequately document the run.
2. Times are to be on each run sheet, along with the names of each EMT and paramedic who were on the run.
3. The run sheet shall be legible and completed according to best practices in EMS documentation. Spell checking is necessary with ePCR.
4. All supplementary paperwork shall be reviewed for accuracy, labeled with the run report number and patient's name, and attached with an interMedix barcode and STAPLED together.
 - a. The following forms (if utilized) should be included:
 - i. Main written PCR (if utilized). MUST be included if a copy given to any other agency.
 - ii. Supplemental PCR
 - iii. No Transport Form
 - iv. HIPAA/Billing Form
 - v. Lifepak Code Summary
 - vi. Dispatch Fax Times
 - vii. Any other applicable form(s)

5. Runs shall be entered in to the interMedix online system as soon as possible and at latest within 24 hours following the completion of the call.
6. The PINK CALL SHEET and the RUN NUMBER LOG BOOK ENTRY shall also be reviewed and assured to be accurate and complete and all applicable forms placed in the drawers.
7. The on-call paramedic shall regularly review the runs, their completeness, accuracy, and correct orderliness in Run numbering and sequence. Corrections should be made as soon as possible. Notify the ePCR Records Registrar (Admin Assistant) if discrepancies or changes need to be made.
8. After each call, and at least daily, the paramedic shall assure that all paperwork is completed, collated, sequenced, stapled and in an orderly fashion in the locked run report drawer.
9. The on call paramedic shall be responsible for all EMT/BLS run reports completeness and correctness to the above standards for calls completed on their on call day.