



STANDARD OPERATING GUIDELINE
SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO.1

EMS Administrator Board Reporting

SOG #
143-11

Approved: Chief Jim Cole

ISSUED
August 8, 2011

Purpose: SJIEMS reports to the San Juan County Public Hospital District Board on a monthly and as-needed basis. This document given the general framework for the known regular reporting that the EMS Administrator gives at these meetings.

Procedure:

1. Monthly, the following reports and summaries are given in written form to the Board:
 - a. Monthly Operations Report
 - b. Monthly/YTD P&L against Current Budget
 - c. Statistics
 - i. Monthly detailed
 - ii. Month/Annual
 - iii. Trending
 - d. Fixed Wing A/R
 - e. General A/R Trending
2. Quarterly:
 - a. Outreach and Education Summary
 - b. Quality Improvement Summary
3. Annually:
 - a. Summary/13th month P&L against Annual Budget
 - b. Annual Operations and Statistical Summary
 - c. Annual Trending with Projections for coming year
 - d. Annual Resolutions to levy taxes and adopt budget
 - e. Annual levy verification form for Chairperson of Board
4. As Needed:
 - a. Resolutions for adoption
 - b. Surplus of Equipment Resolutions/attachments