

**PURPOSE:** The purpose of this policy is to establish the required data fields and structures for computer aided dispatch and patient care records maintained by ambulance providers and submitted to the EMS Agency.

**AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.220;  
San Joaquin County Ordinance No. 4231, Title 4, Division 7.

**DEFINITIONS:**

- A. "Ambulance Provider" means a person, firm, partnership, corporation or other organization, which furnishes or offers to furnish ambulance
- B. "Emergency Ambulance Provider" means an entity properly permitted to operate an emergency advanced life support ambulance service in San Joaquin County.

**POLICY:**

- I. Emergency Ambulance Providers shall submit computer aided dispatch data to the San Joaquin County EMS Agency, in an electronic format acceptable to the County, on a monthly basis. Computer aided dispatch data shall include records for all emergency and non-emergency ambulance requests received at the ambulance provider's dispatch center. Each computer dispatch record submitted to the County shall contain the following fields, as a minimum:
  - A. Call Date.
  - B. Incident Number.
  - C. Scene County.
  - D. Call Type (e.g. scene, inter-facility transfer).
  - E. Emergency Medical Dispatch (EMD) Patient Type.
  - F. Code of Response.
  - G. Updated Code of Response.
  - H. Code of Transport.
  - I. Updated Code of Transport.
  - J. Time Public Service Answering Point (PSAP) 1 or 2 as appropriate.
  - K. Ambulance Provider.
  - L. Vehicle ID Number.
  - M. Time Call Entered.
  - N. Time Dispatched.
  - O. Time En Route.
  - P. Time Arrived Scene.

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- Q. Time Departed Scene.
  - R. Time Arrived Destination.
  - S. Time canceled (if applicable.)
  - T. Scene Map Zone.
  - U. Scene X, Y or other coordinate system accepted by County for GIS purposes.
  - V. Call Disposition (i.e. final result of the call for this vehicle.)
- II. Ambulance Providers shall submit patient care record (PCR) data to the San Joaquin County EMS Agency, in an electronic format acceptable to the County, on a monthly basis. Patient care record data shall include records for all emergency and non-emergency patients regardless of call disposition. PCR data shall contain
- A. A unique identifier for each patient (e.g. PCR number.)
  - B. Automated dispatch information for the response (e.g. times, location)
  - C. Patient name.
  - D. Patient address.
  - E. Patient insurance type (e.g. commercial, Medicare, Medi-Cal, self-pay.)
  - F. Patient history.
  - G. Patient assessment.
  - H. Patient treatment.
  - I. Patient disposition (e.g. transport to emergency department.)
- III. Ambulance Providers and employees shall comply with patient care record documentation requirements included in County policy.
- IV. Ambulance Providers shall utilize an EMS data system that includes all fields listed in Appendix A, "EMS Data Pro version 9.0 Table Structure and Field Definitions," that are identified with an "A" in the Recommended Data Sets column.
- V. Ambulance Providers shall use an EMS data system approved by the San Joaquin County EMS Agency with respect to data structures, code sets (i.e. pick list values), and data export capabilities.
- VI. Ambulance Providers shall maintain current records related to pre-hospital and dispatch personnel certification, licensing and continuing education. Ambulance providers are required to maintain a current roster of personnel on file with the EMS agency and shall submit information necessary to keep the roster current on a monthly basis.

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