



San Joaquin County

Emergency Medical Services Agency



<http://www.sjgov.org/ems>

Mailing Address
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Policy Memorandum No. 2010-03

DATE: December 3, 2010

TO: ALS Personnel
ALS Providers
Base Hospital Personnel

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FROM: Richard N. Buys, M.D., Medical Director
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SUBJ.: Patient Care Records (PCR)

Advanced life support (ALS) providers are hereby reminded that it is their responsibility to ensure that each attending paramedic completes a PCR for each patient contact. This means that a non-transporting paramedic and a transport paramedic attending to the same patient are both required to complete a separate PCR documenting the call and the treatment provided.

In order to ensure the continuity of patient care the attending paramedic or paramedics, if more than one ALS provider is involved, shall complete and submit a PCR to the receiving hospital emergency department at the conclusion of the call. The only exception allowed for not submitting a PCR to the receiving hospital ED is the need to respond to a request from dispatch for a pending emergency call. In such instances, the attending paramedic(s) are required to complete and submit interim PCR (SJCEMSA Form No. 6008). In no instance shall a paramedic be allowed to go off-shift without completing and submitting PCRs for all patient contacts occurring during that shift.

Providers are not required by the EMS Agency to complete a PCR for non-patient type incidents, such as:

1. Public service requests that do not involve a medical complaint (e.g. assisting someone back to bed or replacing an oxygen cylinder).
2. Unable to locate or false calls.
3. Incidents where the patient is gone or self transported prior to arrival.

Patient documentation should include at a minimum all data elements listed in the California Code of Regulations, Title 22, Social Security, Division 9, Pre-Hospital Emergency Medical Service, Chapter 4, Emergency Medical Technician Paramedic, Article 8, §100170, all data elements that are required by EMS Agency Policy No. 6301 and a detailed narrative account. The narrative shall include all pertinent information about the patient's condition and all information that would provide a reviewer (e.g.

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attending physician or surgeon) with a complete picture of the event, patient assessment (primary and secondary), treatment provided, and patient response to treatment.

If applicable attending paramedics shall adhere to the requirements of EMS Policy No. 5109 Patient Refusal of Treatment or Transport Against Medical Advice (AMA). Under no circumstances should prehospital personnel refuse or discourage a patient from accepting transportation to a hospital. Any person witnessing such an event should complete and submit a Sentential Event Report, EMS Agency Form No. 6101A.

Questions regarding EMS Policy Memo 2010-03 should be directed to Kevin O'Loughlin, Sr., MICP, EMS Specialist at (209) 468-6818 or by email at koloughlin@sigov.org