

SAN JOAQUIN COUNTY  
EMERGENCY MEDICAL SERVICES AGENCY

TITLE: Prehospital Emergency Medical Care Provider  
Patient Care Report Requirements

EMS Policy No. 6302

**PURPOSE:** The purpose of this policy is to define and establish the required data fields, structures, and processes for collection and submission of patient care records generated by prehospital emergency medical care providers in San Joaquin County.

**AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.220; 1797.227;  
San Joaquin County Ordinance No. 4231, Title 4, Division 7.

**DEFINITIONS:**

- A. "Service Provider" means any and all entities providing ambulance, air ambulance, non-transport advanced life support, and non-transport basic life support in San Joaquin County.

**POLICY:**

I. Patient Care Data

- A. Service Providers shall use an electronic health record system that exports data in a format that is compliant with current required versions of the California Emergency Medical Services Information System (CEMSIS) and the National Emergency Medical Services Information System (NEMSIS) standards and those data elements defined by the SJCEMSA.
- B. Service Providers shall ensure that their electronic patient care (ePCR) health record system is integrated with the SJCEMSA's data system to ensure real-time submission of all ePCR data to the SJCEMSA data collection portal.
- C. Service Providers shall submit ePCRs to the SJCEMSA portal from each 24-hour period by no later than the following day at 1500 hours.

II. Patient Care Documentation

- A. Service Providers shall ensure the completion of an ePCR for every patient contact.
1. The highest medically qualified care-giver for a non-transport service provider shall ensure the completion of a patient care report in all cases in which non-transport personnel:
- Assists, provides care, or evaluates a patient that has requested medical assistance;
  - Determines that a request for medical assistance has been made by someone on behalf of the patient, or;
  - Determines that the patient appears to need medical

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Effective: August 1, 2018  
Supersedes: n/a

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Approved: Signature on file  
Medical Director

Signature on file  
EMS Administrator

- assistance, evaluation, or care, or;
    - d. Assists a patient per direction of ground ambulance personnel, (e.g. moving the patient, stabilizing C-spine, setting up equipment).
  - 2. The highest medically qualified care-giver for an ambulance or air ambulance service provider shall ensure the completion of a patient care report in all cases in which a member of the ambulance or air ambulance crew:
    - a. Assists, provides care, or evaluates a patient that has requested medical assistance;
    - b. Determines that a request for medical assistance has been made by someone on behalf of the patient, or;
    - c. Determines that the patient appears to need medical assistance, evaluation, or care.
- B. Patient Care Documentation Completion Timeline Requirement
  - 1. Service Providers shall ensure that designated personnel complete and submit each ePCR within 45 minutes of completion of a call unless delayed due to the necessity of responding to a pending emergency incident.
  - 2. All ePCRs must be completed by designated personnel prior to the end of each shift.