

SUBJECT: **Transfer of Patient Data/Medical Record**

Date: 2/15/99

- I. **Authority:** Health and Safety Code, Division 2.5, Sections 1797.170, 1797.204, 1797.220 and 1798.
- II. **Purpose:** To establish guidelines in transferring and acquiring EMT/PS-D patient care data.
- III. **Policy:** Transfer of patient data shall occur in accordance with policies and procedures mutually established between provider agencies, Base Hospitals and the Division of Emergency Medical Services.
- IV. **Procedure:**
- A. Each provider agency shall develop a procedure for relinquishing the EMT/PS-D event record to the assigned Base Hospital to include:
1. The event record, and EMT/PS-D form shall be sent to the BHDMD or designee within 24 hours of the run.
 2. Event record shall be forwarded to the assigned Base Hospital representative within seven (7) days of incident.
 3. Event record will be handled in accordance with Base Hospital medical records policy.
 4. Event record is utilized for quality assurance and continuing education purposes only per San Diego County policy D-721.
- B. Transfer of patient data may occur between the Base Hospitals, provider agencies and Division of Emergency Medical Services for continuing education and quality assurance purposes.

Approved:

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