

SUBJECT: DOCUMENTATION AND TRANSFERRAL OF PREHOSPITAL  
PATIENT CARE INFORMATION

Date: 3/1/2012

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- I. **Authority:** Health & Safety Code, Division 2.5 Section 1797.202, 1797.204, 1798.
  - II. **Purpose:** To identify minimum patient documentation standards for transferal of prehospital patient information, to meet legal patient documentation requirements, enhance the continuum of care, and provide for EMS system oversight and management.
  - III. **Definitions:**
    - A. Prehospital Patient Record (PPR): That document approved and required by the County and completed either electronically or on paper, that officially records prehospital patient information.
    - B. Patient Response: A response to an individual who meets any of the following criteria:
      1. Is an emergency patient (refer to S-412 for definition) or a patient for whom base hospital contact was made.
      2. Meets obviously dead criteria or who has a DNR or equivalent documentation.
      3. Transported by a Basic Life Support (BLS) or Critical Care Transport (CCT) unit.
  - IV. **Policy:**
    - A. A PPR shall be completed for every patient response:
      1. Each agency making patient contact shall complete a PPR which includes personnel from that agency who participated in that patient's care (assessment, treatment, advice, transport). If an agency responds more than one vehicle, the agency may combine information onto a single PPR listing patient care personnel, or submit individual PPRs for each vehicle responding.

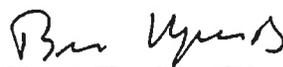
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2. In addition to the above, agencies may submit PPR's for all non-patient responses for statistical analysis by the EMS Branch.
  3. In all incidents involving more than one patient one form will be completed for each patient except when the County's mass casualty plan (Annex D) is activated (See Policy S-140).
- B. The PPR shall be completed in accordance with instructions provided in the County's Prehospital Patient Record Instruction Manual.
- C. When patient care is transferred, field personnel shall give a verbal patient care report to the receiving caregiver. This verbal report will relay pertinent history, vital signs, intervention, and response to treatment such that care may be transferred.
- V. **Data Collection and Evaluation:**
- Data collected by the Emergency Medical Services Branch from the Prehospital Patient Records and base hospital reports shall be stored by the County of San Diego, EMS Branch and used for overall system evaluation.

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