

	Wintergreen Fire and Rescue Standard Administrative Policy	
	Subject:	Patient Care Reports
	Reference Number:	ADM 09-001
	Effective Date:	16-Nov-04
	Last Revision Date:	N/A
	Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to create a clear and concise understanding with regards to the handling of Pre-Hospital Patient Care Reports.

Definitions:

Records – means any written, printed, or electronically recorded material maintained by a provider in the course of providing health services to a patient. Record also includes the substance of any communication made by a patient to a provider in confidence during or in connection with the provision of health services or information otherwise acquired by the provider in confidence and in connection with the provision of health services.

Policy:

Providers shall use black or blue ink when filling out a Pre-Hospital Patient Care Report (PPCR)

Providers will fill in the appropriate fields in accordance with Virginia Office of EMS regulations.

PPCRs will be filled out prior to the end of the provider’s shift and will not be allowed to wait until his/her next shift.

PPCRs will not leave the premises of the Fire and Rescue station once the provider has completed his/her report.

Every Monday of each week, the PPCRs from station one will be transferred down to station two.

PPCRs will be kept in a locked cabinet in the storage area outside the Chief’s office.

Providers are not allowed to review other providers PPCRs unless authorized by the Chief.

Providers will only disclose information or PPCR in connection with the care of the patient.

Provider may release information or a copy of the PPCR to law enforcement personnel investigating the incident.

Records will be maintained for a period of five years post the incident.