

BLS EMS DOCUMENTATION

PURPOSE

To define the process for documenting BLS patient care and for completion and distribution of the First Responder Prehospital Care Report (PCR).

SCOPE

The YEMSA recognizes the importance of prehospital care treatment by BLS First Responders. Documentation of such care is a critical component of the complete professional care delivered. The YEMSA encourages all BLS First Responders to complete a First Responder Prehospital Care Report form for every patient contact.

DEFINITIONS

BLS First Responder – Any non-transporting Basic Life Support (BLS) unit dispatched to the scene of a medical emergency to provide immediate patient care.

ALS Transporting Unit – A qualified unit of medical transportation for patients requiring treatment and/or monitoring due to illness or injury.

Person – Any individual encountered by EMS personnel who, in the judgment of the EMS personnel, does not demonstrate any known illness or injury.

Patient – Any individual encountered by EMS personnel who, in the judgment of the EMS personnel, demonstrates a known or suspected illness or injury.

Clean PCR – A legible document that has no defect or impropriety, including a lack of any documentation that would require investigation or further development before it can be processed for billing purposes or submitted into a patient care record.

POLICY

It is strongly encouraged that a First Responder PCR be completed for all patient contacts, including “patient contact non-transport”. The PCR should be completed in a clear, concise, accurate and complete manner and should reflect all care delivered prior to transfer of care.

First Responders, at the time of transfer of care to the transporting paramedic, should relay all pertinent information including, but not limited to: patient history, mechanism of injury, medications normally taken, allergies, assessment findings, and treatments already performed.

All items on the PCR should be completed. If information is unknown, write “unk” if an item is not applicable, write “N/A” or draw a line through that item. All errors should be corrected by drawing a single line through the error and initialing the correction.

PROCEDURE

Document in the appropriate location the following items of information:

Patient Information:

- Complete name, address, and telephone number
- Date of birth
- Age, sex, and weight in kilogram
- Response Information:
 - First Responder ID number
 - Level of Service
 - Response code
 - Location of incident
 - Service Type
- All applicable times shall be documented

Patient Assessment Information:

- Chief Complaint – Document the patient's primary symptom(s); utilize the narrative section to describe the condition of the patient
- Provider Impression – The suspected cause of the patient's condition
- Cause of Injury – The suspected cause of the patient's injury
- Narrative - Document the history of the patient's present illness or injury and the present condition of the patient. Include all associated symptoms that the patient is experiencing and other pertinent medical information that is obtained during the patient assessment. Pertinent negatives should be documented on all assessment questions
- Past Medical History, medications, and allergies
- Glasgow Coma Scale and Trauma Score should be entered when applicable
- Document all physical findings found on patient exam (if within normal limits, the WNL check box will suffice in lieu of listing pertinent negatives)

Patient Management:

- All procedures performed shall be documented. Include the time the procedure was performed, the patient's response to the procedure, and who performed the procedure. These procedures include:
 - AED is utilized
 - An EMT Optional Skill is performed
 - An RAS/AMA is completed by BLS personnel
- Document the patient's vital signs. Recheck vital signs at least every fifteen minutes

A PCR is a legal medical record and the primary source of information for provider, base/modified base hospital and YEMSA Continuous Quality Improvement (CQI) review.

Yolo EMS service provider agencies shall be responsible for maintaining the PCRs for all patient care responses in accordance with all applicable laws, regulations, Government Codes and policies. The PCR shall be made available to the YEMSA upon request.

Any form of falsification of prehospital documentation shall be considered a serious infraction subject to disciplinary certification / accreditation action by the YEMSA and/or referral to the appropriate licensing authority.