PURPOSE

To define the components of a run report and the disposition of those reports.

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Amita Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

I. After completing the pre-hospital run report, a copy must be left at the receiving hospital. If the provider receives another emergency call, the provider must complete the pre-hospital run report & forward it to the receiving hospital immediately upon finalizing their last call.

II. Run sheets must be completely filled out, including times on all procedures performed, positive or negative.

III. A copy of the completed run report must be left at the hospital per IDPH law. A second copy for the EMS service, and a third copy for the EMS office.

IV. IDPH Submission

A. EMS providers shall forward EMS run files, either electronic or paper, to the EMS office monthly, or may forward directly to IDPH. If forwarding directly to IDPH, then the EMS provider shall provide to the EMS office proof that such communication has occurred.

B. Presence St. Mary’s EMS Office will collate all files received and forward to IDPH as required.
V. Providing Confidentiality of Medical Record and its Usage

   A. Presence St. Mary’s Hospital, through its Department of Health Information Systems includes a copy of the EMS Prehospital patient Care Record with each patient’s Emergency Department record. If the patient is admitted to the hospital, this copy becomes a part of the patient’s permanent hospital record. If the patient is discharged from the Emergency Department, the EMS Prehospital Patient Care Record becomes part of the Emergency Departments permanent record.

   B. As the EMS Prehospital patient Care Record becomes part of the patient’s hospital record, each patient’s privacy is protected by the hospital’s Department of Health Information System.

   C. Presence St. Mary’s Hospital EMSS will randomly audit Pre-hospital Provider Agency calls. Some audits of patient care will combine data retrieved from the pre-hospital phase, the Emergency Department management and the patient hospitalization to evaluate for any correlation or effect on the subsequent patient outcome.

Kevin Bernard
Department Leader

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.