

# Cape Elizabeth Fire-Rescue Department

## Policy & Procedure Manual

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<b>Policy:</b>	<b>EMS Reporting - Patient Care Report (PCR)</b>
<b>Section:</b>	<b>Operations:</b> Emergency Medical Services
<b>Policy #</b>	<b>7.710</b>
	<b>Date Effective:</b> 01-01-2016

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The Cape Elizabeth Fire Department will utilize the Maine EMS Run Reporting (MEMSRR) System to record EMS requests for service and patient care reports (PCR). The MEMSRR System can be accessed at <http://www.memsrr.org/> or through the field bridge program on devices assigned to Department vehicles.

### RULES

The MEMSRR System contains HIPAA protected personal health information (PHI) about our patients. It is essential that the following rules be followed:

- Users will not share passwords or access with other users or non-users.
- The user must log out of the MEMSRR system after each usage to ensure protection of the PHI.
- The user must ensure that the print queue contains no spooled documents that contain PHI after printing a document or using the MEMSRR system.
- MEMSRR reports and information cannot be shared with anyone unrelated to delivery of healthcare to the patient, unless specified in Maine or Federal law.
- All users must comply with Maine EMS rules.
- Printed PHI must be stored and disposed of in accordance with HIPAA regulations.

### ROLES & RESPONSIBILITIES

The Deputy Chief/EMS Coordinator will be responsible for assigning access to all EMS providers and non-licensed providers to the MEMSRR system. The Deputy Chief/EMS Coordinator may appoint a MEMSRR Coordinator to ensure functionality of the laptops and MEMSRR system.

### PATIENT CARE REPORTS

When an ambulance is assigned to a special detail or an EMS call an incident must be generated in the MEMSRR system.

The following call types must have incidents generated, but do not require patient care information:

- Dispatched and cancelled prior to leaving the station or arriving on the scene, with no patient contact.
- No patient found at the dispatched location.
- Assigned to a scheduled or emergency stand by with no patient care.

The following call types must have incidents generated and require patient information:

- Evaluation of a patient, regardless of care or transport rendered.

All reports must be completed with 100% validity, comply with quality assurance and improvement guidelines, and be posted to Maine EMS servers within 24-hours of the initial dispatch. EMS providers will not leave duty until they have completed all required patient care reports without the permission of the Duty Officer.

Any PHI collected from the sending facility must be provided to the receiving facility and/or disposed of in accordance with HIPAA regulations. PHI that is received from the receiving facility must be stored or disposed of in accordance with HIPAA regulations.

**DATA IMPORT**

Whenever the LifePak is used to collect patient care data (ECG, NIBP, oxygen saturation, etc.) from a patient the EMS provider will import the data into the PCR on the MEMSRR system. The EMS Equipment Officer will be notified when a data import from the LifePak is unsuccessful and cannot be resolved.

**EMS "QUICK SHEETS"**

The "Quick Sheet" is not for routine usage. In the event of needed rapid turn-around time or laptop failure, the EMS provider will utilize an approved "Quick Sheet" to transfer data to the receiving facility. All "Quick Sheets" must comply with Maine EMS rules and patient care protocols.

The EMS provider will maintain a copy of the "Quick Sheet" for data entry at the station. After all data entry is completed the "Quick Sheet" will be disposed of in accordance with HIPAA regulations.

**UPDATED & REVIEWED:** December 23, 15  
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