

Iowa County, Iowa
Policy Manual

Title: Patient Care Report	Reference #: AMB 1047
Section: Departmental	Date Effective/Revised: 11/1/2016
Department (s): Ambulance	Approved By: Board of Supervisors

Policy

- The attending EMT/Paramedic on each call will be responsible for completing an electronic Patient Care Report or ePCR.

Procedure

- At the beginning of each shift the duty crew shall log into ESO mobile and check for messages.
- During or following an EMS response an ePCR shall be completed within 24 hours, preferably as soon as the call is complete.
- A Billing Authorization and Privacy Acknowledgment Form should be completed electronically when equipment is available or hard copy if electronic equipment is not available. (See policy AB 1051)
- Refusal Form should be completed electronically if available and reasonable, transport should not be delayed if there is a patient requiring transport and others requiring refusals. (See policy AB 1049)
- ABN Form should be completed on hard copy form when applicable. (See policy AB 1052)
- Provider signatures should be completed electronically in the ePCR mobile software. If providers cannot sign on the mobile software due to technical or equipment issues then they shall sign the Billing Authorization and Privacy Acknowledgment Form.
- At a minimum the patient and staff signatures should be completed on ESO mobile.
- Before locking a report for completion staff shall use the validation feature to ensure all required data is entered.
- All hard copy attachments should be scanned and attached to ePCR. These include:
 - Dispatch sheet
 - Hospital facesheet
 - EKG's
 - QRS report
 - Billing Authorization Form (if not completed in ePCR)
 - Refusals (if not completed in ePCR)
 - ABN and PCS forms if applicable
- Once all the above process is completed the ePCR should be faxed to the receiving hospital.
- Once all hard copy attachments are scanned they should be shredded.