

Iowa County, Iowa
Policy Manual

Title: Patient Care Report	Reference #: AMB 1047
Section: Departmental	Date Effective/Revised: 8/28/24
Department (s): Ambulance	Approved By: EMS Director

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.
- A report shall be completed in ESO for all calls for service.
- Per Iowa Code 132.3(6) a final patient care report shall be completed and provided to the receiving hospital within 24 hours.
- Refusals, Cancels, and other non-transport reports shall be completed in 72 hours unless it is the end of the month, then they shall be completed in 24 hours after the last day of the month.
- 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:
 - Hospital facesheet
 - EKG's (if not uploaded in ePCR)
 - 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.