



El Dorado County Emergency Services Authority

Policy Subject Matter: **Documentation of Prehospital Care**
Review Date:
Revision Date:
Creation Date: **12.01.99**

I. Policy:

- A. A patient care record (PCR) documenting patient assessment and all care provided by prehospital personnel shall be completed for each response.
 - 1. The PCR shall be completed in conformance to El Dorado County EMS Policy # 100.006 "Prehospital Care Documentation".
 - 2. If patient care services were not required, this will be documented on the PCR.
- B. Prehospital personnel shall ensure that, whenever possible, the PCR is completed prior to distribution of copies.
 - 1. Every effort should be made to complete the PCR within thirty (30) minutes of arrival at the receiving hospital.
 - 2. Unless dispatched to another 9-1-1 response, the PCR shall be completed prior to leaving the receiving hospital.
 - 3. If it is impossible to complete the PCR prior to leaving the receiving hospital, the paramedic shall ensure that the completed documentation is provided to the hospital within two (2) hours.
- C. If it is necessary to modify the PCR (additions, deletions, and/or changes):
 - 1. Modify all available copies of the PCR in the same manner.
 - 2. Draw a single line through the item/section to be modified.
 - 3. The writing underneath the single line must remain readable.
 - 4. Note the date and time the modification was made along with the initials of the individual making the modification(s).
 - 5. Under no circumstances shall modifications to a PCR be made by any individual not participating in the response.
- D. Copies of the PCR shall be distributed as indicated on the PCR.

II. Purpose:

The purpose of this policy is to ensure that appropriate documentation of prehospital patient care is completed for each patient in conformance with local EMS policy/procedures.