

Documentation

Purpose: To provide a guideline for written documentation for the Susquehanna EHS Council Region
To standardize patient care report content

Definition: **Patient Encounter** – a practitioner makes contact with the individual that the ambulance was summoned for. *includes the practitioner is in proximity to see the patient.
Patient Care Report – a form determined by the PA DOH used for recording the events of the patient encounter. (PCR)

Policy:

It will be the policy of the Susquehanna EHS Council's regional services to;

- ▷ Complete a PCR for every patient encounter that does not meet criteria for BLS protocol # 112 Non-transport of patient or cancellation of response.
- ▷ The PCR will be completed within 24 hours of incident dispatch.
- ▷ The receiving hospital will receive a copy of the PCR within 24 hours of the encounter by mail, fax or electronic transfer.
- ▷ The data elements required by the Pennsylvania Department of Health will be completed on each PCR
- ▷ Vital signs will include blood pressure (at least one must be systolic & diastolic), pulse and respirations.
- ▷ Narrative data will include the following elements;
 - ▷ Age, sex, Chief complaint
 - ▷ History of present illness (includes pertinent negatives)
 - ▷ Physical Exam to include findings for level of consciousness, Skin condition, Pupils, breath sounds. Additionally, physical findings of the appropriate areas for patients with traumatic injury.
 - ▷ Re-assessment findings and response to treatment
 - ▷ Name of the person who received report at the receiving facility.
 - ▷ Name of advanced life support practitioner (BLS only if applicable)
 - ▷ Medical command contact will be documented.
 - ▷ If contact is documented as "by protocol" the protocol referred to will be also documented. (i.e. BLS protocol 201)
- ▷ The "auto generate" function included with some electronic reporting software will not be acceptable for use in the SEHSC region.
- ▷ Basic Life Support practitioners will not chart advanced life support skills as part of the basic life support PCR.

PCR's will be submitted to the Region within 30 days.

All employees and volunteers who participate in patient care activities are required to adhere to this policy.