
TITLE	Patient Care Record Completion
POLICY NO:	2015-028

POLICY STATEMENT:

Documentation is an important component of patient care. The patient care report provides a documented account of the incident, injuries and care provided and can be utilized for training purposes, review of patient care, and as evidence in legal proceedings.

SCOPE:

All Superior EMS Employees/Volunteers

POLICY:*Shift Report Log*

1. All patient encounters are to be logged on the designated shift report.
2. Minor injuries requiring no crew intervention (i.e. handing out bandaids) can be logged on the shift report, versus a patient care record provided that no crew intervention is required, and the appropriate data is obtained per the shift report.

Patient Care Report

1. The patient care provider who has assessed and/or has rendered patient care is responsible for completing the PCR for the person whom he/she assessed or to whom care was provided.
2. In instances where assessment occurs with more than one patient, a Patient Care Report will be completed for each person assessed by each member of the crew.
3. In each instance where a report is required under this policy it shall be completed as soon as possible following the event and will always be completed prior to the end of the shift.
4. If excessive overtime will be incurred due to documentation, management shall be notified for approval.
5. For each instance where a patient is contacted and refused care and/or transportation, staff will complete a PCR and document the reason for refusal and complete the refusal of care area including the aid to capacity evaluation.
6. Management will review PCR documentation requirements, and return PCRs that do not meet the standard for completion

Medication Administration Records

1. When a medication is dispensed or administered to a patient, the medication administration card shall be completed with a copy being given to the patient, and the other copies being submitted with the patient care report and/or shift log.

Date of Approval:	January 1, 2015
Date to be Reviewed:	January 1, 2017
Authority:	Chief of EMS Operations



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