



**REGION 11  
CHICAGO EMS SYSTEM  
POLICY**

Title: Documentation Requirements
Section: Documentation
Approved: EMS Medical Directors Consortium
Effective: August 1, 2018

## **DOCUMENTATION REQUIREMENTS**

- I. Whenever contact with a patient is made regardless of treatment or transport, an approved PCR (or acceptable system approved form) shall be completed in full for each patient.
- II. The patient care report is an **OFFICIAL LEGAL DOCUMENT** and must be reviewed and signed by all pre-hospital personnel participating in the care of the patient/person.
- III. All treatment and/or assessments must be documented regardless of whether transportation occurs.
- IV. The patient care report is to be retained by the ambulance service provider according to internal document retention policy.
- V. The Resource Hospital will receive a copy of the patient care report or access to a printable version of the record.
- VI. The receiving hospital will receive a copy of the patient care report at the conclusion of the run.
- VII. Cardiac monitoring data shall be uploaded to the Electronic Medical Record (EMR) for the following situations:
  - A. Cardiac arrest
  - B. STEMI
  - C. EKG performed
  - D. Advanced airway
  - E. Cardioversion
  - F. Defibrillation
  - G. Pacing