



REGION 11 CHICAGO EMS SYSTEM POLICY	Title: Medical Records Documentation and Reporting
	Section: Documentation
	Approved: EMS Medical Directors Consortium
	Effective: December 6, 2023

MEDICAL RECORDS DOCUMENTATION AND REPORTING

I. PURPOSE

To define the minimum data elements and reporting requirements for medical records documentation of an EMS patient care report.

II. DEFINITIONS

- A. NEMSIS (National EMS Information System): The National EMS Information System or NEMSIS is a national system to collect, store, and share EMS data in the United States. NEMSIS develops and maintains a national standard for how patient care information resulting from prehospital EMS activations is documented.
- B. Illinois Prehospital Data Program: Required electronic data file information about the EMS incident (reason for call, scene location, outcome, etc.), provider/unit/crew member identifiers, unit utilization descriptors (e.g., times and locations), patient information (limited demographics, injury/illness characterization, assessment results), and treatment details (medications, procedures) submitted to the state of Illinois database and exported to NEMSIS.

III. POLICY

A. Data Collection and Submission

1. A patient care report (PCR) shall be completed by each Illinois-licensed transport vehicle service provider for every inter-hospital transport and pre-hospital emergency call, regardless of the ultimate outcome or disposition of the call.
2. One patient care report shall be provided (paper or electronic) to the receiving hospital Emergency Department or health care facility **before leaving the facility** (or within two hours of transfer of patient care.)
3. The EMS System shall designate or approve the patient care report to be used by all of its transport vehicle providers. The report shall contain the minimum requirements as defined by the Illinois Prehospital Data Program and NEMSIS.
4. Region 11 approved short patient care forms must include at minimum the following data elements:
 - a. Name of patient;
 - b. Age;
 - c. Vital Signs;
 - d. Chief complaint;
 - e. List of current medications;



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- f. List of allergies;
 - g. All treatment and interventions;
 - h. Date; and
 - i. Time
5. All non-transport vehicle providers shall document all medical care provided and shall submit the documentation to the EMS System within 24 hours. The EMS System shall review all medical care provided by non-transport vehicles and shall provide a report to IDPH upon request.
6. The transport vehicle provider shall submit patient care report data to the EMS System. When an EMS System is unable to import data from one or more providers, those providers may, with EMS System approval, submit their patient care report data directly to IDPH. IDPH will make the patient care report data available to the EMS System upon request. Every EMS System and EMS provider approved to submit data directly shall electronically submit all patient care report data to IDPH by the 15th day of each month. The monthly report shall contain the previous month's patient care report data. Third party software shall be validated by the Department to ensure compatibility with the Department's data specifications. Third party software shall not be used until the Department's validation is complete.

B. Documentation Requirements

- 1. The patient care report is an **OFFICIAL LEGAL DOCUMENT** and must be reviewed and signed by all EMS personnel participating in the care of the patient.
- 2. All assessments, procedures, and medications must be documented in the patient care report.
- 3. Cardiac rhythm and capnography monitoring data shall be uploaded to the electronic patient care report when the monitor is applied to the patient including the following situations: cardiac arrest, STEMI, 12 lead ECG, advanced airway, cardioversion, defibrillation, and pacing.