



**REGION 11  
CHICAGO EMS SYSTEM  
POLICY**

Title: EMS Report Format
Section: Communication
Approved: EMS Medical Directors Consortium
Effective: September 3, 2020

## **EMS REPORT FORMAT**

### **I. Field to Hospital Communication**

#### **A. Online Medical Control (OLMC) Report** - Use the I-SBAR mnemonic

##### **1. Identify**

- a. Agency
- b. Number
- c. Level of care (BLS, ALS, Critical Care)

##### **2. Situation**

- a. State primary reason for call (For example: "*We have a STEMI, Stroke, Trauma, Cardiac Arrest, or Refusal call for Online Medical Control*")

##### **3. Background**

- a. Age and sex
- b. History including:
  - (1) Medical: brief history of present illness, including time of onset of symptoms for patients with suspected acute stroke
  - (2) Trauma: description of the mechanism of injury
  - (3) Pertinent past medical history
  - (4) Medications applicable to circumstance
- c. Allergies, if applicable to circumstance

##### **4. Assessment**

- a. Vital signs including:
  - (1) Level of consciousness and orientation
  - (2) Blood pressure
  - (3) Pulse and rhythm
  - (4) Respiratory rate and degree of distress
  - (5) Pulse oximeter
- b. Pertinent physical findings
  - (1) Medical assessment including Cincinnati Stroke Scale (CSS) for patients with suspected acute stroke
  - (2) Trauma assessment findings

##### **5. Rx(Treatment)/Response/Request**

- a. Treatment initiated
  - (1) Procedures performed
  - (2) Medications given
  - (3) ETCO<sub>2</sub> if advanced airway/cardiac arrest
  - (4) Computer interpretation of 12-lead ECG
- b. Patient response to treatment and reassessment
- c. Request medical direction from ECRN/ECP as needed
- d. Destination and ETA



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**B. Pre-Notification Report**

1. Identify agency and number
2. State "This is a pre-notification report."
3. Age and sex
4. Chief complaint
5. Vital signs
6. "Routine protocols followed"
7. Additional details that may be needed for the receiving hospital to prepare for the patient
8. Destination and ETA

**II. EMS Patient Handoff Report**

- A. On arrival to the Emergency Department, EMS should provide the receiving hospital nursing and physician staff a handoff report with pertinent prehospital information and then transition patient care.