



Regional Emergency Medical Organization
Regional Medical Advisory Committee



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**REMAC Advisory: 2008-02: Minimum Documentation for EMS Agencies
Update to Advisory 2006-01**

Patient care documentation by EMS is integral to continuing patient care in the Emergency Department. All EMS providers must document patient encounters and transfer information to the next provider caring for the patient. This advisory introduces a model document, the “REMO First Response and Regional ePCR Worksheet,” form 2008-02. It also reviews the minimum documentation required for patient care transfer.

Minimum Documentation:

Agency ID, Crew ID, Contact information for agency

Patient Demographics: Name, Date of Birth, Address, Social Security Number or Last 4 Digits of SSN

Initial assessment: Chief complaint and pertinent initial vital signs

Interventions: Medications, procedures performed and patient response

EKG if obtained must be sent with the patient to the hospital.

BLS-FR Agencies:

At a minimum must complete a REMO FR Worksheet for patient transfer to the transporting agency. A copy of these documents must be maintained by the agency, but NYS PCRs are not required to be completed and no documentation needs to be turned in to REMO. This must be approved by the agency medical director.

BLS-FR Agencies performing advanced skills:

These skills include administration of Albuterol, EpiPens, or blood glucose monitoring. The agency may still use the BLS-FR form as above, but must report advanced interventions performed by obtaining a *SIGNAL NUMBER* by calling REMAC.

ALS-FR Agencies:

Must complete a NYS approved PCR, either a Version V paper PCR or an electronic PCR (ePCR) as required under PHL Article 30. If using an ePCR, the agency may use the REMO First Response and Regional ePCR Worksheet for documentation of initial care for transfer of preliminary information to the transporting ambulance. A copy of the ePCR must be faxed to the ED as soon as possible.

All Transporting Agencies:

Must complete a NYS approved PCR, either a Version V paper document or an electronic PCR (ePCR) as required under PHL Article 30. If using an ePCR, the agency may use the REMO First Response and Regional ePCR Worksheet for documentation of care for transfer of information at the hospital, but a final ePCR must be faxed to the hospital as soon as possible.

Under no circumstances is a patient to be left at a hospital without documentation.

THE REGIONAL EMERGENCY MEDICAL SERVICES SYSTEM COUNCIL of the HUDSON MOHAWK VALLEYS, INC.
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