MORRIS HOSPITAL & HEALTHCARE CENTERS

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POLICY:	ADDENDUM TO PCRS– 300.48		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 9/1/2016	CURRENT REVIEW/REVISION DATE: 8/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. PURPOSE:

To describe procedures for amending an electronic Patient Care Report (e-PCR).

II. POLICY:

A. A completed e-PCR may not be altered or changed unless the individual who completed the form is in the presence of a witness.

B. In order to provide an addendum, the crew must contact their Emergency Medical Services (EMS) Coordinator and be granted permission from the EMS Coordinator.

C. The EMS Coordinator will have access to all department electronic Patient Care Reports. Once a request for an addendum is made, the EMS Provider will be granted access to the completed e-PCR.

1. The purpose of an addendum is to permit the EMS Provider to add information that was inadvertently omitted at the time the report was written.

2. The addendum is not a mechanism to simply complete the e-PCR.

3. The EMS Provider must document the date and time of the addendum.

4. It is the responsibility of the EMS Coordinator to forward a copy of the addendum to the facility that received the patient.

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, RN **Date**
Manager of EMS