MORRIS HOSPITAL & HEALTHCARE CENTERS

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POLICY:	COMPLETION OF PCR FORMS– 300.47		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANGER 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 completing an electronic Patient Care Report (e-PCR).

II. POLICY:

Authorized Emergency Medical Services (EMS) Service providers (both ground and air) must utilize an electronic PCR system approved by the Morris Hospital EMS System to generate a Patient Care Report form upon completion of a call. The form must be completed in accordance with the appropriate operational procedures.

III. GUIDELINES:

A. An e-PCR must be accurately completed for each patient transport and each response to a call for service. This includes all ambulance responses (emergency or non-emergency) with patient contact.

B. An e-PCR must be completed for every dispatched ambulance call for medical assistance where a patient is contacted by EMS personnel.

C. Each authorized EMS Provider who participates in the care rendered to a patient transported must complete an e-PCR based upon the portion of the assessment and treatment they performed.

D. If a patient is transported to a hospital, nursing home or private home address, one copy of the e-PCR form should be left at the destination facility in accordance with 77 Ill. Adm. Code § 515.350. If unable to leave a signed copy, the EMS Provider must provide a printed copy to the facility either in person or fax before leaving the facility.

E. Responsibility for completing the e-PCR is the responsibility of the primary patient care attendant.

F. The e-PCR form must be accurately completed. Willful failure to accurately complete an e-PCR form is considered falsification of record and may result in formal investigation and penalty under 77 Ill. Adm. Code § 515.350.

Approval:

Thomas J. Dohm	**Date**
VP of Professional Services	
Robin Stortz, RN	**Date**
Manager of EMS	