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Extraordinary Care.

POLICY:	STORAGE OF PCRS – 300.49		
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 responsibility and process for storing electronic Patient Care Reports (e-PCR).

II. POLICY:

- A. It is advisable that department files be regularly stored on one external source.
- B. The Emergency Medical Services (EMS) Coordinator of the EMS Agency is responsible for performing additional backups per their department’s electronic information policy.
- C. All data media (e.g. disk, external drives), reports, and files must be stored in a secured area to prevent loss, damage or theft.

Approval:

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

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