

<b>POLICY:</b>	<b>100.07 RETENTION OF RECORDS</b>		
<b>APPROVAL:</b>	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
<b>EFFECTIVE DATE: 2/15/2024</b>			<b>ORIGINAL EFFECTIVE DATE: 9/2022</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MEDICAL SERVICES</b>	

**I. Purpose:**

To give direction on how long System Records should be kept.

**II. Policy:**

The System has developed and established the following policy and procedure regarding retention of records including PCRs, ALS Telemetry Calls and Logs, MERCI calls and other System documentation as stated below.

**A. PCRs (Patient Care Reports)**

Must be retained by the Vehicle Service Provider for not less than 10 years. PCRs must be left at the receiving facility. If the Vehicle Service Provider has been notified in writing by an attorney before the expiration of the 10 year retention period that there is litigation pending in court involving the record of a particular patient as possible evidence and that the patient is his client or is the person who has instituted such litigation against his client, then EMS Personnel shall retain the record of that patient until notified in writing by the plaintiff's attorney, with the approval of the defendant's attorney of record, that the case in court involving such record has been concluded or for a period of 12 years from the date that the record was produced, whichever occurs first in time. PCRs shall be preserved in a format.

**B. CarePoint Radio Calls, ALS Telemetry calls, MERCI Radio Calls and ECRN Telemetry Logs**

Must be retained for the purpose of immediate and future call reviews for a period of not less than 3 months, and shall be available for review by the System Manager, EMS MD or Emergency Department staff for call reviews and quality assurance. Telemetry logs with patient identifiers that are part of the patient's medical record will be retained per hospital policy.

**C. Initial Education Records**

Initial education records must be retained for a period not less than 7 years, including individual student records. Courses taught in conjunction with Joliet Junior College shall follow JJC record retention policies, of which students must contact JJC direct for details and records.

**D. CE Records**

Continuing education records must be retained for not less than 4 years.

