



<b>POLICY:</b>	<b>200.31 PATIENT CARE REPORTS ADDENDUMS AND MODIFICATIONS</b>		
<b>APPROVAL:</b>	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
<b>EFFECTIVE DATE: 2/16/2024</b>			<b>ORIGINAL EFFECTIVE DATE: 08/16</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MEDICAL SERVICES</b>	

**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.

**D.** Only the Emergency Medical Services (EMS) Coordinator can modify an electronic Patient Care Report for the following reasons:

**A.** To correct the following clerical errors:

1. Run number
2. Patient demographics
3. Scene address
4. Destination address

**B.** To correct National Emergency Medical Services Information System (NEMSIS) errors of the e-PCR as required by Illinois Department of Public Health (IDPH).

**Approval:**

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**James Kirchner**                      **Date**  
**Vice President of Professional Services**

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**Kathleen Geiger MSN, RN**                      **Date**  
**Manager of EMS & Emergency Management**