

GUIDELINE
BLOOMFIELD GENOA CITY
FIRE & RESCUE

DOCUMENTATION

ACCEPTED DATE: 01-18-2006	REVISED DATE: 01-31-2008
GUIDELINE NUMBER: 6	NUMBERS OF PAGES 1
ACCEPTED BY:	

Purpose: This guideline is to ensure that that all Bloomfield Genoa City Fire and Rescue personnel document each EMS run in a manner that will give the department, its members, and employees the best possible ability to defend civil litigation arising from a medical malpractice suit.

Guideline:

After each EMS run the Emergency Medical Technicians who responded shall complete the pre-hospital report using a WARDS approved system. The EMT must also obtain a signature from the nurse or physician receiving the patient; document the date and time of this, and obtain the patient or their legal guardian signature. If the patient is physically or mentally unable to sign and a legal guardian is not present; the EMT must document that the patient is either physically or mentally unable to sign and that no other person legally entitled to sign was present, in the EMT's report narrative. The EMT must also fill in the appropriate information boxes under the Technician Signature Tab when this situation occurs. At no time may the EMT be dismissed from the call until this has been completed. EMS run reports shall also be filled out for pt refusals, call with no pts and calls that were cancelled.

The Chief's designee will review the pre-hospital reports for quality assurance and will give notice to the EMT who completed the report if there is information that has been omitted. It will then be the responsibility of the EMT to log onto the WARDS website, type an addendum, and then attach that addendum to the report within 48 hours of receiving the notice. Failure to comply with this practice will ultimately result in the EMT temporarily losing the ability to function as an EMT with this department until the addendum has been completed. This is a necessary measure to help protect the department and its members/employees from financial losses incurred during civil litigation.