



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Prehospital Patient Care Reports (PPCR)	S.O.G. # 2.1
Approved by: Lair D. Haugh, Chief	Revised: 7/23/2007 Approved: 7/23/2007

Purpose:

To provide written documentation of care provided to EMS patients.

Policy:

- A Prehospital patient care report shall be completed for every person treated or whom refuses treatment as provided during an EMS response or any call that is cancelled by ECC.
- Prehospital Patient Care Reports (PPCR) provided by the Virginia Office of EMS (OEMS) shall be used.
- PPCR's shall be entered in the Prehospital Patient Data Report (PPDR) system.
- The white PPCR copy will be retained at CARS, the yellow copy is left at the receiving hospital, the pink copy is left at the pharmacy (as required for ALS calls where a drug box is used).

Procedures:

- PPCR's shall be completed as defined in the guidelines and regulations provided by the OEMS.
- PPCR's are to be entered into the Prehospital Patient Data Report (PPDR) after each incident.
- PPCR's are never to be left out where the general public could possibly view them. This includes temporary storage in member mailboxes or in the vehicles. PPCR's that are copied for members collecting for review shall have all patient identifier information blanked out.
- The completed PPCR after being entered into the PPDR shall be marked with an entered stamp dated and then placed in the secured PPCR box in each station.
- Copies of PPCR's (pink/yellow) not needed are to be shredded immediately.
- PPCR's may be copied for the purpose of record keeping for review by the CRAT Committee. The copy must have all patient identification data removed, which includes name, address, social security number, etc.
- Completed PPCRs shall periodically be removed from the secured box by a line/staff officer or designee and filed in a secure designated location.
- At the beginning of each month, the monthly PPCR file is moved to the sensitive documents locker where it is kept for a minimum of five (5) years.
- After five years, the PPCR's are to be destroyed by a vendor contracted for this purpose.
- The Prehospital Patient Data Report shall be sent on quarterly installments to the OEMS as outlined in the OEMS Rules and Regulations for EMS Reporting.