



CHARLOTTESVILLE-ALBEMARLE RESCUE SQUAD

STANDARD OPERATING GUIDELINE

TOPIC: Essential Documents Maintenance Policy	S.O.G. # 2.2
Approved by: Lair D. Haugh, Chief	Revised: 8/2/2007 Approved: 8/2/2007

Purpose:

To establish a procedure for recording, storing and means of destruction for essential documents kept by the Corporation.

Pre-Hospital Patient Care Reports (PPCR's): means a document used to summarize the facts and events of an EMS incident and includes, but is not limited to, the type of medical emergency or nature of the call, the response time, the treatment provided and other minimum data items as prescribed by the board. "PPCR" includes any supplements, addenda, or other related attachments that document patient information or care provided.

The Virginia EMS Regulations (12 VAC 5-31-560) require that a Pre-Hospital Patient Care Report (PPCR) is filled out for every dispatched call and every patient contact (1 per patient).

A. An original pre-hospital patient care report (PPCR) shall specifically identify by name the personnel who meet the staffing requirements of the EMS vehicle.

B. The PPCR shall include the name and identification number of all EMS Personnel on the EMS vehicle and the signature of the Attendant-In Charge.

C. The required minimum data set shall be submitted on a schedule established by the Office of EMS as authorized in § 32.1-116.1 of the Code of Virginia. This requirement for data collection and submission shall not apply to patient care rendered during local emergencies declared by the locality's government and states of emergency declared by the Governor. During such an incident, an approved triage tag shall be used to document patient care provided unless a standard patient care report is completed.

The maintenance and secure storage of required agency records and pre-hospital patient care reports (PPCRs) for a minimum of five years from the date of termination of service

Tracking PPCR Data: When a crew returns to the building, they enter the PPCR data into the PPCR computer. The program is written to look and feel like the actual PPCR form, for ease of use. The captured data is then sent to the OEMS every quarter per OEMS regulations (procedure listed below). The data is also available for CARS officers to perform data queries.

Once the PPCR is entered, it is stamped with the date entered and filed in the locked drawer next to the computer. Every 3-5 days, the Deputy Chief of Special Operations or his/her designee collects the call sheets and files them in a monthly file kept in the DO office. On the first of each month, the file is then stored in the record keeping closet which is kept under lock and key to restrict access. After two years, the file is then moved to the back-up closet which is located in the men's dormitory where they will be kept an additional three years. After the PPCR's are more than five years old, they are destroyed.



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The PPCR data tracking program was written in-house by Alex Belgard in 2007 and was written in PHP language. The information is stored on the PPCR computer, which is located in the south meeting room computer closet.

Berkmar crews are able to access the PPCR entry program through a VPN tunnel installed on the building computer system. The crews are expected to leave their PPCR's at McIntire once a week.

Uploading PPCR Information to OEMS: The OEMS requires EMS agencies to submit required data fields captured from PPCR's every quarter (called a PPDR). The computer program CARS uses captures this data automatically when it is entered. The Deputy Chief of Special Operations is responsible for uploading this data to the OEMS web site on the 1st of January, April, July and October. The procedure for uploading PPCR info to the OEMS web site is as follows: (Only CARS Systems Administrators have access to do this procedure on the PPCR computer.)

- OEMS PPDR is installed in C:\Program Files\VDH\PPDR
- Copy the file C:\inetpub\wwwroot\ppcr\ppcr.mdb to C:\Program Files\VDH\PPDR\ppcr_original.mdb
- Open up ppcr_original.mdb with access. Choose Tools -> Database Utilities -> Convert -> Access 97 format. When it asks you where to save the file choose C:\Program Files\VDH\PPDR\ppcr.mdb. Click OK when it warns you about losing formats.
- Start the PPDR, choose create file, enter the date range, and then it will ask you for a file to save too.
- Go the OEMS website, choose agency and provider information, fill out the form, and choose the file you created in the last step

Ordering PPCR's: We use 2-3 boxes of PPCR's per month. The supply of PPCR's is kept on the table in the rear of the North Bay. When the supply drops down to 6 boxes, notify the Deputy Chief of Special Operations to order more from OEMS (they have an on-line form on their web site). We typically order 10,000 PPCR's at a time and it takes 2 weeks for delivery. There is a one month emergency supply located in the record keeping closet.

Destruction of PPCR's: PPCR's that are older than five (5) years are to be destroyed by a professional vendor kept under contract for destruction of all essential documents. The vendor is

Financial Records (accounting data, fund raising data, corporate data)

Vehicle & Equipment Maintenance Records

Quality Improvement

Unusual Incidents



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Safety

Compliance Program Documentation

Employee Health

Customer Comments

Training

Certification and Credentialing

Storage of Data. The following documents are stored in the following manner:

Dispatch Records – are kept at the Emergency Communications Center.

PPCR's – hard copy kept in the record storage locker under lock and key, electronic data is kept on the PPCR file server which has a battery back-up. The database is backed up monthly onto a CD which is kept in the storage locker as well as quarterly uploads to the OEMS.

Financial Records –

Tape rotation schedule

Off-site backup storage (safe deposit box)

Perform test restores to ensure what we back up is readable.