



Inland Counties Emergency Medical Agency

Serving San Bernardino, Inyo, and Mono Counties

*Tom Lynch, EMS Administrator
Reza Vaezazizi, MD, Medical Director*

DATE: March 5, 2014

TO: EMS Providers - ALS, LALS, BLS, EMS Aircraft

FROM: Tom Lynch  EMS Administrator
Reza Vaezazizi, MD  Medical Director

SUBJECT: DATA DOCUMENTATION AND DUPLICATION

ICEMA has identified a process that results in a duplication of data in the ICEMA Data System. This occurs when a procedure or treatment is documented on an electronic patient care report (ePCR) and transferred in the field. It also occurs when procedures and treatments are documented on behalf of an EMS field personnel not part of the EMS provider's staff.

Based on discussion and recommendations at the Medical Advisory Committee (MAC), the ePCR system has been configured to immediately discontinue transferring of treatment and procedures. Additionally, MAC advised that EMS field personnel only document treatment and procedures done by their crew.

ICEMA documentation requirements:

- A patient care report must be initiated for each unit dispatched to an EMS call.
- All EMS field personnel must document only procedures and treatments performed by members of their crew and discontinue documenting procedures and treatments performed by crews of other EMS units.
- All EMS providers must deactivate non-existent user names (*Paramedic, *EMT, *RN, *Physician, etc.) immediately.
- All EMS providers must add students and interns to their staff so all EMS field personnel rendering care are appropriately identified on the ePCR.

MAC established a task force to address operational issues with documentation. This task force will evaluate the current issues of duplication and recommend changes in the documentation process to MAC that would accommodate operational flexibility while maintaining data accuracy and accountability.

If you have any questions, please contact Ron Holk, EMS Nurse Specialist, at (909) 388-5808 or via e-mail at Ron.Holk@cao.sbcounty.gov.

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