



# INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

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## MINIMUM DOCUMENTATION REQUIREMENTS FOR TRANSFER OF PATIENT CARE

### I. PURPOSE

To define the minimum amount of fields on a patient care record that must be completed prior to the transfer of care between EMS providers if available, applicable or known.

### II. PROCEDURE

First responders must complete the following mandatory fields prior to transferring care of a patient to a transporting agency whether using paper or electronic documentation.

- Patient identifier.
  - Name
  - Sex
  - Birth date
- Chief complaint.
- Mechanism of injury.
- Time of onset/ last seen normal.
- Pertinent medical history.
  - Medications
  - Allergies
- Vital signs.
  - Blood pressure
  - Pulse rate and quality
  - Respiration rate and quality
  - Skin signs
- Glasgow Coma Scale.
- PQRST for pain.
- All 12-lead ECG with patient name will accompany the patient.
- All medications and procedures, including attempts with times done prior to transfer.
- If base hospital contact made, document which base hospital contacted.
- First responder unit identifier.
- Transport unit identifier.
- Any other pertinent information not seen by the transport provider that might affect patient care.

The narrative should be written if there is time or shall be given verbally to the next provider. Other fields should be completed if possible or if the fields pertain to the chief complaint.

In the event of a multiple casualty incident (MCI), the minimum mandatory documentation required is the triage tags. All patients in a MCI, regardless of the degree of injury or lack of injury, must have a triage tag.