

# BODEGA BAY FIRE PROTECTION DISTRICT

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| <b>STANDARD<br/>OPERATING<br/>GUIDELINES</b> | Article: TBD  | SOG # 31 |
|  | References: Image Trend e-PCR system                |          |
|  | Subject: Pre-Hospital Patient Care Reporting System |          |

The Pre-Hospital Care Reporting System (Image Trend) is the e-PCR system provided by CVEMS and adopted by BBFPD as the prescribed application for legally documenting all pre-hospital care. The system is a web based interface (Service Bridge) and a user application (Field Bridge), which will be the only method for patient documentation. Hand written field notes or PCR's are no longer accepted. Image Trend will provide all pre-hospital documentation to the receiving hospital electronically, which meets the requirement for leaving documentation with the destination facility.

The primary patient caregiver will be responsible for completing all documentation. In the event that the primary caregiver is not the highest level of practice the documentation will state that the patient was assessed by a paramedic and deemed appropriate for BLS care/transport.

All medical incidents requiring a District ambulance or EMT/paramedic engine personnel for BLS or ALS incidents to respond, and/or treat a patient, shall have a Sonoma County Pre-Hospital Care Record completed via the Pre-Hospital Care Reporting System. This is to be completed within eight (8) hours of the call.

The e-PCR must be filled out in its entirety; non-applicable fields must be populated with "Not Applicable". A minimum of two (2) complete sets of vitals shall be documented on every transport, RAS and AMA. Documentation of the caregiver's evaluation regarding intoxication by drugs or alcohol must be made in the event of all RAS or AMA's.

Any problems with the reporting system shall be reported to the District EMS Coordinator immediately and the county contact for the program shall be notified.

Once the e-PCR is complete, the following distribution shall be followed:

Finalize the e-PCR by posting from the Field Bridge with the lock and finalize rules selected.

EMS QA will review the documentation, and then move the status to "Reviewed".

Billing QA will review the documentation, and then move the status to "Ready For Billing".

Should the e-PCR-System not function, and no other terminal is available to complete your PCR, initiate an e-PCR on the Field Bridge application and save your work when complete. Once the system is restored the report can be posted from the Field Bridge that it was saved on.

All PCR's shall be completed prior to going off duty and leaving the station. Any corrections required will be moved to "Needs Crew Attention" status and the author will be notified via email. All corrections will be completed and notification of corrections emailed to EMS QA within twenty-four (24) hours of initial notice.

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