

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: April 4, 2013
Topic: 3. Documentation Directives	Replaces: May 30, 2010
Subject: 1 PCR Distribution and Retention	
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PURPOSE

To instruct the staff on the distribution of the Patient Call Reports (PCR). The electronic method is the accepted format for patient documentation.

APPLICATION

Paramedics, EMAs

PROCEDURE

- 1) Electronic PCR
 - a) Upon completion of a PCR, EMAs and Paramedics shall ensure that the electronic document has been completed and sent via computer.
 - b) Upon submission of PCR the document is automatically faxed to:
 - i) Appropriate hospital for patient chart copy
 - ii) Appropriate hospital for billing purposes
 - iii) Northeastern Prehospital Care Program
 - c) Manitoulin Sudbury EMS will keep its own electronic copy for 5 years.
 - d) Copies of Manitoulin Sudbury EMS PCR's are kept in a data base accessible by permission from the information officer as per PHIPA.
 - e) While completing PCR's EMAs/Paramedics are to maintain patient confidentiality as per PHIPA.

- 2) In the eventuality that a paper Ambulance Call Report is completed:
 - a) Separate the four-part form and distribute the copies appropriately. The copies are to be distributed as follows:
 - i) White Copy (original) is the patient chart copy and shall be left with the receiving facility. Where no patient was transported the white copy is retained by the ambulance service.
 - ii) Blue Copy is the billing copy and shall be left with the receiving facility if it is a billing institution. If no billing institution is involved in the ambulance call then the blue copy is to be returned to the ambulance service.
 - iii) Canary Copy is the Base Hospital copy. Yellow copies shall be forwarded to the Base Hospital according to Base Hospital policy and local procedure.
 - iv) Pink Copy is the ambulance service copy and shall be retained by the service according to local procedure.

- 3) If a paper ACR is completed, the Paramedic shall input the call data in the Zoll ePCR program when back at station and before the end of the shift.

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- 4) ACR's that are returned to the ambulance base are to be stored in the locked documentation box.
- 5) While handling copies of ACRs, EMAs/Paramedics are to maintain patient confidentiality as per PHIPA legislation.

REFERENCE

Ambulance Act/Regulations
 Patient Care Documentation Standard
 ACR Completion Manual