



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Patient Care Records
Reference Number:	ADM 05-010
Effective Date:	16-Nov-04
Last Revision Date:	18-Feb-22
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to create a clear and concise understanding with regards to the handling of Pre-Hospital Patient Care Reports (PPCRs).

Definitions:

Records – means any written, printed, or electronically recorded material maintained by a provider in the course of providing health services to a patient. Record also includes the substance of any communication made by a patient to a provider in confidence during or in connection with the provision of health services or information otherwise acquired by the provider in confidence and in connection with the provision of health services.

Policy:

Providers will fill in the appropriate fields in accordance with Virginia Office of EMS regulations.

A full PPCR report shall be completed and available to the hospitals within 12 hours or by the end of your shift, whichever comes first. It shall not be permissible to complete the PPCR during his/her next shift or at home. It is worthy of note that all hospitals that Wintergreen Rescue Squad staff units transport to have access to our reports through ESO system as long as the correct hospital is selected as the transported to facility.

PPCRs will not leave the premises of the Fire and Rescue station once the provider has completed his/her report. No report shall be generated for printing without permission of the Chief or his/her designee unless for the use of transfer of care or exchanging a drug box.

Providers are not allowed to review other providers PPCRs unless authorized by a Chief or his/her designee.

Providers may disclose patient information or a copy of the PPCR only if it involves continuation of care for that patient. (Transfer of Care)

Providers may release information or a copy of the PPCR to law enforcement personnel investigating the incident only with consent from the patient or a subpoena. However, this should be handled by the Chief or his/her designee.