

**Orange County Emergency Management  
Field Document Security Procedure**

**1/29/2003  
\*\*DRAFT\*\***

**PURPOSE:**

To ensure that all EMS personnel protect the security, privacy, and confidentiality of information obtained or recorded in the field.

**PROCEDURE:**

**(A) Field Operations.** All EMS forms which contain personal demographic or medical information will be kept safe and secure at all times in the field. When in actual use, forms should be secured on the face of a metal clipboard box. When being transported, forms should be secured inside the unit's metal clipboard box. Forms or documents provided by the patient or other caregivers will receive the same protection as EMS-generated forms during the time that field staff has possession of the forms.

**(B) Distribution of Forms.** The yellow copy of the EMS Patient Care Report form, the yellow copy of the EMS Transport Care Report form, the yellow copy(ies) of any EMS Supplemental Sheets, and the original copy of any documents provided by the patient, family, or other healthcare providers related to the care of the patient are provided to the receiving hospital at or shortly after the patient is transferred by EMS to the hospital's care. The original and pink copies of the EMS Patient Care Report form, the original and pink copies of the EMS Transport Care Report form, and the original and pink copies of any EMS Supplemental Sheets are either secured in a locked document depository box at one of the EMS stations or returned to the locked document depository box in the EMS Division office at Orange County Emergency Management.

**(C) Collection of Forms from Stations.** All documents deposited in the locked document depository boxes at the EMS stations are collected by Initial Response Paramedics, Assistant EMS Field Supervisors, or EMS Field Supervisors. Collected documents are secured in a large manilla envelope for transport to the EMS Division Office. Collected documents are transferred to the locked Document Depository Box in the EMS Division Office.