

## Orange County Emergency Management – Emergency Medical Services Division

### Designated Medical Record Set

The Designated Record Set of the Orange County Emergency Medical Services (EMS) Division of the Department of Emergency Management refers to the individual paper records maintained on each individual incident which results in patient contact for the purpose of providing assessment, treatment and/or emergency transportation. The record set may include the following information:

- Call For Service Report (CFS): A written record of the 9-1-1 call, including which Emergency Medical Dispatch protocol was chosen, basic medical information, who called 9-1-1, from what telephone number, what the nature of the incident was, which units were dispatched, and at what time did units complete specific service steps (i.e. arrive on scene, depart for the hospital, etc.).
- Patient Care Report (PCR): A written record of the paramedic's assessment and treatment of the patient. In addition, this form also includes some personal demographic information and some limited medical history for the patient.
- Transport Care Report (ACR): A written record of the basic-life support care and transportation of a patient who had already been assessed by a paramedic and determined to be suitable for BLS transport. This form is only completed by the ambulance personnel when the paramedic does not attend the patient during transport to the hospital.
- PCR / ACR Supplement Sheet: A written record of any additional information or continuation of the narrative or procedure documentation from the patient's PCR and / or ACR.
- ECG Strips: A photocopy of the original print-out of the electrocardiogram tracing(s) done by the paramedic during the medical assessment of the patient.
- Medical Release / Billing Information Form: A written record of the patient's consent to release information to Orange County EMS for use in both the patient's treatment and in the County's billing for services provided. This form also documents the reason that a patient is unable to sign at the time of the incident, if that is the case.
- Photographs: An electronic image or images or paper print-outs of the incident, scene, and/or patient(s) depending on the nature of the incident. Some motor vehicle crashes and other traumatic incidents are photographed to provide documentation to the receiving physicians and for responder training purposes.
- Copies of information provided to EMS by others: Any extra copies of advance directives, long-term care plans, specific medication or allergy information, or any other pertinent information provided by the patient or others to EMS on behalf of the patient for use during EMS assessment and treatment of the patient.

This information is considered the Protected Health Information (PHI) of the client and is gathered for the purpose of providing assessment, treatment, and/or emergency transportation, for conducting quality-assurance activities, and for conducting financial operations relating to billing patients and their insurers and collecting debts.