SAN JOAQUIN COUNTY
EMERGENCY MEDICAL SERVICES AGENCY

TITLE: EMS Patient Care Record Access and Data Requirements EMS Policy No. 6302

PURPOSE:

The purpose of this policy is to establish access and submission requirements for patient care record data and information by Service Providers.

AUTHORITY:

Health and Safety Code, Division 2.5, Section 1797.220; 1797.227; California Code of Regulations, Title 22, Sections 100062, 100128, and 100170.

DEFINITIONS: See SJCEMSA Policy Definitions

~~A. "Service Provider" means any and all entities providing ambulance, air ambulance, non-transport advanced life support, and non-transport basic life support in San Joaquin County.~~

POLICY:

I. Patient Care Record Data and ePCR System Requirements:
   A. Service Providers shall use an electronic Patient Care Record system that is compliant with Health and Safety Code, Division 2.5, Section 1797.227, and:
      1. Capable of exporting data in a format that is compliant with current required versions of the California Emergency Medical Services Information System (CEMSIS) and the National Emergency Medical Services Information System (NEMSIS) standards.
      ~~2. Health Level 7 (HL7) compatible.~~
      2. Includes the NEMSIS and CEMSIS CAD data elements.
      3. Includes any additional SJCEMSA data requirements and validation rules.
      ~~3.~~4. ~~Ability to f~~Fully integrates with other SJCEMSA required data systems, including the functionality to exchange electronic patient health information with other entities including hospitals.

   B. ePCR Platform Access Minimum Requirements:
      1. Service Providers shall provide SJCEMSA with remote web access to view individual ePCRs for each patient contact within San Joaquin County using a web-based ePCR viewer. Such access shall at minimum:
         a. Allow SJCEMSA full review of each ePCR in all its stages of completion prior to and after submission, and;

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b. Include the ability to search and review each ePCR based upon common data elements such as, but not limited to, the incident number, date range, location, unit ID, and patient demographics.

2. Service Providers shall provide SJCEMSA with training on the ePCR system vendor platform, which shall include training to create customized reports.

C. ePCR System Integration & Compliance:

1. Service Providers shall ensure that their ePCR system is fully integrated with the SJCEMSA's ePCR data ~~warehouse~~ repository system to ensure real-time submission of all ePCR data.

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D. ePCR Submission and Completion Requirements:

1. Service Providers shall submit completed ePCRs to the SJCEMSA ~~portal~~ repository from each 24-hour period by no later than the following day at 1500 hours.
2. An ePCR is considered to be completed when it:
   a. Is accurate and includes all data required by CEMSIS, NEMSIS, and SJCEMSA, and;
   b. Is submitted and available for view to hospitals according to SJCEMSA policy.
3. Descriptive values shall be used with minimal use of not and null values. The use of not and null values must be limited only to situations where no other value is appropriate for documentation.

~~E. Service Providers ePCR system must be capable of capturing and accurately reporting the data elements specified in the California EMS Authority's California EMS System Core Measures Instruction Manual 9th Edition June 2021, hereby adopted by reference.~~

II. Patient Care Documentation:

A. Service Providers shall ensure the completion of an ePCR for every patient contact.

1. The highest medically qualified ~~care-giver~~caregiver for a non-transport Service Provider shall be responsible to ensure the completion of an ePCR in all cases in which non-transport personnel perform the following:

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a. Assists with, provides care to, or evaluates a person/patient, or;
b. Determine that a request for medical assistance has been made by someone on behalf of the person/patient, or;
c. Determine that the person/patient appears to need medical assistance, evaluation, or care.

2. The highest medically qualified ~~care-giver~~caregiver for an ambulance or air ambulance service provider shall ensure the completion of an ePCR in all cases in which a member of the ambulance or air ambulance crew:
a. Assists with, provides care to, or evaluates a person/patient, or;
b. Determines that a request for medical assistance has been made by someone on behalf of the person/patient, or;
c. Determines that the person/patient appears to need medical assistance, evaluation, or care.

~~B. ePCR Documentation Completion Timeline Requirement:~~

~~1. Service Providers shall ensure that designated personnel complete and submit each ePCR within 45 minutes of patient transfer completion unless delayed due to the necessity of responding to a pending emergency incident.~~

~~2. All ePCRs must be completed by designated personnel prior to the end of each shift.~~

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