

## **Out of Hospital Care Provider Policy**

**Title:** Release & Maintenance of Prehospital Care Reports (PCR's)

**Effective:** December 28, 1999

### **POLICY:**

PCR's must be maintained by each EMS agency in accordance with this policy and those set forth by the New York State Department of Health. An agency may release a PCR to an authorized person as outlined in this policy.

### **PROCEDURE:**

Each agency must store completed PCR's in a locked container at all times. PCR's need to be maintained by an agency for three years. If a controlled substance was administered, the document must be maintained for five years. Documentation involving a minor (a patient less than eighteen years of age) must be maintained for three years from the child's eighteenth birthday.

The PCR should be completed in accordance with the guidelines as set forth by Western Regional Emergency Medical System, Inc. (WREMS).

Only individuals appointed by the agency's Chief EMS Officer may have access to completed PCR's. These individuals will be responsible for the security and maintenance of the PCR's.

Release of PCR's should be handled in the following manor:

#### **Medical Director or His/Her Designee:**

A photocopy of the original PCR shall be released when requested by these individuals. Photocopies must contain all information such as patient name, date of birth, times, crew names, etc.

#### **WREMS:**

The "yellow" portion of all PCRs shall be submitted to Western Regional Emergency Medical System, Inc. on a monthly basis.

#### **Legal Services:**

As a medical record, PCR's should be released only upon presentation of a subpoena, patient medical record release or upon advice of the service's attorney.

#### **Other Requests:**

If anyone not mentioned above has submitted a request for the release of a PCR, the agency's Chief EMS Officer must first contact the agency's attorney for approval. Subsequently, a follow-up letter from the agency's attorney granting permission or denial of the request must be provided to the Agency's Chief EMS Officer. This letter shall be filed and maintained in the same manor in which the requested PCR will be.