**2.1 Patient Care Reports Policy**

**Purpose:** To provide guidelines for the maintenance and utilization of patient care reports by company crew members.

**Policy:** The company will maintain and ensure the utilization of a patient care report form each time a crewmember makes physical or verbal contact with a patient. All crewmembers will be trained on properly completing the patient care report. A separate patient care report shall be prepared for each patient transported in the same vehicle. One patient care report, per person shall be completed. A separate patient care report shall be completed for each leg of a round trip transport. The patient care report form shall be signed by all of the crewmembers. Each patient care report form shall be completed in eligible ink and shall contain the following information:

1. The patient's name, age, sex and home address;

2. A description of the patient's condition and any observed changes

3. A description of any care and/or assistance given to the patient.

4. The time when, and location where, the patient was picked up and was discharged;

5. The vehicle recognition number, date, and full names of each crewmember and their affiliation.

A copy of the patient care report shall be given to an authorized representative at the receiving health care facility. This shall be done no later than 24 hours after completion of the call. Additions to the original report shall not be made once a copy has been delivered to the receiving health care facility, unless such changes are initialed and dated by the person making the change and the receiving health care facility is provided with a copy of the changes.

The company shall keep all patient care reports in accordance maintenance of record policy and in compliance with state regulatory agency rules and regulation.

The Administrator shall review daily all patient care reports to ensure they are completed correctly.