

# SPONSOR HOSPITAL COUNCIL of GREATER BRIDGEPORT

St. Vincent's  
MEDICAL CENTER



Yale  
NewHaven  
Health  
Bridgeport  
Hospital

SHCGB Policy 2.0

Dated 09/01/2016

## Completion of Patient Care Reports

Documentation of assessments and patient care shall be done on all patients evaluated including, but not limited to: emergency calls, transfer, patient refusals, downgrades and stand by circumstances.

Documentation of patient care shall be done immediately upon completion of patient care, and/or transfer of care at the receiving hospital.

The EMS Patient Care Report (PCR) is a medical record and the primary source of information for continuous quality improvement review. Prehospital care personnel shall be responsible for providing clear, concise, complete and accurate documentation.

When a patient is transported from either a 911 call or emergency transfer, the PCR should be completed and sent to the receiving facility as soon as possible immediately following the patient's arrival at the hospital. Vital information should also be immediately communicated to the Emergency Department staff for efficient and safe transfer of care.

All 12-Lead EKG shall be left at the receiving emergency department with the patient name and DOB written on the top of the strip. Every effort shall be made to be certain that the nurse/and or physician responsible for care receive the strip. In the event the crew is called out of the hospital to respond to an emergency call, the run form must be completed as soon as possible. **All PCRs must be completed before end of shift preferably within eight hours (8) of arrival at the hospital.**

A handwritten signature in blue ink, appearing to read "Terence Sheehan".

Terence Sheehan  
EMS Coordinator  
Saint Vincent's Medical Center

A handwritten signature in blue ink, appearing to read "Wes Young".

Wes Young  
EMS Coordinator  
Bridgeport Hospital