



## MASON COUNTY FIRE DISTRICT #4

---

TITLE: AMBULANCE TRANSPORT DOCUMENTATION

CHAPTER: 2000 NUMBER: 2199 APPROVED: 10-21-2016

APPROVED: \_\_\_\_\_ Bob Burbridge, Chief

### SCOPE:

All EMS Providers

### PURPOSE:

In order to meet the needs of the district, to accommodate proper ambulance transportation information, while maintaining HIPAA requirements.

### POLICY:

Following the completion of medical care and transportation to a hospital, the EMS crew will gather, in writing, patient care, treatment, and transportation billing information.

Upon completion of transportation services, the health care provider shall:

- 1) Complete ambulance transportation (blue) form.
- 2) Acquire or request a copy of patient's face sheet.
- 3) Provide receiving staff with basic patient, treatment, and care information. Complete an electronic MIR, and transmit completed patient care report via FAX through Emergency Reporting to receiving facility.
- 4) All patient care reports are required to be submitted within 24 hours of transportation services.

Providing written MIR to receiving facility shall be the exception, as opposed to the rule. It is the desire of the district to maintain electronic patient care data. Should a written MIR be used, the report shall be scanned and uploaded to Emergency Reporting within assigned incident.