

4729:5-14-04

**Record Keeping.**

(A) All EMS organizations shall keep a record of all dangerous drugs received, administered, sold, transferred, destroyed, disposed or used.

(B) Records of receipt shall contain a description of all dangerous drugs received, the kind and quantity of dangerous drugs received, the name and address of the persons from whom received, and the date of receipt.

(C) Except as provided in paragraph (C)(1) of this rule, all records of receipt, distribution, administration, selling, disposing, destroying or using dangerous drugs shall be maintained for a period of three years at the place where the dangerous drugs are located.

(1) Records from satellites may be stored at the EMS organization headquarters if prior approval, in a manner determined by the board, is obtained by the EMS organization.

(D) Records of administering dangerous drugs shall be legible and shall contain the first and last name of the EMS personnel who administered the drug, name of the EMS organization, name and strength of the drug administered, date of administration, time of administration, amount of the dose administered, the name or other means of identifying the patient, such as medical record number or run number, and the identification of the individual administering the drug using either of the following methods:

(1) An electronic signature in a computerized recordkeeping system; or

(2) Any form of positive identification.

(E) Records of the disposal or destruction of non-controlled dangerous drugs shall contain the name, strength, dosage form, and quantity of the dangerous drug disposed, the date of disposal, the method of disposal, and, if disposal is performed on-site, the positive identification of the EMS personnel who disposed of the drugs.

(F) Except as provided in paragraph (F)(1) of this rule, records for the disposal of controlled substance drugs shall be maintained in accordance with rule 4729:5-3-01 of the Administrative Code and, if disposal is performed on-site, the positive identification of the EMS personnel who disposed of the drugs.

(1) Records for the disposal or destruction of the unused portion of a controlled substance resulting from administration to a patient from a licensee's stock or emergency supply shall contain the name, strength, dosage form, and quantity

of the dangerous drug disposed, the date disposed, the method of disposal and the positive identification of the EMS personnel who disposed of the drugs.

(G) All records maintained in accordance with this rule shall be uniformly maintained and readily retrievable.

(H) Except as provided in paragraph (H)(1) of this rule, an EMS organization shall conduct an annual inventory of all controlled substances in accordance with agency 4729. of the Administrative Code.

(1) Notwithstanding any other provision of the Administrative Code, this paragraph does not apply to an EMS utilizing a 1:1 exchange system with a hospital acting as its responsible DEA registrant.

(I) All records maintained pursuant to this rule may be electronically created and maintained, provided that the system that creates and maintains the electronic record does so in accordance with the following:

(1) All paper records shall be scanned in full color via technology designed to capture information in one form and reproduce it in an electronic medium presentable and usable to an end user;

(2) A record or image once created shall be unalterable but may be annotated as necessary so long as the original record or image is still available for review and the individual that made the annotation is noted;

(3) Contains security features to prevent unauthorized access to the records; and

(4) Contains daily back-up functionality to protect against record loss.

(J) Records of oxygen transfilling shall include the manufacturer's lot number of the oxygen used for transfilling the portable oxygen tanks.

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CERTIFIED ELECTRONICALLY

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Certification

02/12/2018

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Date

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