

4766-2-05

Transportation Recordsrequirements.

(A) ~~The~~Each licensed MTO shall maintain or have readily available the following at its headquarters:

- (1) Current copy of the organization's operating protocol(s) as filed with the Ohio state board of pharmacy;
- (2) Verification of the following:
 - (a) Completion of emergency vehicle operator course for non-EMS certified personnel as described in rule 4766-2-13 of the Administrative Code;
 - (b) EMS certification of all ~~EMT-B, EMT-I, and EMT-P~~ personnel;
- (3) A current certificate of liability insurance issued by an insurer licensed to do business in Ohio that includes a thirty day notice of cancellation to the board in compliance with the terms set forth in R.C. 4766.06 listing Ohio medical transportation board as a certificate holder ~~with a thirty day cancellation notice as specified in section 4766.06 of the Revised Code;~~
- (4) Current copy of the MTO's written policy covering the use of warning devices;
- (5) Records or other documents related to patient care or to emergency medical service personnel maintained by the licensed MTO which shall be made available for review by the board;
 - (a) Such records or documents shall be made available in accordance with 45 C.F.R. 164.512;
- (6) ~~Current Maintenance~~maintenance records for vehicles as specified in rule 4766-2-09 of the Administrative Code;
- (7) ~~Current Maintenance~~maintenance records for ~~bio-medical~~all equipment used for patient care as specified in rule 4766-2-09 of the Administrative Code;
- (8) Dispatch log;
- (9) Written plan for restocking of supplies or compliance with paragraph (C)(4) of rule 4766-2-04 of the Administrative Code;
- (10) Ohio state board of pharmacy license and addendum;

- (11) DEA registration certificate (as applicable);
 - (12) Clinical laboratory improvement amendments (CLIA) waiver (as applicable);
 - (13) Current written plan for the handling and disposal of bio-medical infectious materials (OSHA rule ~~2029~~ C.F.R. part 1910.1030).
- (B) A licensee shall maintain or have readily available the following at each satellite base:
- (1) Current copy of the organization's operating protocol(s) as filed with the Ohio state board of pharmacy;
 - (2) Documentation as required under rule 4766-2-07 of the Administrative Code;
 - (3) Current copy of the MTO's written policy covering the use of warning devices;
 - (4) Written plan for restocking of supplies or compliance with paragraph (C)(4) of rule 4766-2-04 of the Administrative Code;
 - (5) Ohio state board of pharmacy license(s) and addendum(s);
 - (6) Current written plan for the handling and disposal of bio-medical infectious materials (OSHA rule 29 C.F.R. part 1910.1030).
- (C) Upon licensure, each licensed MTO shall prominently display the original certification of licensure at its headquarters and each satellite base.
- (D) Patient records
- (1) Each licensed MTO shall maintain accurate records concerning the transportation of each patient for a minimum of seven years.
 - (2) Each record shall include the following:
 - (a) Patient's name;
 - (b) Patient's sex;

- (c) Patient's age;
- (d) Patient's date of birth;
- (e) Patient's Address~~address of patient~~;
- (f) Location address of incident or pickup;
- (g) Patient's chief complaint;
- (h) Patient's history including:
 - (i) Current medical condition;
 - (ii) List of current medications;
 - (iii) Allergies;
 - (iv) Vital signs and time assessed
 - (a) Blood pressure;
 - (b) Pulse;
 - (c) Respiration;
- (i) Any responsible guardian;
- (j) Advanced directives, if applicable;
- (k) Final destination;
- (l) Treatment rendered;
- (m) The following times:
 - (i) Time call received;

- (ii) Dispatch time;
 - (iii) Enroute time;
 - (iv) On-scene time;
 - (v) Departure from scene time;
 - (vi) Arrival at destination time;
 - (n) The names and level of certification for all medical personnel;
 - (o) The names of any non-EMS certified personnel, if applicable.
- (3) A copy of the record for each patient shall be provided to the receiving facility, which includes all the information required ~~by this rule not to exceed~~ no later than twenty-four hours from time of dispatch.

Effective:

R.C. 119.032 review dates: 12/22/2016

Certification

Date

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