

4766-2-05

**Record Requirements.**

(A) The 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 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) Maintenance records for vehicles as specified in rule 4766-2-09 of the Administrative Code;
- (7) Maintenance records for bio-medical equipment 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 20 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) 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 twenty-four hours from time of dispatch.

Effective:

R.C. 119.032 review dates:

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Certification

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Date

Promulgated Under:	119.03
Statutory Authority:	4766.03
Rule Amplifies:	4766.04, 4766.06