

4766-2-08

Recordkeeping Requirements.**(A) Patient Records**

- (1) Each licensed MTO shall maintain accurate records concerning the transportation of each emergency and non-emergency patient.
- (2) All records or other documents related to patient care or to emergency medical service personnel maintained by the licensed MTO may be reviewed during an inspection.
 - (a) Such records or documents shall be made available in accordance with 45 C.F.R. 164.512.
- (3) Each record shall include the patient's name, sex, age or date of birth if known, address, location of incident or pickup, patient's chief complaint, and patient's history including:
 - (a) Current medical condition and diagnosis;
 - (b) List of current medications, route, dosage, administration schedule;
 - (c) Allergies and reaction;
 - (d) Vital signs and the time that the vital signs were taken:
 - (i) Blood pressure;
 - (ii) Pulse;
 - (iii) Respiration;
 - (e) Any responsible guardian;
 - (f) Advanced directives;
 - (g) Beginning location and final destination;
 - (h) Treatment rendered;
 - (i) 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;

(j) The names and level of certification or licensure for all medical personnel.

(4) A copy of the record for each patient shall be provided to the receiving facility, which includes all the information required by this rule.

(B) Current notarized copy of the organization's operating protocol(s) signed by the medical director shall be available at the headquarters and each satellite location.

(C) For each medical employee, verification of the current certification or license shall be readily available to the Ohio medical transportation board.

(D) A certificate of liability insurance issued by an insurer licensed to do business in this state that includes a thirty day notice of cancellation to the board.

(E) All licensed MTOS shall establish a written policy covering the use of warning devices which shall be made available for the board's inspection upon request.

Effective: 04/18/2005

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CERTIFIED ELECTRONICALLY

Certification

04/08/2005

Date

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