

## TO BE RESCINDED

4766-2-08

**Record keeping 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:

R.C. 119.032 review dates: 04/17/2009

---

Certification

---

Date

Promulgated Under: 119.03  
Statutory Authority: 4766.03  
Rule Amplifies: 4766.04, 4766.06  
Prior Effective Dates: N/A