

4766-4-05

**Record keeping requirements.**

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-4-18 of the Administrative Code.]

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

(1) Current copy of the organization's operating medical 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 set forth in rule 4766-4-13 of the Administrative Code;

(b) Certification or license of all personnel;

(3) A current and valid 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 section 4766.06 of the Revised Code listing the board as a certificate holder;

Each scheduled vehicle must be listed on the certificate or attached on an additional page to the certificate to include the vehicle's year, make, model and vehicle identification number (VIN). If the certificate indicates "any auto" or "all owned autos," a list of vehicles does not have to be included or attached.

(4) Current copy of the MTO's written policy covering the use of lights and audible 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 or its designee;

Such records or documents shall be made available in accordance with 45 C.F.R. 164.512;

(6) Current maintenance records for vehicles as specified in rule 4766-4-09 of the Administrative Code;

(7) Documentation of compliance with the periodic mechanical safety inspection set forth in rule 4766-4-09 of the Administrative Code;

- (8) Current maintenance records for all equipment used for patient care as specified in rule 4766-4-09 of the Administrative Code;
  - (9) Dispatch log;
  - (10) Written plan for restocking of supplies or compliance with paragraph (C)(4) of rule 4766-4-04 of the Administrative Code;
  - (11) Ohio state board of pharmacy license and addendum;
  - (12) DEA registration certificate (as applicable);
  - (13) Clinical laboratory improvement amendments (CLIA) waiver (as applicable);
  - (14) Current written plan for the handling and disposal of bio-medical infectious materials (OSHA rule 29 C.F.R. 1910.1030).
- (B) A licensed MTO shall maintain or have readily available the following at each satellite base:
- (1) Current copy of the organization's operating medical protocol(s) as filed with the Ohio state board of pharmacy;
  - (2) Documentation that meets the requirements as set forth in rule 4766-4-07 of the Administrative Code;
  - (3) Current copy of the MTO's written policy covering the use of lights and other warning devices;
  - (4) Written plan for restocking of supplies or compliance with paragraph (C)(4) of rule 4766-4-04 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. 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 shall be maintained in accordance with this rule.
- (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, at minimum, the following:

- (a) Patient's name;
- (b) Patient's sex;
- (c) Patient's age;
- (d) Patient's date of birth;
- (e) Patient's address;
- (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 or licensure for all EMS providers and other 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 no later than twenty-four hours from time of dispatch.

Five Year Review (FYR) Dates: 3/23/2022 and 03/01/2027

CERTIFIED ELECTRONICALLY

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Certification

03/23/2022

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Date

Promulgated Under: 119.03  
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Rule Amplifies: 4766.04, 4766.06  
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