

TO BE RESCINDED

4766-4-08

Record keeping requirements.

(A) Patient records

- (1) Each licensed organization 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 organization 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 organizations 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: 12/22/2011

Certification

Date

Promulgated Under: 119.03
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