



HIGHLAND PARK FIRE DEPARTMENT
POLICY MANUAL
Policy #4



MOBILE INTENSIVE CARE REPORTS

EFFECTIVE

01/MAR/99

REVISED

21/OCTOBER/2020

1.0 Purpose

- 1.1 To document the number of copies of the E.M.S. report that personnel need to make before leaving the emergency room.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Two copies of each E.M.S. report will be made on the emergency room copy machine before returning to quarters, and shall distributed as follows.
- 3.1.1 The original left with the patients ER chart.
- 3.1.2 One copy in the paramedic room the secure receptacle as required by the EMS office.
- 3.2 If it is necessary to utilize a hand written MICU report, an EMS report must be completed in the Fire Department's electronic Patient Care Report (ePCR) software and scanned/submitted to the Fire Department Office.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved: _____ Fire Chief