

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 306

## SUBJECT: RECORDING VOICE COMMUNICATION AND MAINTENANCE OF RECORDS

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### PURPOSE:

To identify requirements for base hospitals pertaining to the recording and maintenance of voice communication between base hospital MICNs or designated physician personnel and paramedic personnel.

### AUTHORITY:

California Health and Safety Code, Division 2.5, Sections 1797,220, 1798.104, 1798.2

California Code of Regulations, Title 22, Division 9

California Administrative Code, Title 22, Division 9, Chapter 3

California Government Code, Section 34090.6

### POLICY:

Base hospitals\modified base hospitals shall record all voice communications between paramedic personnel and designated physicians or MICN personnel working in that base hospital\modified base hospital through both taped records or digital audio files and written communication logs. Each base hospital shall maintain communications records for a minimum of 100 days, and is hereby authorized to destroy tapes or delete digital audio files after 100 days, unless required for evidence or pending litigation. All communication records should be maintained in such a manner that they are sufficient to allow for medical control and continuing education of paramedic personnel. Quality Improvement records shall be maintained for two years.

### CROSS REFERENCES:

Prehospital Care Policy Manual

Modified Base Hospital Program, Reference No. 305

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**Effective Date: 01/01/2010**  
**Next Review Date: 10/2012**  
**Approved:**

**Date last Reviewed / Revised: 10/09**  
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**SIGNATURE ON FILE**  
**S-SV EMS Medical Director**

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