

# SIERRA-SACRAMENTO VALLEY EMS AGENCY ALS 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 EMT-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 EMT-Paramedic personnel and designated physicians or MICN personnel working in that base hospital\modified base hospital through both taped records and written communication logs. Each base hospital shall maintain telecommunications records for a minimum of 100 days, and is hereby authorized to destroy tapes 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 EMT-Paramedic personnel. Quality Improvement records shall be maintained for two years.

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**Effective Date: 02/01/07**

**Date last Reviewed/Revised: 09/06**

**Next Review Date: 09/09**

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