


Sierra – Sacramento Valley EMS Agency Program Policy			
Base/Modified Base Hospital Recording & Maintenance Of EMS Patient Care Communications			
	Effective: 06/01/2023	Next Review: 05/2026	<b>306</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: John Poland – Executive Director		SIGNATURE ON FILE

---

**PURPOSE:**

To establish base/modified base hospital requirements for recording and maintaining EMS patient care communication.

**AUTHORITY:**

- A. HSC, Division 2.5, § 1797,220, 1798.104, 1798.2.
- B. CCR, Title 22, Division 9.
- C. GC, Section 34090.6.

**POLICY:**

- A. Base/modified base hospitals shall record all telephone and radio EMS patient care communications with prehospital personnel. Audio files shall be maintained for a minimum of 100 days, or longer if required for evidence or pending litigation.
- B. Base/modified base hospital personnel shall document all telephone and radio EMS patient care related communications with prehospital personnel on an appropriate hospital developed report/log. EMS patient care records and hospital communication reports/logs shall be maintained for a minimum of seven (7) years, or, if for a minor, one (1) year past the age of majority, whichever is greater.
- C. All communication records shall be maintained in such a manner to allow for medical control and continuing education of prehospital personnel. Quality Improvement records shall be maintained for a minimum of (2) two years.
- D. In the event of pending litigation or evidence requests, all audio files and written records shall be maintained until completion/resolution of all issues arising therefrom.