

Sierra – Sacramento Valley EMS Agency Program Policy

EMS Documentation

	Effective: 04/01/2026	Next Review: 01/2029	605
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PURPOSE:

To specify EMS patient care report (PCR) documentation and data requirements.

AUTHORITY:

- A. HSC, Division 2.5, § 1797.202, 1797.204, 1797.220, 1797.227, and 1798.
- B. CCR, Title 22, Div. 9, Ch. 3.1, Ch. 3.2, Ch. 3.3.

POLICY:

- A. BLS non-transport providers shall complete a PCR for any EMS incident that results in a patient refusal of EMS care without ALS/LALS involvement.
- B. BLS non-transport providers shall complete a S-SV EMS BLS Skills Utilization PCR (605-A), or electronic PCR (ePCR) compliant with current California Emergency Medical Services Information System (CEMSIS) and the National Emergency Medical Services Information System (NEMSIS) date standards (if available), to document the utilization of any of the following prior to ALS/LALS arrival:
 - 1. Defibrillation (AED shock delivered).
 - 2. BLS optional skills included in S-SV EMS Policy No. 477.
- C. ALS/LALS non-transport providers and all transport providers shall utilize an ePCR software system, compliant with current CEMSIS/NEMSIS standards, for EMS documentation as follows:
 - 1. ALS/LALS non-transport personnel shall complete an ePCR for any EMS incident that results in their arrival at scene, unless patient contact was limited to BLS assessment and/or oxygen administration only, and patient care was assumed by a transport provider.
 - 2. Transport personnel shall complete an ePCR for any EMS incident that results in their arrival on scene. If the non-transport and transport personnel are from the same agency, a single ePCR by the appropriate unit is adequate.
 - 3. For multiple patient incidents, an ePCR shall be completed for each individual patient (including patients who are determined to be deceased on scene).

4. For multiple casualty incidents (MCIs), the Medical Group Supervisor (or designee) shall complete a separate ePCR documenting pertinent incident information (MCI type, incident details, patient count/triage categories, etc.).
- D. A PCR is a legal medical record. EMS personnel shall provide clear, legible, concise, complete, and accurate patient care documentation. Any form of misrepresentation is a serious infraction, which may result in disciplinary action.
- E. EMS providers who fail to comply with EMS documentation laws, regulations, and/or policies may be suspended from providing service until they comply.

PROCEDURE:

- A. All applicable/required PCR data fields shall be accurately completed.
 1. EMS procedures and/or medication administrations, including specific dose, route, and response to treatment as applicable, shall be adequately documented in the Treatment/Procedures section. ALS/LALS personnel shall also document all pertinent procedures/medications utilized by bystanders or BLS personnel (including prior to their arrival on scene) in the Treatment/Procedures section.
 2. The total volume of IV/IO fluid infused shall be adequately documented in the Treatment/Procedures and/or Narrative section.
 3. All pertinent vital signs, including applicable cardiac rhythm interpretations, shall be adequately documented in the Vital Signs section. Vital signs shall be obtained/documented as close as possible to initial patient contact, a minimum of every 15 minutes during patient care (or more frequently if clinically indicated), and as close as possible to transfer of patient care at the receiving hospital.
 4. The Narrative section shall be completed utilizing one of the following formats:
 - a. SOAP (Subjective, Objective, Assessment, and Plan).
 - b. CHART (Complaint, History, Assessment, Rx/pt. medications, and Treatment).
 - c. Chronological order.
 5. Response, patient care, and/or transport delays shall be adequately documented in the appropriate section(s) of the PCR.
 6. A written or electronic legal signature of the individual completing the PCR is required.
- B. The following information, when available, shall be documented on an interim PCR (605-B or equivalent), and left with the receiving nurse or physician at the time of patient delivery:
 1. Basic incident and patient demographic information.
 2. Chief complaint, time of symptom onset, pertinent medical history, medications, and medication allergies.

3. Pertinent vital signs.
 4. EMS treatment rendered (time, type, dose, route, response, etc.).
 5. Relevant patient care related documents (DNR/POLST forms, 12 Lead EKGs, cardiac monitor rhythm strips, etc.).
 6. Name, title, and ID of EMS personnel completing the documentation.
- C. PCR's shall be completed within twenty-four (24) hours after completion of the patient encounter (NEMIS V3.5 data element eTimes.13 – 'Unit Back in Service Date/Time'), and shall be distributed as follows:
1. If a BLS optional skill was utilized, a copy of the completed PCR shall be provided/available to S-SV EMS within seven (7) calendar days of the incident.
 2. PCR's shall be provided/available to the applicable receiving, base, and/or modified base hospital upon completion, but no later than twenty-four (24) hours after completion of the patient encounter.
- D. Any EMS provider required to complete/submit ePCR data pursuant to this policy, and who chooses not to utilize the S-SV EMS ImageTrend ePCR software system, shall submit EMS data to S-SV EMS in the following manner:
1. EMS data shall be continually compliant with current CEMIS/NEMIS standards and the current S-SV EMS data schematron.
 2. EMS data for all incidents required by this policy shall be submitted to the EMS data system utilized by S-SV EMS within twenty-four (24) hours after completion of the patient encounter. Any ePCR record that fails to import shall be identified, corrected, and successfully submitted to the EMS data system utilized by S-SV EMS within seventy-two (72) hours after completion of the patient encounter.
- E. PCR's for adult and emancipated minor patients shall be preserved for at least seven (7) years. PCR's for unemancipated minor patients shall be preserved for at least one (1) year after such minor has reached the age of 18 years old and, in any case, not less than seven (7) years.