

**JEFFERSON COUNTY FIRE DISTRICT #1  
STANDARD OPERATING GUIDELINES**

**SOG 402**

**PATIENT CARE REPORT FORMS**

**I. PURPOSE**

- A. To define the appropriate guidelines for medical emergency personnel to initiate a Patient Care Report Form(PCRF) within the District.

**II. SCOPE**

- A. These standards apply to all personnel of the District.

**III. AUTHORITY AND RESPONSIBILITY**

- A. It will be the responsibility of the EMS Captain and the Officers to insure that these guidelines are followed.

**IV. STANDARDS**

- A. A PCRF shall be initiated in each instance where District personnel provide initial care during an emergency situation where medical attention is needed. A PCRF shall also be initiated in each instance where a District EMT/First Responder provides a substantial amount of patient care directed by another outside agency EMT; ie. holds manual C-spine, application of bandage/dressing, obtains vital signs, etc.
- B. A PCRF shall include all of the following items but not limited to:
  - 1. Patients name
  - 2. Date of birth
  - 3. Chief complaint
  - 4. Major deformities/obvious injuries
  - 5. Incident times and date
  - 6. Formatted narrative of the incident
  - 7. Signature of the person writing the report
- C. The PCRF shall be submitted within 12 hours of the initial patient contact and deposited in the proper confidential container. The PCRF shall then be stored in a confidential manner, for no less than 10 years and then the District has the opportunity to destroy the report from its records. In cases where the patient is under the age of 18, the care form shall be kept on file 10 years past the date from when the patient turns 18 years of age.
- D. A copy of the PCRF shall be submitted to the patient's transporting agency by the EMS Captain or his designee monthly.

E. The EMS Captain and his assistant shall review the PCRFS monthly to ensure that they are being filled out appropriately and are initiated after the appropriate responses.

APPROVED:

DATE 10-01-2001

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Earl Cordes  
Fire Chief