
Ocean City Fire Department
Standard Operating Guidelines

EMS Operations

Subject: Patient Care Reporting
Revised: 7-30-2013
Effective: 8-19-2013
Approved: 8-19-2013
Section: 312.0

312.00 Purpose

- A. To provide uniform guidelines regarding patient care reporting (PCR) for medical services.

312.01 Policy

- A. The goal of the Ocean City Fire Department is to have the PCR completed for all medical calls for service in a timely manner.
- B. Transported patients shall have PCRs completed as soon as possible after patient transfer of care. This may be accomplished using the ambulance based computer or the station computer systems.
- C. All EMS calls for service that do not result in a transport, such as refusals, cancellations, etc. shall have the appropriate PCR completed before end of shift.
- D. All areas of the PCR computerized system shall be completed as directed by departmental guidelines.
- E. All documents as required by the Town of Ocean City's current billing provider shall be completed as directed.
- F. The primary care provider is responsible for the completion of all departmental documentation, to include the Red Alert reporting system.

312.02 Procedure

- A. Transported patients shall have the MIEMSS Short Form completed and left with the receiving nurse at the receiving facility.
- B. A patient face sheet shall be obtained from the receiving facility, if available.
- C. The patient information record, as requested by the billing provider, shall be completed with all appropriate signatures, attached to the hospital face sheet, and placed in the station secured documents

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- box.
- D. The formal PCR shall be completed in the computerized reporting system as soon as possible after completion of the call.
 - E. Non-transported patient charts shall be completed in a timely manner not to exceed the end of shift.
 - F. If the computerized reporting system is unavailable, a copy of the MIEMSS Short Form will be retained by the primary care provider, and entered into the reporting system when available.