

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>SOG #:</b>	6.411	<b>Effective Date:</b>	12/1/2013
<b>Title:</b>	Run Report & Transport	<b># of pages:</b>	2
<b>Category:</b>	Emergency Medical Response	<b>Classification:</b>	Yellow

1. **PURPOSE:** To outline South Portland Fire Department Policy on the transportation of patients and the run reports associated with these patients.
2. **POLICY:** It is the responsibility of all EMS licensed Fire Department members to know:
  1. How to fill out EMS Run Reports and
  2. To know and follow the Transport Protocol in the MEMS Prehospital Treatment Protocols.
3. **PROCEDURES:**
  - 1) An EMS Run Report shall be filled out whenever an ambulance is dispatched for a reported injury or illness and an EMS run number is assigned. This also includes mutual aid ambulance coming into the city. An EMS licensed person who responded on the call from the City of South Portland must complete this form. If the an Engine assists a mutual aid Ambulance the SPFD Engine needs to complete a EMS Run Report as well as the Mutual aid Ambulance. A separate EMS run report shall be complete for each patient involved in the incident. For the purpose of this section a patient is defined as:
    - a) Someone who appears to have been involved in an accident of any type, which could be expected to cause injury, no matter how slight, i.e. vehicle accident, trip or fall etc.
    - b) Someone for whom EMS has been called due to medical problems, whether they have a complaint or not.
    - c) Exception is a MCI which one EMS Run Report shall be filled out with Location, and number of patients and nature of call.

**ALL CONTACTS MUST BE DOCUMENTED EVER IF NO TREATMENT OR TRANSPORT OCCURRED**

2) Minimum EMS Run Report documentation includes:

- Patient's name, address, date of birth
  - Patient history ( as appropriate)
  - Vital Signs (as appropriate)
  - Physical exam appropriate to the patient's complaint
  - Mental Status
  - Refused Transports – patient signature
  - No Transports- description of patient disposition, especially with juveniles.
- \* If these criteria cannot be met, document patient refusal and why criteria are not met.*

- Patients under the age of 18 who wish to refuse treatment or transportation must produce a parent at the scene to sign the run report.
- If a parent cannot be produced in a timely manner, then the EMS crew shall transport the patient.
- EMS personnel are reminded that parents cannot refuse lifesaving emergency treatment for their minor children.
- For the purposes of the above paragraphs, parent is defined as a parent or surrogate parent such as guardian or adult family member.

### 3) No Patient Contact Situations

- If no patient is found or the EMS crew is returned prior to arrival on scene, then a MEMS Run Report shall be completed with Cancelled Enroute box filled in, as well as a brief narrative of the event.
- This would also include instances of Good Intent Calls when someone called for what turned out to be a non-accident or medical problem.
- Only one of these reports is necessary per call.

### 4) Confidentiality:

- All personnel are reminded that the Maine EMS Run Report is a legal document and part of confidential patient information.
- Upon completion reports are to be deposited in the run report box at the crew's station. Personnel should make every effort to keep reports out of sight of non-involved people.
- The EMS Coordinator or his/her designee will collect Reports
- Any request for copies of EMS Run Reports will be sent to the EMS Coordinator.
- The EMS provider shall complete all EMS Run Reports before the end of their duty shift.

### 5) Completion and Exporting of Run Report:

It is the responsibility of the EMS provider to complete and export all EMS Run Report prior to leaving for their tour of duty. If there is a problem and you can't complete and export notification will be made to the Officer in charge and to the EMS Coordinator.

### 4. REFERENCES:

- Maine EMS Protocols

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief