

General Policy and Procedure

**Medical First Responder Documentation**

**Policy:**

A complete and accurate medical record is an essential part of patient care. Medical First Responder agencies operating in Washtenaw and Livingston Counties will properly document all patient encounters.

**Procedure:**

- A. All patient care encounters will be documented on the Washtenaw/Livingston County First Responder Run Report.
- B. Others may complete portions of the report, but the primary care provider is responsible to ensure accuracy and completeness.
- C. The report should be completed prior to patient transport by EMS, if possible, (or faxed to the receiving hospital within 2 hours) but should not interfere with direct patient care.
- D. The Run Report is part of the patient's medical record, and should be treated as confidential information.
- E. The copies of the form should be distributed as follows:
  - The first copy should be retained by the MFR agency for their records.
  - The second copy will be sent to the facility receiving the patient in a timely fashion or faxed within two hours of the run.
  - A copy should be filed with the first and forwarded to the Medical Control Board or its designee when requested. In certain instances, such as AED calls, it will be forwarded routinely.
  - AED reports should be forwarded to the Washtenaw/Livingston Medical Control Authority or the supervising ALS ambulance service promptly after the AED call or on a weekly basis. Agencies should submit a written report using the Washtenaw/Livingston County AED Report form along with a copy of the event log downloaded from the AED, if available.

MCA Approved	09/93	10/01	05/02	
Implement	10/94	01/02	10/02	