



C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

MEMORANDUM

To: ALL SC EMS Agencies
From: Alonzo W. Smith, Director
Division of Emergency Medical Services & Trauma
Date: August 4, 2009

RE: Required Documentation for Continuity of Patient Care

EMS Agencies across South Carolina are beginning to convert to an electronic patient care reporting system. As this effort continues, it is imperative that patient care not be compromised by insufficient documentation. The Department understands that the completion of an electronic patient care report (PCR) may not be feasible at the time a patient is transferred to the receiving facility due to patient care demands during transport or other extenuating circumstances.

To expedite a return to service, the Department is allowing the use of a patient handoff form to be submitted to the receiving facility at the time of patient transfer in lieu of the complete electronic PCR. However, the patient handoff form shall not serve as the only EMS documentation provided to the receiving facility. The completed electronic PCR must be submitted to that facility as soon as possible.

To assist in this endeavor, the Performance Improvement Center has created two patient handoff forms. The PreMIS Short Patient Handoff Form can be used as a preliminary report for the receiving facility. The PreMIS Long Patient Handoff Form can be used by EMS personnel to assist them with writing the final electronic PCR. Both forms are posted on the SC EMS Data System website at: www.scemsdata.org

As an alternative to the PreMIS forms listed above, an EMS Agency may choose to create their own form. Should an EMS Agency choose this option, a draft copy must be submitted to their area DHEC EMS inspector for approval prior to implementation. All forms must, at a minimum, include the following components:

- Patient Demographics (Name, Age, Address)
- Primary Complaint
- Vital Signs
- Past Pertinent History
- Interventions by EMS Personnel
- EMS Agency/EMS Crew Information

If you have any questions, please direct them to Mr. Victor Grimes or your area inspector at 803-545-4204.