

Initiated: 1/1/04
Reviewed/revised:
Revision:

**MILWAUKEE COUNTY EMS  
ADMINISTRATIVE POLICY  
DELIVERY OF NOTICE OF  
PRIVACY PRACTICES**

Prepared By: Lauryl M. Pukansky, RHIA
Approved By:
Page 1 of 2

**POLICY:** The Municipality agrees to provide a copy of Milwaukee County EMS' Notice of Privacy Practices to all patients serviced by the paramedic system.

Every patient will be provided a copy of Milwaukee County EMS' Notice of Privacy Practices and a patient signature will be obtained acknowledging receipt. Only emergency treatment situations and patient refusals are acceptable exceptions for the required patient signature.

For Med Unit runs, the Milwaukee County EMS' Notice of Privacy Practices will be contained within the booklet labeled "After Your EMS Call". The booklet has a pocket on the back cover for insertion of the municipal fire departments own Notice of Privacy Practices.

For PFR runs without a Med Unit, the Notice will be printed on an 8 1/2" x 14" quad-folded pamphlet. The fire departments own Notice of Privacy Practices will remain separate, but must also be delivered to the patient.

For multiple visits to the same patient, only one copy of the Notice of Privacy Practices is required, unless it has been revised since the last patient visit.

**PROCEDURE:**

1. For a Med Unit call, deliver booklet labeled "After Your EMS Call" which contains the Notice of Privacy Practices to the patient. For a PFR only call, deliver the quad-folded Milwaukee County Notice of Privacy Practices pamphlet. If the patient is unable to accept the Notice due to the emergency situation, deliver the Notice to a family member, friend or witness who will accept responsibility for delivering to the patient after the emergency. If there is no one available on the scene, leave the Notice of Privacy Practices in the patient's home or with the patient's personal belongings at the hospital.
2. For a Med Unit call, give patient a brief explanation of the booklet and that our Notice of Privacy Practices is contained within it.
3. Request signature of patient on the EMS Report form. A statement of acknowledgment of receipt of the Notice of Privacy Practices has been included in the billing area of the consent. **Patient signature is a federal mandate** except in the following two situations:
  - a) Emergency Treatment Situation – Fill in bubble on report for Patient Unable to Sign, and write "emergency treatment situation" in the reason area. (A witness signature is still required for billing purposes.)
  - b) Patient Refuses to Sign – Must then document in the narrative your good faith effort to obtain the signature and reason why it was not obtained.

Initiated: 1/1/04
Reviewed/revised:
Revision:

**MILWAUKEE COUNTY EMS  
ADMINISTRATIVE POLICY  
DELIVERY OF NOTICE OF  
PRIVACY PRACTICES**

Prepared By: Lauryl M. Pukansky, RHIA
Approved By:
Page 2 of 2

4. Complete Privacy Notice Delivered box on the EMS Report form:
- a) Yes – Include patients who received the Notice on a previous visit. If Notice was not given directly to patient, document whom the Notice was given to.
  - b) No – Explain why not. **If patient did not refuse the Notice, a copy must be mailed to the patient by the fire department.**
    - The booklet must be mailed to Med Unit patients. The quad-folded pamphlet must be mailed to PFR only patients.
    - Document on the EMS Report form, below the Privacy Notice Delivered box, that a copy of the Notice was mailed and the date it was mailed.
    - Update the Privacy Notice Delivered box to Yes.