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Revision: 2

**MILWAUKEE COUNTY EMS
HEALTH INFORMATION MGMT
FIRE DEPARTMENT**

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PREPARATION OF EMS REPORT FORMS FOR MC EMS

PURPOSE: To establish a clear and comprehensive method for fire department administrative personnel to separate copies of the completed EMS Report form for appropriate distribution.

POLICY: Fire Department administrative personnel will categorize the completed EMS Report patient care records into specific groups according to the type of call, ALS, PFR or BLS. The four-part copies will be distributed for each group as defined below. Each three-page copy will remain connected by the vertical perforations upon submission to Milwaukee County EMS.

PROCEDURE:

ALS Records

Milwaukee County EMS should receive one copy of the four-part record:

1. Milwaukee County EMS will receive the top copy labeled "Milwaukee County EMS/Billing Copy" for all ALS calls. (ALS calls are defined as any ALS patient assessment, including turn-downs and transport refusals.) These records will be scanned and entered into the Oracle database at Milwaukee County EMS and then forwarded to the billing company.
 - a. For municipalities with more than one ALS unit, each ALS unit number should be placed in a separate pile.
 - b. For fire departments with only BLS services that share patient documentation on the same EMS Report form with an ALS fire department, and the patient conveyance has been turned-down to the BLS unit, **mail the top copy to:**
 Milwaukee County EMS
 Attn: Medical Records
 9501 W. Watertown Plank Rd.
 Milwaukee, WI 53226

Currently, this applies to the following BLS fire departments:

- Cudahy Fire Department
 - Greendale Fire Department
 - Hales Corners Fire Department
2. The second copy labeled "Fire Department Copy" is retained by the fire department for their files.
 3. The third copy labeled "Fire Department Billing Copy" is retained by the fire department for their own billing purposes.
 4. The fourth copy labeled "Hospital Copy" should be left at the hospital with the patient. If present at the fire department, dispose of it via confidential shredding.

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PFR Only Records

Milwaukee County EMS should receive one copy of the four-part record:

1. Milwaukee County EMS will receive the top copy labeled "Milwaukee County EMS/Billing Copy" for all PFR only calls. All the PFR units can be combined into one pile. These records will be scanned and entered into the Oracle database at Milwaukee County EMS.
2. The second copy labeled "Fire Department Copy" is retained by the fire department for their files.
3. The third copy labeled "Fire Department Billing Copy" is retained by the fire department for their own billing purposes.
4. The fourth copy labeled "Hospital Copy" should be left at the hospital with the patient. If present at the fire department, dispose of it via confidential shredding.

BLS Only Records

The qualification of these records only pertain to fire departments who have BLS medical control provided by the Milwaukee County EMS Medical Director:

If the fire department is **set up to scan and verify** BLS records:

1. The top copy labeled "Milwaukee County EMS/Billing Copy" will be scanned, verified and exported into the Milwaukee County EMS Oracle database. The paper copy may then be retained or shredded by the fire department. Go to step two below:

If the fire department is **not** set up to scan and verify BLS records:

1. Milwaukee County EMS will receive the top copy labeled "Milwaukee County EMS/Billing Copy" for all BLS only calls. All the BLS units can be combined into one pile. Milwaukee County Airport Fire Department records will be scanned and entered into the Oracle database at Milwaukee County EMS. All other qualified fire department BLS records will be collected and maintained in paper format at this time.
2. The second copy labeled "Fire Department Copy" is retained by the fire department for their files.
3. The third copy labeled "Fire Department Billing Copy" is also retained by the fire department for their own billing purposes if applicable.
4. The fourth copy labeled "Hospital Copy" should be left at the hospital with the patient. If present at the fire department, dispose of it via confidential shredding.