



Department of Health & Human Services

## *Milwaukee County*

Emergency Medical Services



**Number:** 14-02

**Date:** April 4, 2014

**From:** Ken Sternig; Dr. Colella, Rosemarie Forster

**Section:** EMS Administration, Medical Director, Quality Management

**To:** All MC EMS Management Staff, FDs Participating in Narcan by BLS Provider Pilot

**Subject:** **Complying with state EMS office pilot requirements and quality management processes**

**Purpose:** Clarifying the responsibilities of the fire department EMS providers in the Narcan pilot  
Clarifying the responsibilities of MC EMS staff in the Narcan pilot

**Memo:** As part of the pilot program allowing BLS providers to administer Narcan within the Milwaukee County EMS system, the following will be the **responsibility of the participating fire department**

1. EMS Liaison for the fire department is to meet with the crew to review the patient care record and complete the Wisconsin EMS BLS Naloxone Pilot Study Data Record. The state naloxone study data form should be completed in a paper form and sent to the state EMS office or be used to completed on-line at the state's web site. The EMS Liaison should identify if there were any problems on the call and take corrective action immediately (including contacting the Medical Director).
2. The crew administering the Naloxone should call the MC EMS incident hotline **(414) 257-6660** to provide the following information:
  - a. Name of EMS agency
  - b. Date and time of the EMS call
  - c. Vehicle number of the crew administering the medication
  - d. ePCR case number
  - e. Name of person calling in the notification.

3. FD administration, (can be EMS liaison, shift commander, etc.) must email Dr. Colella at < [Colella@mcw.edu](mailto:Colella@mcw.edu) > prior to the end of the shift to notify him of the administration. FD should put the following language in the email subject line so Dr. Colella can make reviewing the email a priority. < “BLS NALOXONE ADMINISTRATION BY BLS” > (State EMS office is mandating that medical control review the call within 96 hours of the administration of Naloxone)
4. A paper copy of the State EMS QI form should be e-mailed to the Medical Director <[Colella@mcw.edu](mailto:Colella@mcw.edu)>.
5. If the FD EMS liaison has any questions they should contact the MC EMS Quality Management section.

As part of the pilot program allowing BLS providers to administer Narcan within the Milwaukee County EMS system, the following will be the **responsibility of the Milwaukee County EMS staff**.

1. Quality Management (QM) staff will communicate information received from FD to Health Information Management (HIM) staff.
2. HIM staff will pull ePCR records and share information with medical direction
3. Per State EMS Office requirement, the medical director or his designee, will “complete a quality assurance survey, which is available in Select Survey, and upload information to a designated mailbox within WARDS”.