

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> <b>203.05</b>	<b>Section</b> <b>General Administration</b>	<b>Title</b> <b>Patient Treatment</b> <b>Forms/Reports</b>
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### I. Scope

This standard establishes the requirement that a written report be completed for every person evaluated, treated, or transported to a health care facility for medical purposes by any member of the department. It was promulgated to:

- A. Establish the requirement that an accurate, complete written report be produced for all medical and rescue incidents and that the report be entered into the department's permanent record file.
- B. Provide an accurate and concise evaluation of the physical and mental condition of each patient treated by the department, as well as an account of the treatment rendered to all persons during the course of an incident.
- C. Provide a database for an analysis of the community's demand for emergency medical and rescue service.

### II. Completing the Reports

- A. A Basic EMS Report shall be completed each time the department is dispatched to or present at an incident involving a person in need of medical evaluation, treatment, or transportation. A separate report shall be completed for each patient.
- B. Reports shall be filed electronically using the software program that has been installed on the department's computer system for this purpose.

### III. Responsibilities

- A. The officer assigned to the company shall be responsible for the proper completion of all forms and reports. Exception: If there is no officer on the apparatus the highest-

ranking or senior member of the company shall be responsible for completing the forms and reports.

- B. Ideally, all reports and forms shall be completed before the conclusion of a member's tour of duty. If this is not possible, the reports and forms shall be completed within 4 hours of the beginning of that shift's next duty day. The reports shall be accurate and thorough, and they shall contain sufficient information to allow the reader to re-create an accurate portrayal of the facts and events surrounding an incident.
- C. The Battalion Chief shall be responsible for reviewing the reports and forms completed by personnel under his/her command for accuracy and completeness before forwarding the reports to administration.
- D. The management information system officer and EMS committee chair shall review all reports to ensure accuracy and compliance with departmental policies and procedures. A list of errors and omissions shall be forwarded to the Deputy Fire Chief each month for his evaluation and review.
- E. The Deputy Fire Chief shall be responsible for causing the creation of a monthly EMS report that provides an analysis of the incident activity for the month. This report shall include cumulative data for the calendar year.