

Southwestern Vermont Health Care

Date: April 7th, 2012
To: All EMS Providers.
From: Inge Luce, EMS Coordinator.
RE: EMS Documentation

Reminder on a few key points:

1. Run forms **should** be left with every patient who is brought to the Emergency Department prior to the crew returning to service.
 - a. In extenuating circumstances, such as to respond to a critical call, you may leave to provide care for another patient, but should complete your run form upon return.
2. Run forms **must** be received within 24 hours for all calls. No exceptions.
3. All accompanying paperwork (EKGs, vital sign strips, etc) **must** be labeled with the patient's name and birth date (we would be happy to give you stickers) and attached to the patient run form or to a separate piece of paper and filed with the run form.
4. These are PATIENT CARE ISSUES and cannot be compromised.

Thank you for your help in making our system great and our patients safe!

Inge