



# Westchester Regional EMS Council

## PREHOSPITAL CARE REPORT (PCR) TRACKING AND DISTRIBUTION

**All EMS agencies within the Westchester Region will forward completed Prehospital Care Reports (PCRs) and Continuation forms to the Westchester Regional EMS Council care of the Regional EMS Office. The following operating guidelines have been initiated to facilitate PCR distribution and the tracking of monthly returns. Any questions regarding these guidelines should be directed to the Regional EMS Office, 914-231-1616.**

### **DISTRIBUTION of PCRs**

PCRs, Continuation Forms, and BLSFR forms can be picked up at the Westchester Regional Office at the Department of Emergency Services building on 4 Dana Road in Valhalla, NY. Before release of PCRs, Continuation, or BLSFR forms, a PCR Distribution Tracking Form must be completed and signed by the receiving person.

Regular office hours are Monday through Friday, 8:30am to 4:30pm. If alternative pick-up times are needed, Agency Officers must call the Regional EMS Office at 914-231-1616 to make other arrangements.

### **USAGE of PCRs**

PCRs shall be utilized as stipulated in the New York State Department of Health, Bureau of Emergency Medical Services (NYS DOH BEMS) **Policy No. 02-05: Re: Prehospital Care Reports** (Supersedes Policy No.s 85-01& 96-01).

NYS DOH has also issued a policy providing instructions for the completion of the Version-5 PCRs, **Policy No. 03-03 : Instructions for completing a Version-5, NYS PCR** .

### **SUBMISSION of PCRs**

Completed PCRs and Continuation forms from all certified EMS Agencies (ambulance and ALSFR) are to be submitted at the end of every month to the WREMSCO. Agencies with larger call volumes may forward PCRs more frequently throughout the month, or as necessary. BLSFR agencies are responsible for the storage and security of their completed BLSFR forms.

PCRs should be mailed in an envelope marked Medical Records, appropriately sized to the PCR form, and not folded. Included in the package should be a completed WREMSCO Monthly PCR Submission Report (see *website or contact Regional EMS Office for report form*).

All PCRs shall be grouped together based on the first four numbers of the unique identifier located on the top of each report (excluding the PCR version number). For example, PCR 5-8989777 should be grouped with all other PCRs which begin with 5-8989###. The last three numbers **do not** need to be in numerical order.

### **PCR SCREENING**

As directed by NYSDOH BEMS, upon submission of PCRs, the Regional EMS Office staff will screen each report for the following data elements:

- **Date of Call**



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- **Agency Code**
- **Presenting Problem**
- **Location Code**
- **Patient Name**
- **Patient's Social Security Number (SS #)\***

**\*NOTE:** Patients' SS#'s are being requested in order to capture pre-hospital data and link it to the **Statewide Planning and Research Cooperative System (SPARCS)**, a comprehensive patient data system that is already populated with hospital based care information.

If a SS# is not available, or does not exist, please enter all zeros (0) in this field. There is **NO EXCUSE** for agencies that bill for insurance reimbursement to regularly not include a SS# on the PCRs.

- **Public Access Defibrillator used**

PCRs not containing these data elements will be returned to the EMS agency for correction and resubmission. Please be sure to specify resubmitted PCRs on Section II of the *WREMSCO Monthly PCR Submission Report*.

Based on community need, a targeted QI project may be developed and implemented, for data submission to the NYSDOH. Additional documentation may be requested and must be completed and submitted along with the PCR for these projects. Agencies failing to submit documentation as required, will be contacted by the Regional EMS Office. Patterns of non-compliance will be reported to the Agency's Medical Director and the REMAC.

### **CONFIDENTIALITY**

As the PCR is a patient care record, it is considered a confidential medical record and all information recorded on it must remain confidential as stipulated in the State EMS Code (Part 800) § 800.15 and the Health Insurance Portability & Accountability Act of 1996 (HIPAA). Copies of PCRs should only be shared for continuity of care (i.e. transfer to other EMS providers, hospital staff), Quality Improvement (QI) purposes (i.e. QI Officer, QI Committee, Service Medical Director, Regional EMS Office, REMAC, NYSDOH), and billing (i.e. billing company). Any other sharing of PCR documentation must be done **ONLY** if in receipt of a direct patient request (with proof of identity or signed and witnessed consent) or a court order.

Research copies of PCRs transferred to the Westchester Regional EMS Office will remain in a secured location to ensure patient confidentiality while they are in the process of being screened.

### **RETENTION of PCRS**

All Agencies should retain the original white copy of the PCR in a secure location. NYSDOH requires that medical records be retained for **six (6) years** for adult patients.

If the patient is under the age of 18, the PCR must be retained for three (3) years after the patient reaches age 18, or until his or her 21<sup>st</sup> birthday..