



# WESTCHESTER REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL

## POLICY STATEMENT

*Supersedes/Updates:* 08-02 (6/26/2008)

**No.** 10 - 01  
**Date:** 9/23/2010  
**Re:** Agency  
Adoption of  
E-PCR  
**Pg(s):** 6

### EMS AGENCY ADOPTION OF AN ELECTRONIC PCR (E-PCR) SYSTEM

New York State Department of Health Bureau of EMS (NYSDOH BEMS) Policy Statement: 08-01, *Electronic PCR Data Submission*, issued on February 7, 2008, establishes parameters surrounding the adoption and use of an electronic Pre-Hospital Patient Care Report (see attached). Policy Statement 08-01 reinforces the intention of NYSDOH BEMS to continue to collect patient care data through a regionally based system. As a result, Regional Policy Statement 10-01, duly promulgated by the Westchester Regional EMS Council (REMSCO), establishes specific standards and actions that are required of EMS organizations requesting to adopt an e-PCR system in the Westchester Region.

#### Background

Public Health Law Article 30 and Part 800 of the Codes, Rules and Regulations require that a pre-hospital care report shall be completed for each patient treated when acting as part of an organized pre-hospital emergency medical service, and a copy shall be provided to the hospital receiving the patient and to the authorized agent of the NYSDOH BEMS for use in the state's quality assurance program. All ambulance and advanced life support first response services (ALS-FR) must submit all call reporting documentation to the NYSDOH BEMS and the REMSCO, in a format approved by the NYSDOH BEMS and REMSCO.

The NYSDOH BEMS and REMSCO determine the data elements to be collected and submitted, and establish requirements that assure availability of data to the Regional Emergency Medical Advisory Committee (REMAC).

#### Intent

The Westchester REMSCO promotes the use of electronic data gathering capabilities for all EMS Agencies operating within Westchester County, NY. This policy statement is intended to define the criteria necessary to receive approval from the Westchester REMSCO for an EMS Agency to convert its paper PCR system to the electronic submission of patient care report data.

This policy is designed to promote:

- use of a data tool that serves as a pathway for real-time prompting of field crews to enable complete capture of important clinical information and timely and thorough therapeutic intervention;
- uniformity of information / data gathering to be used for the purpose of quality improvement, protocol development and when approved, research, across the regional and statewide EMS system;
- timely collection and compilation of raw information into quantitative and summary data as a retrospective review of EMS activity throughout the region and state.

## Procedure

Prior to implementing an electronic data collection product for the submission of PCR data, each EMS agency must receive written approval from the NYSDOH BEMS and the Westchester REMSCO.

In order to be considered for approval the applicant must:

1. Notify the Westchester REMSCO and NYSDOH BEMS in writing of the applicants intent to procure an e-PCR system;
2. Receive formatting and submission frequency information and successfully complete transmission testing with NYSDOH BEMS and REMSCO;
3. Complete and submit to REMSCO a signed e-PCR application checklist and memorandum of understanding (see attached);
4. Provide REMSCO with written verification of e-PCR approval from NYSDOH BEMS.

Documents required by REMSCO can be sent to:

Westchester REMSCO  
RE: e-PCR  
4 Dana Road  
Valhalla, NY 10595

[wremSCO@wremSCO.org](mailto:wremSCO@wremSCO.org)

Incomplete requests submitted to the REMSCO will be returned for the required information. After consultation with the REMAC, the Chairman of the REMSCO shall on behalf of the REMSCO and REMAC:

1. provide a letter of endorsement back to the applicant from the REMSCO and REMAC; or,
2. request additional information from the applicant; or,
3. reject the application based upon specific reasons.

In the event an application is rejected by the REMSCO, the applicant may re-apply to the REMSCO without prejudice so long as the rejection is not caused by a breach of fiduciary responsibility by the applicant, such as current compliance with NYSDOH BEMS, REMSCO and REMAC policies, regulations and protocols. In the event of a breach, and only once a breach has been cured by the applicant, a request may be re-submitted for consideration by the REMSCO.

Enclosed is an e-PCR application checklist for Agencies planning to procure an e-PCR system so that migration to an electronic system is efficient, cost-effective, reliable and consistent with relevant policy and regulation. Certain information required in this document should be provided to you by your vendor(s). **Prior to purchasing an electronic data collection system, please review NYSDOH BEMS and REMSCO policies and the e-PCR Planning Document.** You may use these documents while assessing prospective electronic Patient Care Reporting (data collection) systems. It is recommended that you arrange for system implementation that is contingent upon approval from the REMSCO and NYSDOH BEMS. This process is intended to serve as an aide to organizations operating within the Westchester Region in order to ensure that agencies achieve an optimal outcome of conversion from a paper to an electronic format, and the integrity of the EMS system in Westchester.

## **Records Access**

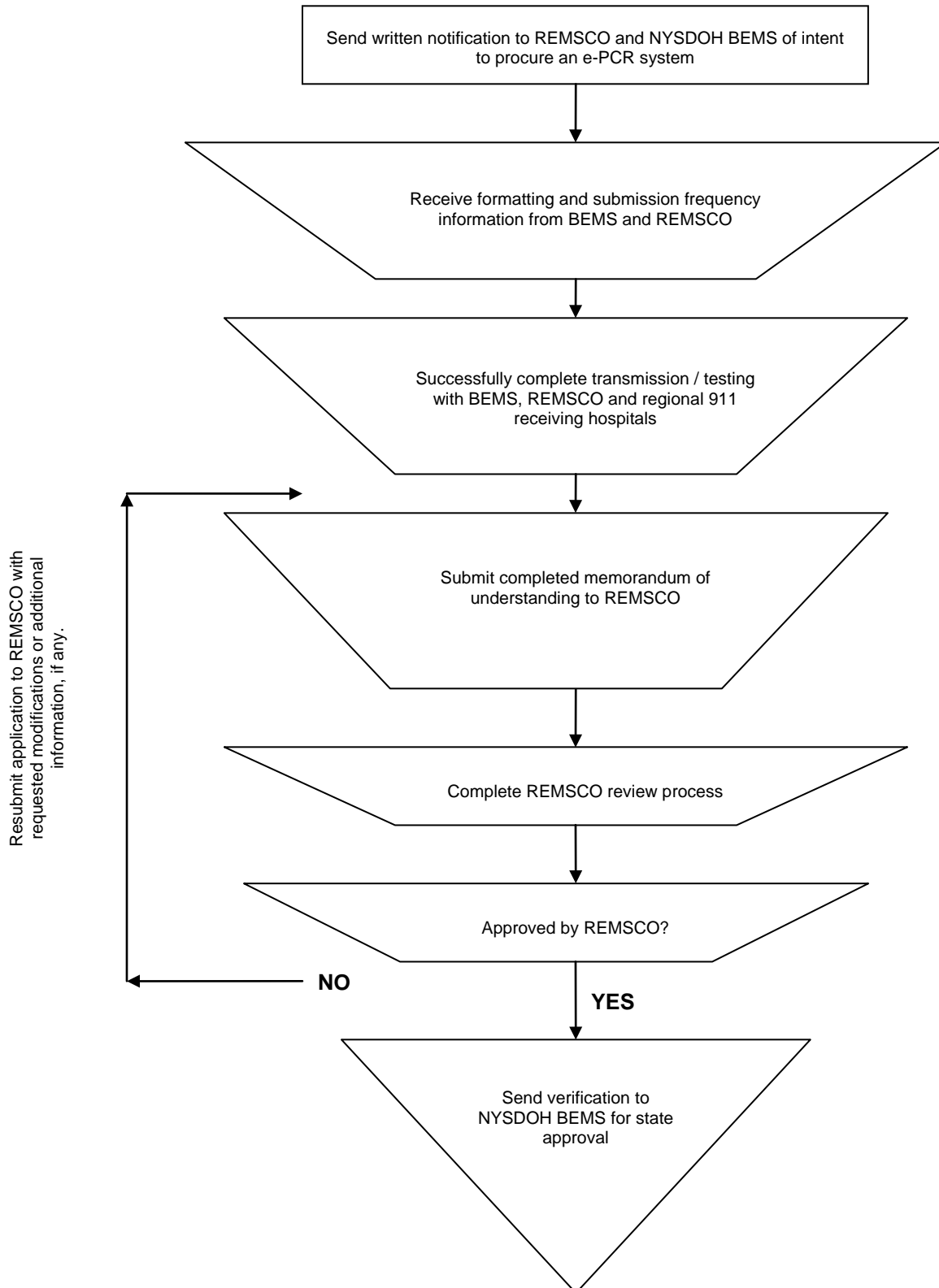
Subject to the Records Access Policy of the REMSCO (which policy also applies to the REMAC and Program Agency) the confidentiality of Protected Health Information or sensitive information (related to quality assurance, personal information, trade secrets, public security, or other information exempted from disclosure) shall at all times be maintained in the strictest confidence by the REMSCO, REMAC and Program Agency.

### ***Attachment:***

- *Westchester REMSCO e-PCR Approval Process (Diagram)*
- *Westchester REMSCO e-PCR Planning Document*
- *Westchester REMSCO e-PCR Memorandum of Understanding*
- *NYSDOH Bureau of EMS Policy # 08-01: Electronic PCR Data Submission*



*e-PCR Application Approval Process*





*e-PCR Planning Document/Application Checklist*

<p><b>1 Is your agency compliant with Article 30 and Part 800 of the NYS PHL?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>2 Has your agency submitted paper PCRs to the Regional EMS Office on a routine and on-going basis?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>3 Has your agency contacted the NYS DOH, in writing, to determine electronic reporting requirements and to request approval for electronic submission?</b></p> <p><i>• NOTE: NEMSIS compliance is also mandatory.</i></p>	<p>( ) Yes ( ) No</p>
<p><b>4 Has your agency conducted testing of the data to insure proper format and electronic transmission to the satisfaction of the NYSDOH and the REMSCO / Regional EMS Office?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>5 Does your agency have the capacity to maintain patient records in a readable format and capability, upon request by DOH, patient or designee, of providing the patient record?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>6 Have arrangements been discussed with all receiving hospitals to provide patient records at the time patient care is transferred? AND has a predetermined plan to provide patient care data in the event of a system failure been developed with the regional hospitals?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>7 Do you have a system maintenance plan?</b></p> <p><i>This includes, but is not limited to:</i></p> <ul style="list-style-type: none"> <li><i>• Plans for anticipated and unanticipated maintenance and who will perform technical support (this may be a contracted service)</i></li> <li><i>• Do you have a down-time plan which includes all field procedures that crews will utilize and tools immediately available to them in the event your e-PCR experiences a field failure</i></li> <li><i>• Provision for and availability of spare / back-up equipment</i></li> <li><i>• Is there a plan/process to have your data frequently backed up and have primary and back-up archives maintained in secure locations for at least the minimum state regulatory retention dates (i.e. 6 years or to age of majority + 3 years)?</i></li> </ul>	<p>( ) Yes ( ) No</p>
<p><b>8 Does your agency have the necessary technical staff or a contract to support the electronic program and appropriate infrastructure, security and back up for the system?</b></p>	<p>( ) Yes ( ) No</p>
<p><b>9 Does your agency have a HIPAA security plan that addresses storage and data transmission?</b></p> <ul style="list-style-type: none"> <li><i>• Have you developed how, when, and in what format data will be transmitted from the e-PCR field data collection tool to the data storage server, to the REMSCO and NYSDOH BEMS?</i></li> <li><i>• Can your system infrastructure ensure security of confidential information in the field?</i></li> </ul>	<p>( ) Yes ( ) No</p>
<p><b>10 Does your agency have the ability to provide a confidentiality statement to all patients?</b></p>	<p>( ) Yes ( ) No</p>



*e-PCR Memorandum of Understanding*

**Between a Westchester Regional EMS Agency and Westchester Regional EMS Council for Participation in the Westchester Regional Electronic Patient Care Reporting Program**

The following agreement is made between the \_\_\_\_\_ (Hereafter referred to as EMS Agency) and the Westchester Regional EMS Council (Hereafter referred to as REMSCO), authorizing the EMS Agency's participation in the Westchester Regional Electronic Patient Care Reporting Program in accordance with Westchester REMSCO and NY State Department of Health approved policies and procedures. The following conditions are required for program participation by the EMS Agency:

- **EMS Agency compliance with Article 30 and Part 800 of the NYS PHL;**
- **In good standing with submission of paper PCR report to Regional EMS Office;**
- **Successful completion of electronic data formatting and transmission testing with NYSDOH and REMSCO;**
- **Written policies addressing confidentiality and security of electronic data, records retention, system maintenance and technical support;**
- **Predetermined plan with receiving hospitals for the provision of patient records at the time patient care is transferred.**

	<p><i>As an authorized representative of the aforementioned EMS Agency I hereby affirm to fully and completely:</i></p> <ul style="list-style-type: none"> <li>- <i>Amend the EMS Agency's electronic patient record system within a reasonably specified time-frame to comply with any / all future requirements that may be imposed by the Westchester Regional EMS Council, The State of New York, and the National EMS Information System;</i></li> <li>- <i>Notify the Department of Health and REMSCO, in writing, ten (10) business days in advance of implementation if any changes are made to the EMS Agency's electronic patient record system that may affect data submission;</i></li> <li>- <i>Use an electronic data collection product that meets or exceeds the National EMS Information System (NEMSIS) data set and includes the minimum statewide and Regional required data fields and submit such data in a compatible format and on a regular and routine schedule determined by the NYS DOH &amp; REMSCO;</i></li> <li>- <i>Provide the REMSCO / REMAC or its designee, with additional data elements as requested for use with quality improvement programs, specific studies or approved research projects.</i></li> </ul>
	EMS Agency Authorized Signature
	Regional Council Approval Signature