

TITLE: Electronic Ambulance Call Reporting (eACR)	SECTION: LAND AMBULANCE
DATE: May 29, 2009	POLICY NO.: KDSB-LAS-V-20
APPROVED BY: Approval Pending	REVISED:

1. Policy Statement

NWEMS paramedics will use the IMEDIC system to complete patient care documentation.

2. Procedure

2.1 Upon completion of an ambulance call paramedics will use the IMEDIC system to complete their patient care documentation in accordance with documentation standards.

2.2 ECG tracings will be captured on a data card and submitted with the associated eACR. Should there be a failure to capture or transfer ECG data the following procedures will apply:

- a) A note should be made in the remarks section indicating that paper ECGs have been submitted
- b) ECG tracings will be printed for the receiving facility, retention at the local station and submission to Base Hospital. The call number and date must be transcribed on the strips prior to submission.
- c) Printed ECG recordings will be submitted to the local base coordinator or service manager for filing and delivery to Base Hospital.

2.3 Electronic Ambulance Call Reports are to be downloaded to the IMEDIC server as soon as a secure internet connection is available.

2.4 Should there be a failure of the system to create an eACR then staff will produce a handwritten ACR in accordance with documentation standards.

- a) If a failure of the eACR system occurs paramedics should attempt to trouble shoot by contacting Interdev Tech Support.
- b) In addition to contacting Tech Support, an Occupational Incident report must be completed and forwarded to the Manager of Quality Assurance, Training and Staff Development.
- c) All paper ACRs must be entered into the IMEDIC database by the paramedic who was responsible for the original documentation. When completing this data entry the paramedic responsible for transcribing the form must select *data entry* in the *crew function* field beside their name. The associated paper ACR will then be stamped *entered* to indicate it has been included in the database. The date of data entry must also be transcribed on the ACR. The expectation is that all paper ACRs will be entered prior to the end of the shift on which the ACR was produced.
- d) When a paper ACR has been entered into the IMEDIC system the original (paper) document will be submitted to the service manager or base coordinator for filing.

2.5 Staff will not reconfigure any computer setting without prior permission from the Manager of Quality Assurance, Training and Staff Development.