

Policy and Procedure for Non Transport Agency Patient Care Report Submission

It is required by IL code 515:350b that all non-transport agencies submit patient care reports to the EMS office for QA/QI review.

In an effort to transition away from the current out dated software Peoria Area EMS is transitioning to a fillable PDF that will be easier to fill out for the provider(s) and easier to submit via fax. This can be submitted as soon as the call is complete, weekly, or monthly-depending upon call volume of the agency. If submitting monthly they must be received no later than the 15th of the following month.

Procedure

1. Upon completion of the emergency call the lead provider shall complete the fillable PDF found on **PAEMS.org** under the Forms & Protocols tab—System Forms tab. You may also download the fillable PDF's to your computer for easy access. [Non-Transport Fillable PCR](#)
2. Make sure that everything is complete including provider's names and all pertinent information. If there is no information collected for specific fields because of time or lack of access to the patient please put not applicable (N/A) or unavailable to show that there should be no value in that place.
3. Along with the fillable PCR we need a fax cover sheet filled out which can be found where the fillable PDF is located on our website. [Non Transport Fillable Cover Sheet](#)
4. Print out both pages along with any associated documentation and fax them to **(309)524-6040**. This is a dedicated number that sends the charts securely to a file for QA/QI review. This procedure is HIPPA compliant and maintains a secure link for submitting PCR's.
5. Retain all pages for your agency records either as an electronic or paper file. All agencies shall internally QA/QI charts and complete the [Monthly QA/QI Report](#) . These reports are subject to audit and may be requested by the EMS office at any time.
6. Providers must also utilize this fax number for submission of cardiac arrest forms, childbirth forms, and any other specialized patient care reports. All of these reports are located on PAEMS.org under the same System Forms tab.