

Tuolumne County Emergency Medical Services Agency  
EMS System Policies and Procedures

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| <b>Policy:</b> | <b>Base and Receiving Hospital EMS Patient Log</b> | <b>#625.10</b> |
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Creation Date: 10-28-98

Medical Director: \_\_\_\_\_

Revision Date:

EMS Coordinator: \_\_\_\_\_

Review Date: 10-31-2001

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I. AUTHORITY

Division 2.5, Health and Safety Code, Sections 1797.220, 1798.2 and Title 22, California Code of Regulations, Sections 100169, 100170, 100171

II. PURPOSE

The purpose of this policy is to establish the process for gathering and submitting of EMS patient care information from base and receiving hospitals.

III. POLICY

- A. Each designated base and receiving hospital in the Tuolumne County EMS system shall maintain and utilize a Base/Receiving Hospital Log TC EMS Form 625.11, included in this policy as attachment B, for gathering and reporting EMS patient care information to the Tuolumne County EMS Agency.
- B. Each patient transported to the Emergency Department by an ambulance shall be entered on the Base/Receiving Hospital Log.
- C. Original logs are to be submitted to the Tuolumne County EMS Agency on a monthly basis. Copies of completed logs shall be kept by the hospital for a minimum of 1 year.

IV. DEFINITIONS OF FIELDS:

- A. Call Date: The call date is recorded as the date the patient is admitted to the Emergency Department.
- B. Provider: The three digit code for the ambulance service transporting the patient to the Emergency Department. The code set can be found on the Receiving Hospital Log Codes sheet.
- C. Time ED Arrival: Time of Emergency Department Arrival: The time the patient arrived at the emergency department of the receiving hospital, in 24 hour time.

- D. PCR #: Patient Care Record Number: The pre-printed number from the top, right-hand corner of the prehospital care report form. It is crucial that this number be included in all entries in the hospital log, as it is the unique identifier for each patient record in the EMS Database System.
- E. Medical Record Number: The medical record number assigned to the patient by the hospital.
- F. Patient Name: The full name of the patient in last name, first name, middle initial order.
- G. Date of Birth or Age: The patient's date of birth, or the patient's age if the date of birth is unavailable.
- H. Gender: The patient's gender, denoted by M (male) or F (female).
- I. ED Diagnosis: Emergency Department Diagnosis: The diagnosis of the patient as determined by the emergency department physician. ICD-9 coded entries are preferred.
- J. ED Disposition: Emergency Department Disposition: The two digit code for the patient's exiting disposition from the emergency department. The code set can be found on the Hospital Log Codes sheet. If the disposition is an inter-facility transfer (code 14), then the Transfer #, Hospital Transferred To, and Reason for Transfer columns must be completed.
- K. Time ED Discharge: Time Emergency Department Disposition: The time the patient left or was discharged from the emergency department in 24 hour time.
- L. Transfer #: Transfer Number: The pre-printed number from the top, right-hand corner of the inter-facility transfer summary form. It is important that this number be included for all transfers in the hospital log, as it is the unique identifier for all records for each transferred patient in the EMS Database System.
- M. Hospital Transferred To: The two digit code for the receiving hospital that the patient was transferred to. The code set can be found on the Hospital Log Codes sheet.
- N. Reason for Transfer: The two digit code for the reason for transfer of a patient. The code set can be found on the Hospital Log Codes sheet.

V. DEFINITIONS OF ED DISPOSITION CODES

- A. 00 Unknown: No ED Disposition given.
- B. 01 Home (discharged from ED): Patient was discharged from medical care at the emergency department.

- C. 02 General medical/surgical admission: Patient was admitted to a non-specified, general ward.
- D. 03 DOA or died in the ED: Patient died before leaving the E.D.
- E. 04 ICU: Patient was admitted to a general intensive care unit.
- F. 05 CCU: Patient was admitted to a general cardiac care unit.
- G. 06 Burn unit: Patient was admitted to a licensed burn unit.
- H. 07 Pediatric/Neonatal ICU: Patient was admitted to a licensed pediatric/neonatal intensive care unit.
- I. 08 Neurological ICU/Spinal cord unit: Patient was admitted to a licensed neurological intensive care unit or spinal cord unit.
- J. 09 Acute psychiatric unit: Patient was admitted to a licensed acute psychiatric care unit.
- K. 10 Alcohol detoxification unit: Patient was admitted to a licensed alcohol detoxification unit.
- L. 11 Drug detoxification unit: Patient was admitted to a licensed drug detoxification unit.
- M. 12 Ob/Gyn unit: Patient was admitted to an obstetrical, gynecological or post partum ward or birth center.
- N. 13 Operating room/surgical unit: Patient was taken from the emergency department directly to an operating room or surgical unit.
- O. 14 Other specialized in-hospital unit: Patient was admitted to another specialized in-hospital unit not otherwise coded.
- P. 15 Inter-facility transfer: Patient was transferred to another facility.
- Q. 16 Left AMA from ED: Patient was discharged from the emergency department against medical advice or patient left emergency department without completing examination and treatment.
- R. 99 Other (patient or MD request): Patient's emergency department exiting disposition was not any of the above.

VI. REASON FOR TRANSFER CODES:

- A. 00 Unknown: No reason for transfer given.

- B. 01 Patient request: Patient transferred to another facility requested by the patient.
- C. 02 Private MD request: Patient transferred to a facility requested by the patient's private physician.
- D. 03 Medi-Cal contract: Patient transferred to a facility contracted to provide medical services for individuals receiving Medi-Cal benefits.
- E. 04 Managed care: Patient transferred to a facility contracted with the patient's medical insurance provider.
- F. 05 Medically indigent: Patient transferred to a facility responsible for providing medical services for individuals receiving no medical benefits.
- G. 06 Military hospital: Patient transferred to a facility responsible for providing medical services for individuals receiving military medical benefits.
- H. 07 Veterans hospital: Patient transferred to a facility responsible for providing medical services for individuals receiving military veterans medical benefits.
- I. 08 Custodial care (legal): Patient transferred to a facility responsible for providing medical services for individuals in legal custody.
- J. 09 No available bed: Patient transferred to another facility because of lack of an available bed.
- K. 10 No on-call specialist to immediately: Patient transferred because no specialist was on call render care or no specialist was immediately available or able at that time to render required care.
- L. 11 Burn services: Patient transferred to a facility able to provide specialty burn services.
- M. 12 Cardiac services: Patient transferred to a facility able to provide cardiac services.
- N. 13 Diagnostic services: Patient transferred to a facility able to provide specific diagnostics required, i.e. CT or MRI.
- O. 14 Internal medicine services: Patient transferred to a facility able to provide internal medicine services.
- P. 15 Isolation services: Patient transferred to a facility able to provide isolation services.

- Q. 16 Neonatal services: Patient transferred to a facility able to provide neonatal services, i.e. NICU.
- R. 17 Neurological services, cranial: Patient transferred to a facility able to provide cranial neurological services.
- S. 18 Neurological services, spinal: Patient transferred to a facility able to provide spinal neurological services.
- T. 19 Ob/Gyn services: Patient transferred to a facility able to provide obstetrical and/or gynecological services.
- U. 20 Oncological services: Patient transferred to a facility able to provide oncological services.
- V. 21 Ophthalmic services: Patient transferred to a facility able to provide ophthalmic services.
- W. 22 Orthopedic services: Patient transferred to a facility able to provide orthopedic services.
- X. 23 Pediatric services: Patient transferred to a facility able to provide pediatric services, i.e. PICU.
- Y. 24 Physical therapy services: Patient transferred to a facility able to provide physical therapy services.
- Z. 25 Psychiatric services: Patient transferred to a facility able to provide psychiatric services.
- AA. 26 Re-implantation/reconstruction: Patient transferred to a facility able to provide services re-implantation or reconstruction services.
- BB. 27 Respiratory services: Patient transferred to a facility able to provide respiratory services.
- CC. 99 Other: Patient transferred to a facility able to provide specific services other than listed above.

## VII. ATTACHMENT A

### RECEIVING HOSPITAL LOG CODES

Revised September 17, 1998

|                                         |                                                  |                                                |
|-----------------------------------------|--------------------------------------------------|------------------------------------------------|
| <b><u>AMBULANCE PROVIDERS</u></b>       |                                                  | <b><u>AIR AMBULANCE PROVIDERS</u></b>          |
| None/Unknown                            | Hughson Ambulance                                | Medi-Flight                                    |
| American Legion Ambulance               | AMR, Stanislaus                                  | PHI Air Medical                                |
| San Andreas Ambulance                   | Oak Valley Ambulance                             | CALSTAR                                        |
| Valley Springs Ambulance                | Patterson Ambulance                              | REACH                                          |
| AMR, Calaveras County                   | Waterford Ambulance                              | CHP Helicopter                                 |
| Manteca District Ambulance              | Tuolumne County Ambulance                        | Other                                          |
| Doctors Ambulance                       | Mercy Medical Transportation                     |                                                |
| <b><u>AREA HOSPITALS</u></b>            | <b><u>NON-AREA HOSPITALS</u></b>                 |                                                |
| <u>Amador and Calaveras Counties</u>    | <u>Alameda County</u>                            | <u>Sacramento County</u>                       |
| Sutter-Amador Hospital                  | Oakland Children's Hospital                      | Kaiser Hospital, Sacramento                    |
| Mark Twain-St. Joseph's Hospital        | Highland General Hospital                        | Kaiser Hospital, South Sacramento              |
| <u>Merced County</u>                    | Merritt Peralta Medical Center                   | Mercy American River Hospital                  |
| Dos Palos Hospital                      | Other Alameda County Hospital                    | Mercy General Hospital                         |
| Memorial Hospital, Los Banos            | <u>El Dorado County</u>                          | Mercy Hospital of Folsom                       |
| Merced Community Medical Center         | Barton Memorial Hospital                         | Mercy San Juan Hospital                        |
| Mercy Hospital, Merced                  | Marshall Hospital                                | Methodist Hospital of Sacramento               |
| <u>San Joaquin County</u>               | Other El Dorado County Hospital                  | St. Jude's Hospital of Folsom                  |
| Dameron Hospital                        | <u>Fresno County</u>                             | Sutter General Hospital                        |
| St. Dominic's Hospital                  | Valley Children's Hospital                       | Sutter Memorial Hospital                       |
| Lodi Memorial Hospital                  | Valley Medical Center of Fresno                  | U.C. Davis Medical Center                      |
| Doctors Hospital of Manteca             | Other Fresno County Hospital                     | Other Sacramento County Hospital               |
| St. Joseph's Medical Center             | <u>Madera County</u>                             | <u>San Francisco County</u>                    |
| San Joaquin General Hospital            | Chowchilla Dist. Memorial Hospital               | Davies Medical Center                          |
| Sutter-Tracy Hospital                   | Madera Community Hospital                        | San Francisco General Hospital                 |
| <u>Stanislaus County</u>                | Other Madera County Hospital                     | UCSF Medical Center                            |
| Del Puerto Hospital                     | <u>Placer County</u>                             | Other San Francisco County Hospital            |
| Doctors Medical Center                  | Sutter-Roseville Hospital                        | <u>Santa Clara County</u>                      |
| Emanuel Medical Center                  | Auburn Faith Hospital                            | Lucile Packard Children's Hospital at Stanford |
| Memorial Medical Center                 | Other Placer County Hospital                     | San Jose Medical Center                        |
| Oak Valley Hospital                     |                                                  | Santa Clara Valley Medical Center              |
| Stanislaus Behavioral Health            |                                                  | Stanford University Hospital                   |
| <u>Tuolumne County</u>                  |                                                  | Other Santa Clara County Hospital              |
| Sonora Community Hospital               |                                                  | <u>Hospitals not listed</u>                    |
| Tuolumne General Hospital               |                                                  | Other                                          |
| <u>Mariposa County</u>                  |                                                  |                                                |
| John C. Fremont Hospital                |                                                  |                                                |
| Yosemite Medical Clinic                 |                                                  |                                                |
| <b><u>ED DISPOSITION CODES</u></b>      |                                                  |                                                |
| Unknown                                 | Burn unit                                        | Ob/Gyn unit                                    |
| Home (discharged from ED)               | Pediatric/Neonatal ICU                           | Operating room/surgical unit                   |
| General medical/surgical admission      | Neurological ICU/Spinal cord unit                | Other specialized in-hospital unit             |
| DOA or died in the ED                   | Acute psychiatric unit                           | Inter-facility transfer                        |
| ICU                                     | Alcohol detoxification unit                      | Left AMA from ED                               |
| CCU                                     | Drug detoxification unit                         | Other (patient or MD request)                  |
| <b><u>REASON FOR TRANSFER CODES</u></b> |                                                  |                                                |
| Unknown                                 | No on-call specialist to immediately render care | Ob/Gyn services                                |
| Patient request                         | Burn services                                    | Oncological services                           |
| Private MD request                      | Cardiac services                                 | Ophthalmic services                            |
| Medi-Cal contract                       | Diagnostic services                              | Orthopedic services                            |
| Managed care                            | Internal medicine services                       | Pediatric services                             |
| Medically indigent                      | Isolation services                               | Physical therapy services                      |
| Military hospital                       | Neonatal services                                | Psychiatric services                           |
| Veterans hospital                       | Neurological services, cranial                   | Re-implantation/reconstruction services        |
| Custodial care (legal)                  | Neurological services, spinal                    | Respiratory services                           |
| No available bed                        |                                                  | Other                                          |