

**MOUNTAIN-VALLEY EMS AGENCY
POLICIES AND PROCEDURES**

**POLICY: 620.30
TITLE: PROVIDER AGENCY
DATA
REQUIREMENTS**

APPROVED: Signature On File In EMS Office
Executive Director

Signature On File In EMS Office
Medical Director

EFFECTIVE DATE 05/01/10
SUPERSEDES:
REVISED:
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Provider Agency Data Requirements

I. **AUTHORITY**

Health and Safety Code, Division 2.5, Section 1797.220

II. **PURPOSE**

To establish the standard data specifications for Computer Aided Dispatch and patient care records maintained by provider agencies for submission to Mountain Valley EMS Agency

III. **DEFINITIONS**

- A. “Agency” means Mountain Valley EMS Agency
- B. “CAD” means Computer Aided Dispatch
- C. “CEMSIS” means California Emergency Medical Services Information System as described in the California Emergency Medical Services Authority Policy #164 “CEMSIS Data System Standards with code values”, is defined as the current version of the CEMIS Data Dictionary, as posted on the California Emergency Medical Services Authority website
- D. “ePCR” means Electronic Patient Care Report
- E. “Provider Agency” means:
 - i. A Communications Center that provides Emergency Medical Dispatch, including pre arrival instructions or an Air Ambulance Dispatch Center, or:
 - ii. Pre Hospital Care Agency that provides advanced life support first response or a ground or air ambulance provider.
- F. “XML” means Extensible Markup Language, a set of rules for encoding documents electronically

IV. POLICY

A. Communication Centers shall submit CAD data to the Agency in an electronic format acceptable to the Agency on a daily basis, or as otherwise approved by the Agency. CAD data shall include records for all emergency and non-emergency ambulance requests received at the EMD Provider agency. Each computer dispatch record submitted to the Agency shall contain the following fields, as a minimum:

1. Call Date
2. Incident Number
3. Location
4. EMS Map Grid/Zone
5. Call Type (e.g. scene, inter-facility transfer)
6. Emergency Medical Dispatch (EMD) Determinate Code
7. Ambulance Provider
8. Vehicle ID Number
9. Time Call Received
10. Time Call Entered
11. Time Call in Dispatcher Queue
12. Time Dispatched
13. Time En Route
14. Time Arrived Scene
15. Time Patient Contact, if applicable
16. Time Departed Scene.
17. Time Arrived Destination.
18. Time canceled (if applicable)
19. Code of Response
20. Updated Code of Response, if applicable
21. Code of Transport
22. Updated Code of Transport, if applicable
23. Call Disposition, final result of the call for this vehicle or transport status

B. Pre Hospital Care Agencies shall:

1. Submit ePCR data to the Agency in an electronic format acceptable to the Agency on a daily basis, or as otherwise approved by the Agency. The ePCR shall include all fields listed in CEMISIS
2. Comply with patient care record documentation requirements as specified in Agency Documentation Policy # 560.11
3. Use XML format as the approved data format by the Agency with respect to data structures, code sets (i.e. pick list values), and data export capabilities

C. Agency reserves the right to add additional mandatory data elements as needed