

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

POLICY: **330.10**  
TITLE: **AMBULANCE REPORT  
FORMAT**

APPROVED: Signature On File In EMS Office  
Executive Director  
  
Signature On File In EMS Office  
Medical Director

EFFECTIVE DATE 08/24/2009  
SUPERSEDES:  
REVISED: 07/2009  
REVIEW DATE: 01/2014  
PAGE: 1 of 2

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**AMBULANCE REPORT FORMAT**

I. **AUTHORITY**

Division 2.5, California Health and Safety Code, sections 1797.204, 1797.220, 1798(a), 1798.6

II. **DEFINITIONS**

- A. "Base Hospital" means a hospital approved and designated by the EMS Agency to provide immediate medical direction and supervision to prehospital personnel in accordance with policies and procedures established by the EMS Agency.
- B. "Hospital" means an acute care hospital licensed under Chapter 2 (commencing with Section 1250) of Division 2, with a permit for basic emergency service or an out-of-state acute care hospital which substantially meets the requirements of Chapter 2 as determined by the local EMS agency which is utilizing the hospital in the emergency medical services system, and is licensed in the state in which it is located.
- C. "Receiving Facility" means an acute care facility authorized pursuant to Agency policy to receive emergency patients transported by an ambulance service provider.

III. **PURPOSE**

The purpose is to establish a standard format for prehospital personnel to communicate pertinent patient information to the Base Hospitals and Receiving Facilities.

IV. **POLICY**

- A. Standard patient reports to a Base Hospital or Receiving Facility should be no longer than 30 - 40 seconds.
- B. When appropriate, additional information will be offered by prehospital personnel or requested by the Base Hospital or Receiving Facility.
- C. Base Hospital contact shall be made for all patients requiring care beyond standing orders.

- D. Receiving Facility report shall be given for all patients not requiring Base Hospital contact.
- E. During MCIs or System Saturation, it is imperative that radio transmissions be kept to a minimum and advanced life support personnel will function under standing orders. The information to the DCF should be limited to providing the patient’s START triage category and the Receiving Facility Report. (IV.B)F. Base Hospital contact should only be made if Base Physician direction is required.

V. PROCEDURE

A. During initial notification, EMS personnel shall indicate:

- 1. The Facility Name
- 2. Provider Name/Unit #
- 3. Code of Transport
- 4. Indicate Receiving Facility Report or Base Hospital Contact

(e.g. Acme Hospital, Ambulance Unit 1 with Code 3 Base Contact or Acme Hospital, Ambulance Unit 1 with Code 2 Receiving Facility Report)

B. Reports shall be given using the following appropriate format:

Receiving Facility Report*	Base Hospital Contact*
1. Unit	1. Unit
2. Medics	2. Medics
3. Code of Transport	3. Code of Transport
4. ETA	4. ETA
5. Medical/Trauma	5. Medical/Trauma
6. Age	6. Age
7. Male/Female	7. Male/Female
8. Chief Complaint/ Problem	8. Chief Complaint/ Problem
9. Vital Signs/GCS	9. Vital Signs/GCS
10. Mechanism of Injury	10. Mechanism of Injury
11. ALS or BLS	11. ALS or BLS
	12. Treatments (performed/ in-progress)
	13. Response to Treatment
	14. Request further Therapy

\*see section III C. and D.

- C. When requested, the following information shall be provided:
1. Additional Therapy
  2. Receiving Facility
  3. Medical History
  4. Pertinent Physical Exam
  5. Medications
  6. Allergies
  7. GCS (Glasgow Coma Scale)