



Monroe Livingston Region Program Agency

Division of Prehospital Medicine, University of Rochester

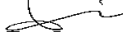
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To:

From: Jeremy T. Cushman, MD, MS, EMT-P 
Regional Medical Director

RJ (Terry) Fairbanks, MD, MS, EMT-P 
REMAC Chair

Date: April 26, 2010

Re: Advisory 10-09: Electronic Chart Closure Times

REMAC has been tracking chart lock times on all electronic PCRs for some time. As per the Program Agency Memo dated 10-19-2009, at least 98% of charts must be closed within 12 hours because of the clinical and medical-legal requirements for complete documentation.

There continue to be several performance issues with agencies failing to consistently close charts within the specified 12 hour time frame. In response, the REMAC QA Committee is implementing a Regional Special Report that must be completed anytime a chart is locked more than 12 hours after the crew arrives at the hospital. This Special Report would allow closer monitoring of the reasons that charts did not get locked (e.g. computer issues, emsCharts issues, etc) and allow the QA Committee to work at the Regional level to improve lock times.

For all agencies using emsCharts, this process will be set up in EMS Charts at the Regional level. This will result in a mandatory special report completion for any charts completed in greater than 12 hours.

For agencies using Zoll, Red Alert, or other electronic software, you will be required to build a Special Report in your system and to send those reports to the Program Agency each month as you do your PCR data.

This policy will be implemented by May 15, 2010.