



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Bureau for Public Health
Office of Emergency Medical Services

Bill J. Crouch
Cabinet Secretary

Ayne Amjad, MD, MPH
Commissioner & State Health Officer

MEMORANDUM

TO: West Virginia EMS Agencies Official Representatives
West Virginia EMS Prehospital Providers
West Virginia Regional/Agency Medical Directors

FROM: Vicki L. Hildreth, BA, NREMT, Interim Director
West Virginia Office of Emergency Medical Services

DATE: July 20, 2020

RE: ePCR – Mandatory Patient Handoffs at Receiving Facilities

Vicki L. Hildreth

It is critical that West Virginia remain compliant with electronic patient care record (ePCR) submissions as established in WV 64 CSR 48-3.2.a Data System. **The failure to leave a minimum data set in a written format with the receiving facility results in a lapse in the continuum of care for the patient. Leaving this written documentation with the receiving facility is not optional.**

As a reminder to all prehospital providers, the mandatory minimum data set that must be left with the receiving facility in a written format prior to the EMS provider's departure includes:

1. Agency name and name of care providers
2. Patient's name
3. Chief complaint and history of the chief complaint
4. Vital signs, level of consciousness, and pertinent physical findings
5. Pertinent past medical history, medications, and allergies
6. Treatment rendered

A. EMS Prehospital Providers: Affiliated prehospital providers providing patient care on behalf of a licensed West Virginia EMS Agency must comply with 64 CSR 48-3.2.a Data System:

3.2.c. When an ambulance transports a patient to a medical facility's emergency room or department, at a minimum a patient handoff report as specified by OEMS, shall be provided to the facility prior to departing. Within 72 hours of the conclusion

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of providing services to a patient, the EMS agency shall make a copy of the complete PCR available to the receiving facility, either electronically or written, which shall serve as the official record of the incident.

Please ensure all prehospital providers are aware of the receiving facilities handoff procedure. Should you have questions, please do not hesitate to contact me.

cc: Michael R. Mills, DO, FACEP, State Medical Director, WV Office of EMS