



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

Bill J. Crouch
Cabinet Secretary

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Commissioner & State Health Officer

M E M O R A N D U M

TO: West Virginia EMS Official Agency Representative
West Virginia EMS Agency Training Officers
West Virginia EMS Prehospital Providers
West Virginia Regional/Agency Medical Directors

FROM: Vicki L. Hildreth, Interim Director
Office of Emergency Medical Services

Vicki L. Hildreth

DATE: July 30, 2020

RE: **Patient Hand-off Template**

I have received requests from a few EMS agencies regarding guidance on the development of a template for EMS prehospital providers to utilize for the mandatory written patient hand-off to a receiving facility. Please see the attached template developed by the West Virginia Office of EMS (WVOEMS). You may utilize this Patient Hand-off template, develop one specific for your agency, or continue to utilize a form you have already developed that meets the minimum data set.

This written documentation must be left at the receiving facility prior to the EMS provider's departure. Please ensure that all prehospital providers are utilizing a written hand-off report that meets the minimum data set.

Should you have questions, please do not hesitate to contact me.

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