



APPROVAL:  5/6

BASE HOSPITAL MEDICAL DIRECTOR DATE

 5/6/09

RESPONSIBLE ADMINISTRATOR DATE

Policy Number: EMS.06Effective Date: 8/2006Review Date: 12/2007Revision Date: 1/2008

See Also Policy Number: _____

SUBJECT: TELEMETRY FORMS**POLICY:**

University Physicians Healthcare Hospital at Kino campus will provide medical direction to EMS providers in the field and document the communication in writing.

PURPOSE:

Telemetry forms insure a permanent record for information given by Pre-hospital personnel and orders/decisions made by Emergency Department physicians.

APPLICABLE TO:

Emergency Department Intermediaries
Emergency Department Physicians

IMPLEMENTATION PLAN:

The hospital is committed to the appropriate in-service education of all those affected by a new policy so that implementation will occur in a consistent and informed manner. The administrator (or designee) in charge of the relevant department will be responsible for the in-service education of those employees affected by the policy. There will be an employee sign-in sheet or other similar documentation to establish the employees who have received education on the policy. The appropriate administrator (or designee) will maintain such documentation.

PROCEDURE:

- 1.0 Telemetry forms must include:
 - 1.1 Date, time, number of unit and name and title of Pre-hospital care provider
 - 1.2 Patient age and sex
 - 1.3 ETA
 - 1.4 All pertinent information given by personnel over telemetry (including vital signs).

- 1.5 All orders given by the Emergency Department Physician.
 - 1.6 Signatures of the Emergency Department Physician giving orders and the Emergency Department Intermediary.
 - 1.7 Emergency Department Physician signature is not required inclusively on all telemetry forms, unless orders were requested and/or given or narcotic usage occurred.
 - 1.8 Emergency Department Physician signature is required on all Code 900, patient refusal of care and/or transport, or the withdrawal of resuscitative measures.
 - 1.9 Each call will be evaluated by the Intermediary or Physician receiving the call. Areas of concern should be brought to the attention of the Prehospital Coordinator as soon as possible.
- 2.0 Patients transported to UPHK:
- 2.1 The Intermediary or Physician completes the form with the patient's name and medical record number after arrival to the Emergency Department. The original becomes a part of the patient's medical record.
 - 2.2 The copy of the telemetry form goes to the Pre-hospital Coordinator for review.
- 3.0 Patients not transported to UPHK:
- 3.1 Complete the form with all available information—receiving facility, ambulance unit and signatures will be required.
 - 3.2 All copies will be given to the Pre-hospital Coordinator for quality improvement and gathering of statistical data.
- 4.0 The Pre-hospital Coordinator or assistant will collect the completed forms from the Emergency Department.
- 5.0 Emergency Department Physicians and Intermediaries will receive instruction regarding the telemetry form during initial orientation.