



# WESTCHESTER REGIONAL EMERGENCY MEDICAL SERVICES COUNCIL

## POLICY STATEMENT

*Supersedes/Updates: NEW*

**No.** 08 - 02  
**Date:** 6/26/2008  
**Re:** Agency  
Adoption of  
E-PCR  
**Pg(s):** 6

### EMS AGENCY ADOPTION OF AN ELECTRONIC PCR (E-PCR) SYSTEM

New York State Department of Health Bureau of EMS (NYSDOH BEMS) Policy Statement: 08-01, *Electronic PCR Data Submission*, issued on February 7, 2008, establishes parameters surrounding the adoption and use of an electronic Pre-Hospital Patient Care Report (see attached). This Regional policy, duly promulgated by the Westchester Regional EMS Council (REMSCO), establishes specific standards and actions that are required of EMS organizations requesting to adopt an e-PCR system. Policy #08-01 reinforces the NYSDOH BEMS's intention to continue to collect patient care data through a regionally based system.

#### Background

Public Health Law Article 30 and Part 800 of the Codes, Rules and Regulations require that a pre-hospital care report shall be completed for each patient treated when acting as part of an organized pre-hospital emergency medical service, and a copy shall be provided to the hospital receiving the patient and to the authorized agent of the NYSDOH BEMS for use in the state's quality assurance program. All ambulance and advanced life support first response services (ALS-FR) must submit all call reporting documentation to the NYSDOH BEMS and the REMSCO, in a format approved by the NYSDOH BEMS and REMSCO.

The NYSDOH BEMS and REMSCO policies define the data elements to be collected and submitted, and include requirements that assure availability of data to the Regional Emergency Medical Advisory Committee (REMAC),.

#### Intent

The Westchester REMSCO promotes the use of electronic data gathering capabilities for all EMS Agencies operating within Westchester County, NY. This policy is intended to serve as a guideline for Agencies planning to procure an e-PCR system so that migration to an electronic system is efficient, cost-effective, reliable and consistent with relevant policy and regulation.

This policy is designed to promote:

- the provision of one single standard of care throughout the Westchester Region;
- use of a data tool that serves as a pathway for real-time prompting of field crews to enable complete capture of important clinical information and timely and thorough therapeutic intervention;
- a common platform of information / data gathering to be used for the purpose of quality improvement, protocol development and when approved, research, across the regional and statewide EMS system;
- the timely collection and compilation of raw information into quantitative and summary data as a retrospective review of EMS activity throughout the region and state.

## Records Access

Subject to the Records Access Policy of the REMSCO (which policy also applies to the REMAC and Program Agency) the confidentiality of Protected Health Information or sensitive information (related to quality assurance, personal information, trade secrets, public security, or other information exempted from disclosure) shall at all times be maintained in the strictest confidence by the REMSCO, REMAC and Program Agency.

## Policy

Prior to implementing an electronic data collection product for the submission of PCR data, each EMS agency must receive written approval from the NYSDOH BEMS and the Westchester REMSCO. This policy statement is intended to define the criteria necessary to receive approval from the Westchester REMSCO for an EMS Agency to convert its paper PCR system to the electronic submission of patient care report data.

In order to be considered for approval by the REMSCO the applicant must complete and submit: (1) a cover letter from the Agency CEO; (2) the attached e-PCR Planning Document; and, (3) all supporting documents to:

Westchester REMSCO  
RE: e-PCR  
4 Dana Road  
Valhalla, NY 10595  
[wremSCO@wremSCO.org](mailto:wremSCO@wremSCO.org)

***NOTE: One written copy and one electronic copy for distribution must be submitted.***

***Prior to purchasing an electronic data collection system, please review NYSDOH BEMS and REMSCO policies and the e-PCR Planning Document.*** You may use these documents while assessing prospective electronic Patient Care Reporting (data collection) systems. It is recommended that you arrange for system implementation that is contingent upon approval from the REMSCO and NYSDOH BEMS. This process is intended to serve as an aide to organizations operating within the Westchester Region in order to ensure that agencies achieve an optimal outcome of conversion from a paper to an electronic format, and the integrity of the EMS system in Westchester.

Procedure:

1. Notify the Westchester REMSCO and NYSDOH BEMS in writing of your intent to procure an e-PCR system
2. Receive formatting and submission frequency information and successfully complete transmission testing with NYSDOH BEMS and REMSCO
3. Apply to Region
4. Apply to NYSDOH BEMS after Westchester REMSCO approval

When applying to the REMSCO, please complete the attached checklist and include it with your petition. Certain information required in this document should be provided to you by your vendor(s). Incomplete requests submitted to the REMSCO will be returned for the required

information. After consultation with the REMAC, the Chairman of the REMSCO shall on behalf of the REMSCO and REMAC:

1. provide a letter of endorsement back to the applicant from the REMSCO and REMAC;  
or,
2. request additional information from the applicant; or,
3. reject the application based upon specific reasons.

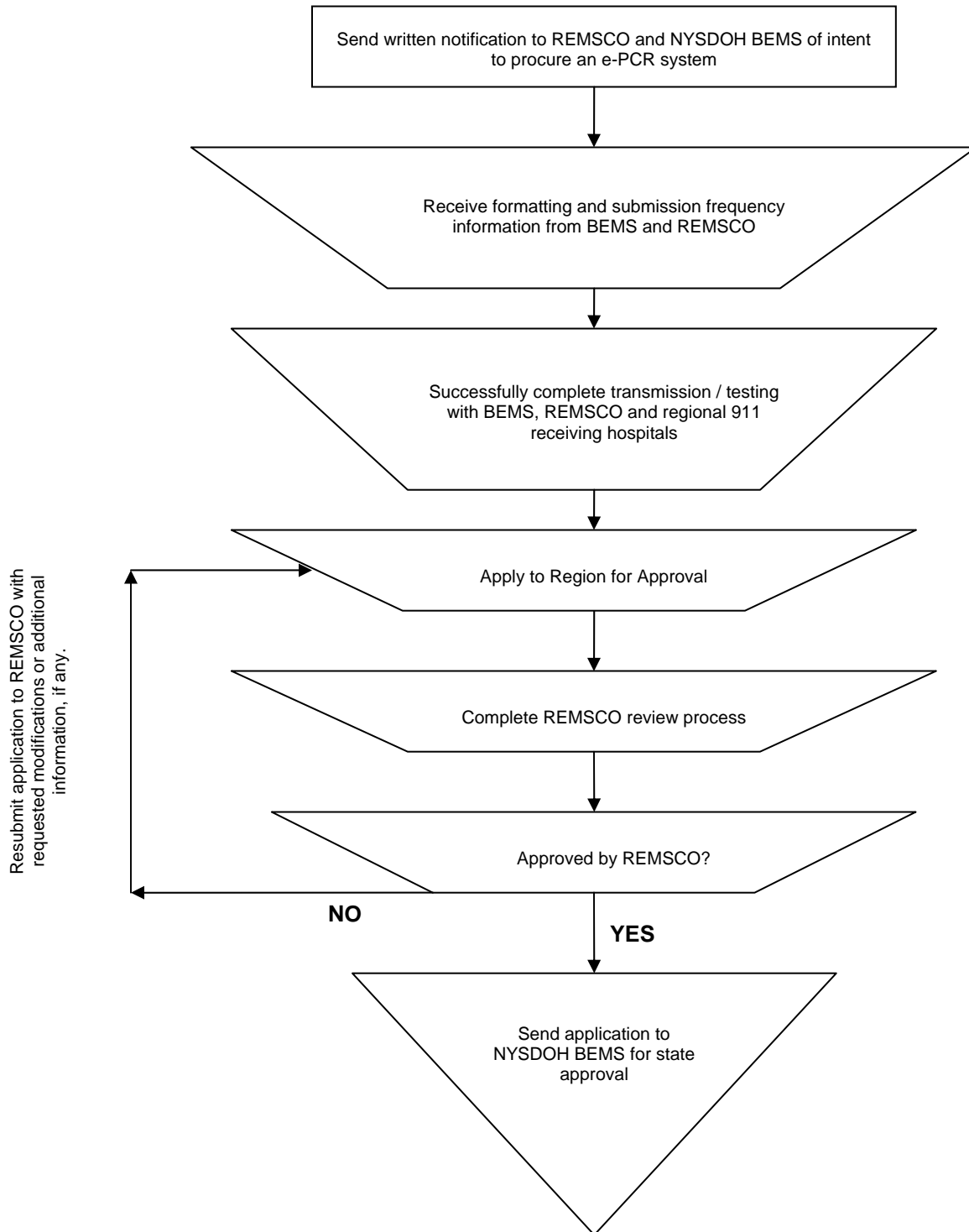
In the event an application is rejected by the REMSCO, the applicant may re-apply to the REMSCO without prejudice so long as the rejection is not caused by a breach of fiduciary responsibility by the applicant, such as current compliance with NYSDOH BEMS, REMSCO and REMAC policies, regulations and protocols. In the event of a breach, and only once a breach has been cured by the applicant, a request may be re-submitted for consideration by the REMSCO.

***Attachment:***

- *Westchester REMSCO e-PCR Approval Process (Diagram)*
- *Westchester REMSCO e-PCR Planning Document*
- *NYSDOH Bureau of EMS Policy # 08-01: Electronic PCR Data Submission*



*e-PCR Application Approval Process*





*e-PCR Planning Document/Application Checklist*

<b>1 Is your agency compliance with Article 30 and Part 800 of the NYS PHL?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2 Has your agency submitted paper PCRs to the regional program agency on a routine and on-going basis?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>3 Has your agency contacted the NYS DOH, in writing, to determine electronic reporting requirements and request approval for electronic submission?</b>  <i>NOTE: NEMSIS compliance is also mandatory.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4 Has your agency conducted testing of the data to insure proper format and electronic transmission to the satisfaction of the Department and the Regional Program Agency?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5 Does your agency have the capacity to maintain patient records in a readable format and be capable, upon request by DOH, patient or designee, of providing the patient record?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6 Have arrangements been made to provide patient records to all the receiving hospital in the region at the time the patient care is transferred? Or is a predetermined written plan in place with all the regional hospitals?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7 Do you have a system maintenance plan?</b> <i>This includes, but is not limited to:</i> <ul style="list-style-type: none"><li><i>Plans for identified anticipated down-time and who will perform maintenance (this may be a contracted service)</i></li><li><i>Actions that will be taken if a data source becomes missing</i></li><li><i>Provision for spare equipment maintained by the Agency and the availability of back-up equipment</i></li><li><i>A HIPAA security plan that addresses data storage and transmission</i></li><li><i>Contracts for technical support, maintenance, upgrading and trouble-shooting.</i></li></ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8 Does your agency have the necessary technical staff or a contract to support the electronic program and appropriate infrastructure, security and back up for the system?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



*e-PCR Planning Document/Application Checklist*

**9 Does your agency have a secure method of data transmission?**

- *Have you developed how, when, and in what format data will be transmitted from the e-PCR field data collection tool to the data storage server, to the REMSCO and NYSDOH BEMS?*
- *Will you assure security of confidential information in the field?*
- *Do you affirm to provide the REMSCO / REMAC or its designee, with additional data elements as requested for use with quality improvement programs, specific studies or approved research projects?*
- *Do you affirm to provide the REMSCO / REMAC or its designee, with data in a format and at time intervals specified by the REMSCO / REMAC or its designee?*

Yes

No

**10 Does your agency have the ability to provide a confidentiality statement to all patients?**

Yes

No

**11 Can your agency's system infrastructure ensure secure storage of data in the field?**

Yes

No

**12 Does your data system have back-ups and/or redundancies?**

- *Do you have a down-time plan which includes all field procedures that crews will utilize and tools immediately available to them in the event your e-PCR experiences a field failure and your plans for data archive (frequency and method of back-up)?*
- *Is there a plan/process to have your data frequently backed up and have primary and back-up archives maintained in secure locations for at least the minimum state regulatory retention dates (i.e. 6 years or to age of majority + 3 years)?*

Yes

No

**13 Do you affirm to fully and completely amend your data collection and reporting system within a reasonably specified time-frame to comply with any / all future requirements that may be imposed by the Westchester Regional EMS Council, The State of New York, and the National EMS Information System and if any changes or interruptions are made to your electronic patient record system that may affect data submission, you will notify the Department of Health and REMSCO, in writing, ten (10) business days in advance of implementation?**

Authorized Signature

**14 Do you affirm to use an electronic data collection product that meets or exceeds the National EMS Information System (NEMSIS) data set and includes the minimum statewide and Regional required data fields and submit such data in a compatible format and on a regular and routine schedule determined by the DOH & REMSCO?**

Authorized Signature

**15 I do hereby affirm that all requested information is attached hereto and that all responses and submissions are accurate and true.**

Authorized Signature