



SUBJECT: PATIENT CARE REPORTS

GOAL: To ensure that all members of the District properly handle all "paper" used in the preparation of a Medical Incident Report (MIR).

PURPOSE: To secure and restrict Medical Incident Report (MIR) accessibility.

SCOPE: All District personnel.

PROCEDURE: The District maintains strict requirements on the security and access of all MIRs as well as the initial documentation created by the field providers in their preparation of a MIR.

1. All preliminary documentation used by a crewmember to assist in the creation or modification of a MIR is the sole property of the District.
2. Each District member is to access **ONLY** their MIRs unless directed otherwise by the Privacy Officer or as directed by management.
3. No District member will log onto any computer or password protected software using any other user name other than their own.
4. A MIR may be amended by a crew member upon approval by the Privacy Officer or Management.
5. Printed or written MIRs are to go immediately to EMS Division Chief or EMS Coordinator.
6. Completed MIRs must be either hand delivered or secured in a lock box.
7. All scratch paper used by a crew member in the preparation of an MIR must be shredded immediately.
8. Inappropriate access or retention of PHI may result in disciplinary action, up to and including termination.
9. In order to facilitate the security of PHI, all MIRs will be completed within 72 hours of the incident.