

Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Run Statistics & Data Entry	August 1, 2007	All	1	1

Definitions:

Monthly Run Statistics – The Delaware County EMS Monthly Run Stats kept on the DATA Center Server that has been built in the Excel format. Kept and maintained by the Shift Captain in charge of monthly run stats.

EMSIRS State Statistics- is on every computer at the Station level, is used to upload information that is then sent to the Ohio Department of Public Safety, Division of Emergency Medical Services.

Policy:

It will be the policy of Delaware County Emergency Medical Services that its employees at all levels riding on a Delaware County Medic enter runs in both of these established programs. At the current time, ALL runs must be entered in the Monthly Run Stat Program, and ALL transported patients entered in the EMSIRS-2 Program, no later than the end of the shift that the run occurred.

At minimum of weekly, the Lieutenant of each crew shall go over the monthly run stat program and look for errors for their unit day / crew. This SHALL be completed by the end of shift, no later than Saturday at midnight (which ever is first) at the end of each week). It will be the Lieutenant's responsibility to see that the errors have been fixed and the Captain in charge of run stats has been notified that the runs have been entered.

In the event that the crewmember that has entered the run fails to fix the errors, that responsibility will then fall on to that crew's Company Officer.

Discipline

Responsibility for the data entry will ultimately lie with the Company Officer of each crew. Failure to enter runs and verify the correct DATA entry has been completed in a timely fashion will result in the progressive disciplinary process, up to and including termination.

Issuing Authority:



DCEMS Chief Rob Farmer

08/01/2007

Date