

# Montgomery County Fire and Rescue Service

## **FIRE CHIEF'S GENERAL ORDER**

**NUMBER: 05-02**

**Rescinded 10/09/13**

February 28, 2005

**TO: All MCFRS Personnel**

**FROM: Fire Chief Thomas W. Carr, Jr.** 

**SUBJECT: EMS Incident Reporting System**

Effective March 1, 2005, MCFRS will begin using the paper version of the Maryland Ambulance Information System (MAIS), which is attached to this document. This form will replace the current Firehouse EMS Module. The MAIS form will be required to record all appropriate patient information. This form will be filled out and handed over to the receiving hospital facility just as the patient information sheet is today. The MIEMSS copy of the form will also be left at the hospital at a secured location.

A Firehouse incident report and a Firehouse unit report will still be required on an EMS incident. The MAIS number must be transcribed into the Firehouse electronic report. Specific procedures will be provided before implementation on March 1, 2005. This procedure will be critical to match patient information with incident and unit activity and to ensure a mechanism to track missing EMS reports. Additionally, the MAIS form has a very short narrative field. MCFRS will require a supplemental narrative anytime ALS or exceptional care is provided. The current practice of filling out an EMS Patient Information Sheet will be discontinued, as well. The EMS Chief has developed a training program which will be distributed to the field for in-house training and certification of MCFRS personnel.

It is my position that once "Safety Pad" software is tested and proven to be a reliable form of EMS electronic reporting, MCFRS will discontinue using paper MAIS reporting forms. Safety Pad software will not become operational before all of the problems are worked out and tested. All of the appropriate training classes will have been provided and policies and procedures written and successfully transmitted to the field. The MCFRS IT Department and EMS Section have been given 1 year to complete this objective.

**I am removing the requirement to complete Firehouse 2, "EMS reporting module" for promotion on the Integrated Emergency Command Structure Regulation, effective February 13, 2005.**

Please review the MAIS User's Manual which can be found at the link below.

<http://miemss.umaryland.edu/Mais2003.pdf>

Any questions should be directed to Assistant Chief Ey @ 240-777-2472