

# Montgomery County Fire and Rescue Service

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

**NUMBER: 07-11**

**Rescinded**

May 16, 2007

**TO:** All MCFRS Personnel

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



**SUBJECT:** Documentation of Emergency Medical Service incidents.

The Montgomery County Fire Rescue Service currently uses the Maryland Ambulance Information Sheet (MAIS) for documenting patient care.

All providers must complete a MAIS report and supplemental form for all patient encounters and refusals at the time of service. Providers must then place the completed MAIS report into the review folder in the station office.

The station officer will review all MAIS reports to ensure patient information is provided in a complete and legible narrative. The supplemental form must follow the CHART or SOAP documentation template. The station officer will enter the MAIS report number in the station logbook with the corresponding incident information, and after review, sign the MAIS report by entering their fire service identification number in the "EMS reviewer" box on the lower right face sheet of the MAIS report. The completed and reviewed MAIS report must then be secured in the review file folder.

The Emergency Medical Service Duty Officer will collect the MAIS reports from all work sites on a daily basis, review the reports, and forward them to the Quality Assurance Office for data processing.

For additional information, please contact Assistant Chief Michael McAdams.

**Issued:**

**Revised:**

**Rescinded:**