Montgomery County Fire and Rescue Service
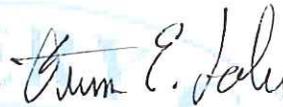
Fire Chief's General Order

No: 13-16

December 16, 2013

TO: All MCFRS Personnel

FROM: Fire Chief Steven E. Lohr

SUBJECT: MIEMSS Short Form

MCFRS currently uses an electronic patient care reporting system (ePCR) to document patient encounters. If the ePCR system is unavailable, EMS providers must use the MIEMSS Short Form Patient Information Sheet ("Short Form") as a temporary substitute. This form replaces the MAIS forms formerly used for this purpose. The Short Form is the **only** *paper form* approved by MIEMSS to transfer patients from the EMS provider to the hospital.

A pad of Short Forms *must be kept on every MCFRS transport unit and primary unit* and will be added to their inventory. When needed, a new pad of Short Forms may be obtained from Logistics.

*The Short Form **must** be completed in accordance with **FCGO 13-01**.*

When transferring a patient at the hospital, the EMS provider must leave *a copy* of the Short Form at the hospital, and enter the information into the ePCR system as soon as possible. The provider must note in the narrative of the ePCR that there are no facility or patient signatures due to use of the Short Form. The provider must *retain the original Short Form with signatures*, and send that *original Short Form* to the EMS Records Custodian at PSHQ via sealed Interoffice mail.

When using the Short Form, to document a patient refusal on the scene the provider must enter that information into the ePCR system as soon as possible, and note in the narrative of the ePCR that there are no patient signatures due to the use of the Short Form. The provider must send that *original Short Form* to the EMS Records Custodian at PSHQ via sealed Interoffice mail.

The Short Form may also be used as a guide for pre-hospital consults, and copies are being provided to Montgomery County hospitals for this purpose.

The reverse side of the Short Form includes a checklist for Patient Refusals from the Maryland Medical Protocols. Providers should use this checklist as a guide to obtain properly-informed patient refusals.