

## **Rules and Regulations, LSFR 140**

### **FIRST RESPONDER REPORTS AND RECORD CONFIDENTIALITY**

**Effective:** June 15, 2008

#### **I. Purpose:**

To establish guidelines for writing and filing first responder reports and for the release of first responder records to the public. Lyndon Station First Responder will store all records from first responder calls for a period of seven (7) years.

#### **II. Policy:**

##### **A. Run Sheets:**

1. It shall be the policy of LSFR to document all patient care on the run report form.
2. The first responder who actually participated in the care and/or treatment of a patient shall be the one who describes and documents it. The forms shall be checked by the other participating members for completeness and accuracy.
3. Additional narration of the call can be completed on a separate piece of paper to fully document the call. Once completed they will be attached to the run report and filed at the station.
4. The first responders on the call shall verify that the run report has been completed, signed, and filed (in the locked box in the fire department radio room).
5. The first responders shall have the run report signed by the transporting ambulance and a copy shall be given to that ambulance.

##### **B. Request for Records:**

1. A first responder-defibrillation is considered to be a health care provider under Wis. Stats. 146.81(1).
2. All records made by a licensed first responder service regarding defibrillation, administering emergency care and handling of sick, disabled or injured patients, shall be maintained as confidential patient health care records.
3. Wis. Stats. Section 146.50(12) prohibits the release of any medical information to anyone without written permission of the patient, the person authorized by the patient or the parent or guardian of a minor. All record requests will be handled through LSFR via the service director.
4. Information that can be released is limited to the following:
  - a. First responder service provider
  - b. First responders involved in the call
  - c. Date of call

- d. Dispatch and response times of the first responder vehicle
- e. Reason for dispatch location to which the first responder rig was dispatched
- f. Destination, if any, to which the patient was transported

**No information disclosed under this paragraph may contain details of the medical history, condition, or emergency treatment of any patient.**

No first responder personnel should discuss any treatment or other information concerning any first responder call with anyone. All requests for information shall be referred to the service director. Any member of the first responder staff violating this policy may be subject to disciplinary action up to and including dismissal, as well as civil and criminal penalties.