



Policy Statement

Submission of Patient Care Reports as of July 1st, 2021

I. Purpose

Documentation is an essential part of all prehospital medical care, EMS system response, and utilization. The primary purposes of the Patient Care Report (PCR) is to document all care, pertinent patient information and efficient transition of patient care as well as serving as a data collection tool while promoting high quality health care and protecting the patient's health and well-being.

The purpose of this policy is to outline the requirement for the submission of Patient Care Reports (PCRs) to the New York State Bureau of Emergency Medical Services and Trauma Systems (the Department).

Although there is no requirement to chart electronically, EMS agencies creating fewer than 20,000 records per year may utilize the New York state electronic patient care report direct entry platform free of charge.

II. Definitions

1. "Department" shall mean the New York State Department of Health, Bureau of Emergency Medical Services and Trauma Systems.
2. "ePCR" shall mean Electronic Patient Care Report
3. "PCR" shall mean Patient Care Report

III. Requirements

A. Required Reporting

1. PCR Submission to the Department

a) Beginning July 1, 2021, EMS agencies utilizing a paper-based PCR will be required to upload a copy of the paper-based record to the Department's Paper PCR Portal.

b) The Department is transitioning the submission of the yellow copy of the Version 5 Paper PCR from the Regional Program Agency to a direct submission by the EMS Agency through an online portal immediately after the response is completed.

2. Timeliness of Reporting

a) Timely submission of the completed PCR is critical to the care and exchange of completed patient information to our healthcare partners to ensure the smooth transition and appropriate treatment of the patients after transfer of care at the receiving hospital.

b) All patient care records are to be submitted to the state within 4 hours of the completion of the call at least 90% of charts.

c) Submission can occur electronically for ePCR platforms and through the Paper Portal for Paper PCRs.

B. Paper PCR Portal

1. The Paper PCR Portal has been created to have approximately 27 fields entered and allow concise documentation of procedures performed or medications administered. The Paper PCR Portal allows for ease in population in regional Quality Improvement programs as well.

2. The submission of paper PCRs to the web portal does not meet the requirements for agency participation in the Continuing Education Recertification (CME) Program

C. State ePCR Direct Entry Platform

1. The NYS ePCR Direct Entry Platform is available to qualified New York State EMS agencies at no expense.

2. EMS agencies utilizing the NYS ePCR Direct Entry Platform may choose to add additional functionality or services to their NYS ePCR Direct Entry Platform. Additional separate expense contracted between the EMS Agency and the ePCR vendor directly. (CAD Integration, Automated Billing Export, NFIRS Reporting or Elite Field (the ability to enter into the program without a wireless connection) are additional opportunities available to EMS agencies utilizing the Direct Entry Platforms.

3. The Direct Entry Electronic PCR Platform meets the requirements for agency participation in the CME Program.

D. Data Submission Utilizing Third Party Electronic PCR Vendor

1. EMS Agencies may choose to utilize any Department approved ePCR vendor.

2. If the agency is already charting electronically and has made notification to the region, no additional paperwork is required.

3. If an agency is transitioning to a different approved ePCR vendor, then the EMS Agency shall complete a DOH 5136 form and submit it to the Regional Program Agency no less than three weeks prior to the EMS Agency's planned go-live date. Additional time may be required if the REMSCO and/or REMAC vote on the DOH 5136 at a meeting. The Department will not approve the DOH 5136 without the Regional Program Agency's endorsement.

E. Enrollment

EMS Agencies must enroll in one of these opportunities if your EMS Agency is not already documenting electronically. EMS agencies should contact their Regional Program Agency to arrange for a demonstration or to discuss in greater detail.

When the EMS Agency makes a final decision, the agency should complete DOH 5136 and submit it to the Regional Program Agency for endorsement.

Reminder, all EMS Agencies not currently charting electronically must complete a DOH 5136 and submit it to their Regional Program Agency no later than June 30th, 2021 regardless of which opportunity selected.

The Regional Program Agency will submit the endorsed DOH 5136 to NYS via an approved pathway provided directly to the Regional Program Agency.

F. Transition

1. Any EMS agency not currently utilizing an ePCR system must submit a transition plan to the Department no later than June 30th, 2021. The form should outline if the agency will be using the paper portal, the ePCR Direct Entry Platform or using an approved 3rd party ePCR vendor.

2. Agencies that choose to chart on paper after June 30th, 2021 will submit all paper PCRs through the online Paper PCR portal.

3. Agencies that are transitioning to an ePCR platform between July 1st, 2021 and December 31st, 2021 should contact emsdata@health.ny.gov to discuss transition plans.

Should any agency have additional questions about the new process please contact your Regional Program Agency for assistance. If you need to reach the Bureau of EMS Data and Informatics Unit please e-mail emsdata@health.ny.gov with your question.