

**Hennepin County EMS System
Required Documentation Policy
Approved by the Hennepin County EMS Council, October 13, 2005**

The following situations help determine when a Patient Care Report (PCR) form is required to be completed.*

- I. Ambulance crew is canceled prior to arriving at the scene:
 - No patient care report (PCR) is required by the Hennepin County EMS system. Individual services may require a PCR form completed.
- II. An ambulance arrives on scene. Documentation includes:
 - A. Limited documentation on a PCR form is required (or service specific documentation) describing location and description of scene events and number of persons involved.
 - B. Document number of persons offered medical evaluation, or estimate number involved when first responders or persons on the scene indicate no medical evaluations were necessary.
- III. Patient contact(s) is fully documented when any of the following conditions exist or as further defined by individual service policy. Contact is defined as:
 - A. A person has expressed an interest in receiving medical attention.
 - B. Someone on the person's behalf has expressed an interest in a person receiving medical attention.
 - C. Someone has an observable injury or illness.
 - D. Any request by any individual for medical evaluation of a person(s) is made at the scene.

**NOTE: EMSRB and/or Hennepin County data reporting requirements related to a request for an ambulance still apply to all requests for an ambulance response, whether or not a PCR is completed.*