

## II. Universal Documentation Guideline

### Aliases

NEMSIS, Documentation

### Patient Care Goals

1. Support continuity of patient care and continuous performance improvement (CPI) of patient care through meeting minimum documentation standards for all EMS events where a patient was encountered
2. This guideline defines minimum standards and inclusions used and referenced throughout this document under the “Quality Improvement” section of each guideline
3. The National EMS Information System (NEMSIS) submission requirements, state and local EMS systems, and EMS billing reimbursement services will have more extensive minimum requirements that exceed this guideline (*For additional information, go to [www.nemesis.org](http://www.nemesis.org)*)
4. This guideline can be used as a starting point for systems looking to more formally define documentation requirements

### Patient Presentation

#### Inclusion Criteria

All EMS events where a patient was encountered, and one or more clinical guideline was used to determine patient treatment and/or disposition.

#### Exclusion Criteria

None noted

### Toolkit for Key Categories of Data Elements

#### Incident Demographics

1. Incident Demographics include the type of incident, location, time, dispatch information, response resources and patient/incident disposition of the EMS event
  - a. This information will always apply and be available, even if the responding unit never arrives on scene (is cancelled) or never makes patient contact
  - b. Incident demographics are important for filtering incident types and outcomes when doing CPI reviews, providing aggregate descriptive data, and billing for reimbursement
2. Minimum Incident Demographic Fields include:
  - a. Incident Times
    - i. eTimes.03—Unit Notified by Dispatch Date/Time (*NEMSIS mandatory*)
    - ii. eTimes.05—Unit En Route Date/Time (*Unit responding*)
    - iii. eTimes.06—Unit Arrived on Scene Date/Time (*If arrived*)
    - iv. eTimes.07—Arrived at Patient Date/Time (*If patient contact made*)
    - v. eTimes.09—Unit Left Scene Date/Time (*Unit Transporting Time, if applicable*)
    - vi. eTimes.11—Patient Arrived at Destination Date/Time (*If applicable*)
    - vii. eTimes.13—Unit Back in Service Date/Time (*NEMSIS mandatory*)
  - b. eResponse.05—Type of Service Requested (*i.e., 911 vs interfacility*)
  - c. eResponse.07—Primary Role of the Unit (*i.e., Transport or non-transport*)
  - d. eDispatch.01—Complaint Reported by Dispatch (*Dispatch reason from EMD*)
  - e. Crew Responding:
    - i. eCrew.01—Crew Member ID (*Crew name or license # depending on software*)
    - ii. eCrew.02—Crew Member Level (*License level for this call*)