

Subject: Administration - Communications
Hospital Communication Log

Associated Policies: 2502

- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. California Code of Regulations, Title 22
 - C. North Coast EMS Policies and Procedures

- II. Purpose
To define the policy for maintaining a radio and/or telephone communication log.

- III. Policy
 - A. Every base hospital or alternate base hospital shall document radio and telephone communications concerning patient care on a communication log.
 - B. Every patient contact reported by field providers shall be documented on the hospital communication log.
 - C. The communication log is to be reviewed as part of the approved Continuous Quality Improvement system.
 - D. North Coast EMS recommends that the communication log contain the following at a minimum:
 - 1. Facility.
 - 2. Date and time of call to hospital.
 - 3. Patient identification (name, hospital or ED ID number, etc.).
 - 4. Treatment Protocol being followed
 - 5. Abnormal Vital signs or ECG.
 - 6. Orders if given and ER MD name.
 - 7. ETA to facility.
 - E. Form design and layout will be left up to the individual facility.

Approved: 

Approved as to Form: 