



Ohio Administrative Code Rule 4766-5-05 Record keeping requirements.

Effective: December 15, 2019

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-5-18 of the Administrative Code.]

(A) Each licensed AMSO shall maintain or have readily available the following at its headquarters:

(1) Current copy of the organization's operating medical protocol(s) as filed with the Ohio state board of pharmacy;

(2) Verification of certification or license of all personnel;

(3) A current and valid certificate of liability insurance issued by an insurer licensed to do business in Ohio that includes a thirty day notice of cancellation to the board in compliance with the terms set forth in section 4766.06 of the Revised Code listing the state board of emergency medical, fire, and transportation services as a certificate holder;

(4) Records or other documents related to patient care or to emergency medical service personnel maintained by the licensed AMSO which shall be made available for review by the board or its designee in accordance with "45 C.F.R. 164.512";

(5) Documentation as required under rule 4766-5-07 of the Administrative Code;

(6) Current maintenance records for aircraft as specified in rule 4766-5-09 of the Administrative Code;

(7) Current maintenance records for all equipment used for patient care as specified in rule 4766-5-09 of the Administrative Code;

(8) Dispatch log;



- (9) Written plan for restocking of supplies or compliance with paragraph (C)(6) of rule 4766-5-04 of the administrative Code;
 - (10) Ohio state board of pharmacy license and addendum;
 - (11) DEA registration certificate (as applicable);
 - (12) Clinical laboratory improvement amendments (CLIA) waiver (as applicable) in accordance with "42 C.F.R. 493";
 - (13) Current written plan for the handling and disposal of bio-medical infectious materials in accordance with "29 C.F.R. 1910.1030";
 - (14) "14 C.F.R. 135 Part Certificate";
 - (15) Statutorily required permits and licenses such as fuel, oil, or hazardous waste;
 - (16) Emergency contact list with telephone numbers;
 - (17) Copy of written sanitation plan as described in rule 4766-5-07 of the Administrative Code.
- (B) A licensed AMSO shall maintain or have readily available the following at each satellite base:
- (1) Current copy of the organization's operating medical protocol(s) as filed with the Ohio state board of pharmacy;
 - (2) Documentation that meets the requirements set forth in rule 4766-5-07 of the Administrative Code;
 - (3) Written plan for restocking of supplies or compliance with paragraph (C)(6) of rule 4766-5-04 of the Administrative Code;



- (4) Ohio state board of pharmacy license(s) and addendum(s);
 - (5) Current written plan for the handling and disposal of bio-medical infectious materials in accordance with "29 C.F.R. 1910.1030;"
 - (6) DEA registration(s);
 - (7) "14 C.F.R. Part 135 Certificate;"
 - (8) Statutorily required permits and licenses such as fuel, oil, or hazardous waste;
 - (9) Emergency contact list with telephone numbers;
 - (10) Copy of written sanitation plan as described in rule 4766-5-07 of the Administrative Code.
- (C) Upon licensure, each licensed AMSO shall prominently display the original certificate of licensure at its headquarters and each satellite base.
- (D) Patient records shall be maintained in accordance with this rule.
- (1) Each licensed AMSO shall maintain accurate records that contain the information set forth in paragraph (D)(2) of this rule concerning the transportation of each patient for a period of seven years from the date of the transport;
 - (2) Each record shall include, at minimum, the following:
 - (a) Patient's name;
 - (b) Patient's gender;
 - (c) Patient's age;
 - (d) Patient's date of birth;



- (e) Patient's address;

- (f) Location address of incident or pickup;

- (g) Patient's chief complaint;

- (h) Patient's history, including:
 - (i) Current medical condition;

 - (ii) List of current medications;

 - (iii) Allergies;

 - (iv) Vital signs and time assessed:
 - (a) Blood pressure;

 - (b) Pulse;

 - (c) Respiration;

 - (i) Any responsible guardian;

 - (j) Advanced directives, if applicable;

 - (k) Final destination;

 - (l) Treatment rendered;

 - (m) The following times:



- (i) Time call received;
 - (ii) Dispatch time;
 - (iii) Enroute time;
 - (iv) On-scene time;
 - (v) Departure from scene time;
 - (vi) Arrival at destination time;
 - (n) The names and level of certification or licensure for all EMS providers and other medical personnel;
 - (o) The names of any non-EMS certified personnel, if applicable.
- (3) A copy of the record for each patient shall be provided to the receiving facility, which includes all the information required, no later than twenty-four hours from time of dispatch.