



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: RETENTION OF EMS RECORDS

SECTION: LEGAL

POLICY NUMBER: J-3

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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P PURPOSE:

Established guidelines on the retention of EMS records within the Central DuPage Hospital Emergency Medical Services System (CDHEMSS). Nothing in this policy shall prevent a CDHEMSS agency for maintaining records past the minimums set forth by CDHEMSS.

POLICY:

1. Patient Care Reports
 - a. Will be stored electronically for a minimum of 7 years
 - b. EMS reports from patients transported to Central DuPage Hospital (CDH) will be entered into the patient's CDH medical record.
2. Refusals
 - a. Adult
 - i. Will be kept a minimum of 7 years
 - b. Child
 - i. Will be kept until the child reaches 21 years of age, then an additional 7 years
3. Telemetry Recording
 - a. Recordings will be stored electronically for a minimum of 7 years
4. Telemetry Log (ECRN form)
 - a. Records will be kept a minimum of 7 years

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