

INSTRUCTIONS FOR COMPLETING DISASTER AMBULANCE PATIENT CARE RECORD LOG

Purpose: The PCR Log is used to keep a running log of patient encounters and a means for tracking PCR numbers used. It will aid in sequencing unit self-generated PCR numbers. It will be attached as a cover sheet to the PCR's as part of the documentation required when invoicing for services.

Prepared By: Surge Ambulance and Shelter Ambulance Crews. PCR Logs run continuously through the event and are not tied to an operational period.

Completed Forms Completed PCR Log(s) shall be attached with the corresponding PCR's and submitted to the ambulance's Home Agency as directed by their Agency. The Home Agency will forward them to the Contractor for processing. The Contractor shall submit the PCR Logs with clear copies of the PCR's attached to each log to the state with invoices for payment according to the contract.

1	Placard #	Surge Units enter the State issued Placard Number. Shelter Units enter Home Agency Unit #
2	Provided Name	Enter your Home Service Provider Name
3	Event	Enter the State assigned Event Name
4	Log Start Date	Enter the date the Log Sheet is initiated
5	Log End Date	Enter the date the Log Sheet is ended or the date of the last PCR entry
6	Date of Service	Enter the date of the patient transport
7	Patient's Name	Enter the Last & First name of the patient
8	Patient Care Report # (PCR#)	This number will be specific to the patient and the transport. The number will include the unit's Placard Number to identify which unit made the transport and will be followed by a number that increments with each patient. The number includes "LA", "LB" or "EA" or "EB" and the three-digits of the Placard Number after the alpha, then a four-digit incrementing run number after the dash. EXAMPLE: LA051-0001. It is the responsibility of the crew to keep track of the incrementing numbers and to enter that number on the PCR and the PCR Log. PCR numbers initiate on the unit's first run and run throughout the event; they DO NOT start over. If a PCR number is skipped for any reason, then the crew is to write VOID on that line of the PCR Log.
9	Transport Type	Enter the type of transport checked in Section I of the PCR, MSN = Medical Special Needs; 911 = 911 transport; S = General Shelter; E= Evacuation; O= Other; FA = First Aid (Shelter use); PC=Patient Care
10	Total PCR's Attached	Enter the total number of PCR's attached to this Log
11	LDH only sections	LDH will check this box when verifying attached copies of PCR's when processing invoices. LDH will check the final box that the PCR LOG is complete with all copies.