

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY &amp; PROCEDURES</p>				
<p><b>TITLE:</b> EMS NOTIFICATION TO THE HOSPITAL</p>					
<p><b>SECTION:</b> COMMUNICATIONS</p>			<p><b>POLICY NUMBER:</b> B-3.0</p>		
<p><b>APPROVED BY:</b> DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>					
<p><b>EFFECTIVE DATE:</b> 03/01/1990</p>				<p><b>PAGE NUMBER:</b> 1 OF 1</p>	

**PURPOSE:**

To promote timely notification of receiving hospitals.

**POLICY:**

1. Notification of patient transport
  - a. Emergency Room/Emergency Department.
    - i. Once a decision has been reached as to which Emergency room/ Emergency Department (ER/ED) will be receiving the patient, the EMS personnel handling communications should notify a SFVEMSS hospital.
    - ii. If the receiving ER/ED is not the closest. The crew must call a system hospital prior to leaving the scene and get approval from Medical Control. (See D-10)
    - iii. EMS communication should be facilitated using either, cellular phone, hardline telephone or MERCI radio.
  - b. Other than ER/ED Transport
    - i. If the patient is being discharged to a resident or skilled nursing facility hospital notification of such is not required.
    - ii. If the patient is being transferred from one hospital to another hospital notification of such is not required. (unless there is a request for online medical directions)
    - iii. If the patient is being transported for the purpose of Dialysis or a doctors appointment and not going to an ER/ED hospital notification of such is not required.
2. Mobile unit telecommunication
  - a. Cellular and telephone transmission may be utilized.
  - b. All transmissions should be preceded with vehicle identification and by identification of the hospital to which the transmission is directed.
  - c. Transmission should be limited to relevant information that pertains to medical care, treatments rendered, and medical orders being followed. Additional orders may be communicated via OLMC utilizing telemetry as stated in section 1-a-iii.
3. Telecommunications checks
  - a. Each SFV unit will conduct monthly radio (MERCI) checks. Radio checks will include voice and calibration (if applicable)
  - b. 12 lead transmission functionality should be conducted monthly.
  - c. If a problem exists, appropriate maintenance/repair service immediately contacted.
4. Informing caller requesting an emergency vehicle of an E.T.A.
  - a. At the time of dispatch, the personnel of the responding unit will estimate the time of arrival of emergency vehicles.
  - b. If the estimated time of arrival of the emergency vehicles is judged to be greater than six minutes the responding units will request the dispatcher to notify the caller.

Effective Date:	3/1/1990				
Review Date(s):	1/24/2019				
Revision Date(S):	1/24/2019				