November 16, 2009

Regional EMS Program Agency Directors:

As you know, the Department of Health does not have blank Prehospital Care Report (PCR) forms in its inventory. While we had completed the process and received approval for the print order in the late spring, contractual and state budget issues have prevented the completion of the print order. As a result, we are asking you to do the following:

1. Effective immediately, only distribute PCR forms to Certified ambulance and advanced life support first response agencies. Do not provide the 3 part PCR forms to Basic Life Support – First Response Services.

2. As a last resort, should PCR forms require photo-copying, we would ask that you direct the EMS services to copy only the RESEARCH (yellow) copy in order to ensure that your agency is provided with the best, most legible copy possible. This will enable our keypunch contractor to continue data entry. Please let us know if you or your EMS agencies begin to photo-copy PCR forms.

3. The Department will provide your program agency or the EMS services with the PCR proof files should printing services be available locally.

4. If there are EMS services in your region that have requested permission to utilize an electronic prehospital care record (e-PCR) we would ask that you and your REMSCO fast track the regional approvals.

5. Please keep the Department updated on your current inventory of blank PCR forms.

We continue to work to solve this problem, but do not anticipate this situation to be resolved in the immediate future. Thank you for your cooperation and if you have any questions, please do not hesitate to contact either Steve Sonder or myself.

Sincerely,

Lee Burns
Acting Deputy Director
Bureau of Emergency Medical Services

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