

**Policy Title: Review and Maintenance of EMS Personnel Files****No. R - 2****Board Approval: 5/19/05****Effective: 7/1/05****Supersedes: 5/1/96****Page: 1 of 1**

I. **PURPOSE:** To allow EMS personnel to gain access to, or request transfer of, their EMS files.

II. **POLICY**

- A. The System maintains files of pertinent EMS education/licensure activity for all current and former students and members. Test scores, the findings of Requests for Clarification, EMS quality improvement monitoring, disciplinary proceedings, or anecdotal notes to the file are considered confidential and will only be shown or released to the person whose records are contained therein unless authorized, in writing, by that individual.
- B. Completion of continuing education hours, compliance with CPR recognition requirements, status of EMS privileges, and licensure status is considered to be selectively public information and may be released to an administrative representative of the individual's employer or to another EMS System upon the individual's request.
- C. File information, excepting that protected under the Medical Studies Act (QI information), may be released to comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer or a grand jury subpoena.
- D. Verification of System privileges and student transcripts will only be released upon written authorization of the individual.

III. **PROCEDURE**

- A. Any current or former member/student of the Northwest Community EMS System may review their own EMS file by contacting the EMS Coordinator/Educator who is responsible for file maintenance and making an appointment at the mutual convenience of both parties.
- B. Copies of selected pages may be requested in person or in writing. Requests may have a fee attached depending on the number of pages requested and any special postage fees prior to processing.
- C. Files of active members should be purged of outdated testing/CE information every four years at the time of relicensure. The files must contain information relevant to the current and immediately past licensure cycle. System entry paperwork or correspondence relating to the awarding of System privileges must be permanently retained. Testing materials/answer sheets must be destroyed in a manner that protects their confidentiality and are not available for collection by the individual. Individuals may personally collect CE paperwork to be discarded by the system for their personal records. Anyone wishing to collect these documents should contact their designated hospital EMS Coordinator/Educator.
- D. Once a paramedic, PHRN, or ECRN is no longer actively affiliated with the System, their EMS file is to be returned by the hospital EMS Coordinator to the Resource Hospital EMS office for archiving. Files that have been inactive for a period longer than seven years may be placed on microfilm or scanned into electronic media and will need five business days advance notice prior to viewing.
- E. For a full listing of items to be kept in files, see System Manual administrative procedure on file maintenance.