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Electronic PCR Policy

The HVREMSCO and HVREMAC will consider applications for agencies to utilize electronic EMS Medical Records (e-PCR) under the following conditions.

1. The agency must:

- Be in compliance with all applicable REMSCO, REMAC, and Hudson Valley region procedures, policies and protocols.
- Be submitting paper PCRs to HVREMSCO on a routine, timely, and on-going basis.
- Contact HVREMSCO in writing to determine electronic reporting requirements, and request approval for electronic submission.
- Conduct testing of the data, as under guidelines delimited by the HVREMSCO, to insure proper format and electronic transmission to the satisfaction of HVREMSCO.
- Submit data directly to the New York State EMS Bridge
- Submit complete required data fields, as determined by NYS DOH and the HVREMSCO
- If any changes or interruptions are made to the electronic patient record system that may affect data or submission, the EMS service must notify HVREMSCO in writing (10) business days in advance of implementation, or as soon as possible after the interruption.

2.

A. The HVREMSCO strives to obtain and maintain the highest standards and support all agencies in the Hudson Valley Region to meet those standards. The HVREMAC has vendors in use in the Hudson Valley Region who have versions of an electronic PCR program that meet the requirements of the HVREMSCO Region and are NEMSIS Gold Compliant. Agencies requesting to utilize a vendor currently in use in the Hudson Valley will only be approved to use a vendor which is currently submitting to the NYS Bridge and has obtained validation scores of 85 or greater, for all agencies for which the vendor is in use, for the two consecutive months prior to agency application for electronic PCR effective June 10, 2013. Any agency may contact the HVREMSCO office for a current report of vendor validation scores. It remains the responsibility of the agency to complete all fields required by NYS as delimited in the New York State Active Data Elements. Any agency electing to utilize a vendor not yet approved by the HVREMSCO and HVREMAC must comply with the following:



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- The Agency must provide, in writing, HVREMSCO with the name of the vendor.
 - The vendor must contact HVREMSCO and provide the specifications of the electronic PCR program.
 - The vendor must work with HVREMSCO to ensure that the electronic data format submitted is compatible with the software formats acceptable for use by HVREMSCO and the NYS EMS Bridge including but not limited to National Emergency EMS Information System (NEMESIS) data set compliance.
 - The agency and vendor are jointly responsible for ensuring that all required data points are collected and transferred to HVREMSCO and the NYS EMS Bridge as appropriate.
 - It is the responsibility of the agency to insure all call reporting documentation as required by PHL Article 30 and The NYS EMS Code, 10NYCRR Part 800.15 and its successors.
 - The agency and vendor must be able to assure the following – as needs of HVREMSCO and NYS Bureau of EMS change, the necessary data fields will be able to change to meet the needs.
- B. Prior to approval by HVREMSCO to utilize e-PCRs, the agency must submit a plan detailing:
- A description of the e-PCR hardware system infrastructure.
 - A description of the e-PCR software system.
 - Proof of system redundancy.
 - Proof of contacts for technical support, maintenance, upgrading, and trouble-shooting.
 - Information relative to the hardware and software products chosen for the system.
 - Written confidentiality policies, including a written statement, addressing the electronic transmission, storage and security. Policies and procedures must be compliant with state and federal laws and regulations and must follow DOH Policy Statement 12-03 or its successors.
 - Submit to HVREMSCO Policies and procedures detailing HIPAA training for all agency users and managers of e-PCR systems
3. Enter into the Electronic EMS Medical Record and Quality Assurance Memorandum of Understanding. (MOU)