

THE GLENHAM FIRE DISTRICT STANDARD OPERATING GUIDELINE AND PROCEDURE	SUBJECT NO. GFD-43-14
DEPARTMENT: Glenham Fire Department SUBJECT: Patient Confidentiality	
<u>CROSS-REFERENCE:</u> GFD-43-01 Organizational Statement & General Overview; GFD-43-13 Social Media Policy	

Original date of issue: 03/2018

Reviewed:	03/18	02/19	02/20				
Revised:	02/20						

This guideline will aid in handling patient confidentiality at incidents and handling patient information in general.

Federal Regulation:

In 1996, HIPAA, the Health Insurance Portability Accountability Act was passed by the US Congress. It is administered by the US Department of Health and Human Services and is intended to protect patients' medical records. The HIPAA regulation clearly outlines the protection of patient's confidentiality. The Glenham Fire District must strictly adhere to these Federal Regulations.

Handling EMS Incidents

- On all EMS calls, department EMT's and EMS trained personnel will have direct patient care. Firefighters without any EMS training will wait with the fire apparatus and if additional help is needed it will be asked of you.
- The highest level trained EMS provider will have the jurisdiction of command of patient care.
- The highest level fire department personnel will have the jurisdiction of command of scene safety.
- All personnel handling patient care will be required to wear proper PPE for incident type.

Whenever a Prehospital Care Report (PCR) is generated, it will be attached along with the attendance sheet and submitted with the New York State Fire Incident Report (NFIR). They shall be placed in a designated and secured area in the Fire Station.

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
1	Removal of submitting PCR's to NYS DOH as it is not required.	David Dross Chief	02/15/2020