



EMERGENCY OPERATIONS
3203 – Emergency Medical Services

Initial Date: 01/13

Review Date: 11/22

Revised Date: 11/22

1.0 POLICY

- 1.1 The Department will provide Basic Life Support (BLS) response in accordance with King County EMS Patient Care Guidelines.
- 1.2 All patients contacted by Department members will be provided with formal notification of our privacy practices in accordance with HIPAA. This can be accomplished through electronic or written format.
- 1.3 Bothell Fire Department provides and staffs BLS apparatus to provide transportation for BLS patients.
 - 1.3.1 The billing for transport services is applied to those transports originating within the Bothell city limits and Snohomish County Fire Protection District 10, including Interstate 405 and State Routes 522 and 527.
 - 1.3.2 Fees will not be collected for transports within a mutual or automatic aid jurisdiction.
 - 1.3.3 Make every attempt to complete all electronic medical incident reports within two hours of the completion of the incident. When transporting a patient to a medical facility by Bothell Fire Department units, care should be made to complete the medical incident report well before the two-hour time frame.
- 1.4 The company officer will review all reports and ensure that they are completed in a timely and efficient manner. If a crew or company is unable to complete their reports prior to shift change, the on duty Battalion Chief will be notified and made aware of the circumstances of the delay.

2.0 OBJECTIVE

- 2.1 To provide a quality Emergency Medical Service delivery system.
- 2.2 To provide patient transport to the appropriate facility as a core service.

3.0 RESPONSIBILITIES

- 3.1 Response crews are responsible for having patients electronically sign all required paperwork unless they are unable due to their medical condition.

- 3.2 Response crews are responsible for providing patient billing information in ESO in order for Administrative Support staff to process billing on each patient that meets that criteria.
- 3.3 Administrative Support staff is responsible to process, deliver and store billable transports in accordance with local, state and federal law.

4.0 PROCEDURES

- 4.1 If it is determined by a Bothell Fire Department EMT that a patient is in need of transport to a medical facility the following criteria will be considered.
- 4.2 Bothell Fire Department aid units may transport to Evergreen Hospital, Swedish Edmonds Hospital, Overlake Hospital, Kaiser Permanente Overlake, Providence Medical Center in Everett or a local medical facility best determined by the aid crew.
 - 4.2.1 The on-duty Battalion Chief will be notified when aid units transport to a specialized facility such as Harborview or Children's Hospital if determined by the EMT's on scene that it would be in the best interest of the patient.
 - 4.2.2 Transports by aid units should be in a non-emergency mode unless it is advised per the lead EMT or by King County Patient Care Protocols.
 - 4.2.3 Aid units may transport patients that have an I.V. started or who have had drugs administered to them when no other form of transportation is available. Documentation will be made as to the need for transport with I.V. medication administered to the patient.
- 4.3 Use of Private Ambulance
 - 4.3.1 A private ambulance may be an appropriate mode of transportation when:
 - 4.3.1.1 Transports to hospitals, doctor's offices and urgent care facilities that are outside of our service area.
 - 4.3.1.2 Transportation to doctor appointments.
 - 4.3.1.3 Nursing and retirement home transfers.
 - 4.3.1.4 Repetitive (habitual) users where emergent transport is not required.

- 4.3.1.5 Heavy traffic conditions.
- 4.3.1.6 Significant, long-duration, calls that reduce Bothell Fire Department's or surrounding agencies' ability to efficiently and rapidly respond to other 911 calls.
- 4.3.1.7 During extremely inclement weather.
- 4.3.1.8 When Bothell Fire Department aid units have been chained up due to snow conditions and an ambulance is available.

5.0 DEFINITIONS

None.

6.0 REFERENCES

- 6.1 King County Emergency Medical Services Patient Care Guidelines
(Linked through FireTrex library.)

7.0 APPENDICES / FORMS

- 7.1 FD1020 City of Bothell Fire Department Consent to Release of Medical Records