



PRINCE GEORGE FIRE AND EMS

Section: EMS

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Section No: 4.0

Date: February 15, 2013

Title: Patient Health Information
Envelopes

Authorized By: 

I. General

Prince George Fire & EMS is obligated under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain patient confidentiality. In an effort to comply, patient health information (PHI) envelopes are being provided to transport confidential medical record information from each station to fire administration.

II. Procedure:

- A. Patient health information (PHI) envelopes can be requested from Fire Administration and an adequate compliment should be maintained on file in each station.
- B. Please fill in the patient's name, the attendant-in-charge, incident number, and the date of the call on the outside of the envelope. In addition, the provider will need to mark any and all applicable boxes in reference to what items are being placed in the envelope.
- C. All MIVT's, patient refusals, and information collected from the patient during transport or once at the hospital should be placed in the envelope. The envelopes are to be sealed and place in the secured EMS box located at each station.
- D. On Mondays, the lieutenant on duty will pick up all correspondence from each station and bring the information to Fire Administration.
- E. This information will then be scanned into the patients' medical record by the Revenue Recovery Manager.