

ADMINISTRATIVE CHECK SHEET

Name of Agency:	
Date:	
Surveyors:	

Protocols (6047)	Present	PCR Req	Comments
Universal Care			
Cardiovascular			
General Medical			
Resuscitation			
OB/GYN			
Respiratory			
Trauma			
Toxins & Environmental			
Stroke			
Myocardial Infarction			
Care for adult, geriatric, & pediatric patients			
Consistent with LA Scope of Practice			
Directives for substitute medications during a national drug shortage			
Parish Medical Society, Medical Director, or LERN approval; reviewed annually			

Policy and Procedure Manual	Present	Comments
Infection Control (6041.B)		
Communications/Dispatch (6041.E)		
Personnel, Employment, Hiring Qualifications (6043.A)		
Emergency Preparedness including training (6051.E)		
Equipment & Medication (6063.C/6065.B.4)		
Safe Haven Relinquishment (6051.F)		
Quality Assurance including goals & objectives, responsible person, reports to governing body, evaluation of care, resolution of problems, practices to improve quality of care, & a method to document skills competencies (6053.B)		

Documentation	Present	Comments
CLIA Waiver (6041.B)		
CDS License (6045.C)		
DEA Certificate (6045.C)		
Local Permits (6009)		
Governing Body (6011)		
Proof of Dispatch Facility with 24 hour phone number (6041.C)		
Log of calls related to medical services (6041.E)		
Orientation & In-Service Training (6043.A)		
Medication Expiration Extension (6045.A)		
All hazards disaster plan to include approval by OEP, medical protocols, & communications plan (6051)		
Mutual Aid Agreements (6051.B)		

Patient Care Reports (6039)	Present	Comments
Demographic Information		
Response Location		
Date and Time of Response		
Situation		
Chief Complaint		
Signs and Symptoms		
Patient Assessment		
Vital Signs		
Past Medical History		
Interventions		
Transport Destination and Arrival Time		
HIPAA Compliant		
Record Retention: access for 6 years, on site for 1 year		

Narcotics (6045.C)	Present	Comments
Substantially Locked		
Dispenser's Log		
Perpetual Inventory		

Quality Assurance (6053)	Present	Comments
Audits of Patient Charts		
Suggestions for Improvement from Staff		
Organizational Review		
Patient/Family Evaluations of Care		
Audit of High Acuity/Low Frequency Activities		
Evidence of Corrective Action		
Revisions of Policies and Procedures		
Educational Intervention		
Evaluation of Effectiveness of Corrective Actions		

Insurance (6041.A)	Present	Comments
Automobile		
General Liability		
Medical Malpractice/Pt Comp Fund		

[illegible]

Management	Name	Contact Information
Director of Operations		
Medical Director		
Ambulance Standards/Inspections		
Complaints		

Payment	Amount Due	IMS Invoice #	Payment Type	Receipt/Check #

Notes