



PCR Reference Sheet

Distribution of PCRs

The Office of Prehospital Care is your source for the following NYS documents:

- PCRs
- BLS First Responder forms
- Continuation Forms
- Sign-off forms
- MCI Cards

Submission of PCRs

Research ('yellow') copies of the PCR are to be submitted to the Office of Prehospital Care in combination with the PCR cover sheet available on our website (www.opcems.org). All PCRs, whether completed or void need to be submitted. You should never discard any PCR. The completed form and all PCRs should be mailed in an appropriate size envelope to: **Office of Prehospital Care, 462 Grider Street Buffalo, New York 14215, ATTN: PCR Specialist.**

PCR Screening

The Office of Prehospital Care will screen the PCRs for the following elements before submitting PCRs to NYS DOH:

- Date of call
- Agency code
- Presenting problem
- Location code
- Patient name
- Patient's Social Security Number (SSN)
 - **NOTE:** Patient SSNs are now required by NYS DOH to improve the QI process. If a SSN is not available, or does not exist, please enter all zeroes (0) in this field.

PCRs not containing these data elements will be returned to the EMS agency for correction and resubmission.

Retention of PCRs

All EMS Agencies should retain the original ('white') copy of the PCR in a secure location. NYS DOH requires that medical records be retained for **six years** for adult patients. For patients under the age of 18, the PCR must be retained for three years after the patient reaches age 18, or until his or her 21st birthday.