



## **GUIDELINES FOR A SUCCESSFUL SEARCH FOR PATIENT MEDICAL CARE REPORT**

**To improve the success of record searches for a Patient Medical Care Report, this document explains the specific information needed to accurately identify and locate records.**

- Requests based solely on a patient's name and date of birth may not result in responsive records. This can occur for several reasons:
  - Patient identification may not have been available at the scene and, therefore, may not be documented in the Patient Medical Care Report.
  - Names provided verbally to emergency response personnel may be recorded using a phonetic or alternate spelling, especially if patient ID was not available.
- Including the date and approximate time of the incident significantly improves the effectiveness of a records search.
- Providing the incident location, in addition to the date and time, further assists in accurately identifying responsive records.
- There are five (5) fire agencies that respond to medical emergencies within Collier County. The incident location determines which agency responded:
  - North Collier Fire Control and Rescue District (*independent fire district*)
  - Immokalee Fire Control District (*independent fire district*)
  - Greater Naples Fire Rescue District (*independent fire district*)
  - City of Naples Fire (*municipal fire department*)
  - City of Marco Island Fire (*municipal fire department*)
- Collier County Emergency Medical Services (EMS) is the county-provided ambulance service and may also respond to medical incidents and provide hospital transport.
- If North Collier Fire Rescue is unable to locate records indicating that medical care was provided by our agency, the response may have been handled by another fire agency or by Collier County EMS. Each agency operates independently and maintains its own records; therefore, records requests must be directed to the responding agency.

### **Questions?**

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