



OFFICE OF THE CHIEF OF RESCUE

June 28, 2013

INSTRUCTIONAL BULLETIN #13-24

TO: All Fire and Rescue Personnel
FROM: Ivan T. Mote, Division Chief/Rescue *I.T.M.*
RE: **6 MONTH EMS REFUSAL FORMS SUBMISSION**

It is now time to submit completed refusal forms for the first 6 months of calendar year 2013. When preparing the refusals forms for submission to the Quality Improvement Office at JFRD Headquarters, it is imperative that the station and unit Captain ensure that the following information is legible on all completed refusal forms:

1. Date
2. CCR Number
3. Unit(s) Numbers
4. Dispatched Address
5. Patient name legibly printed
6. OIC printed name and signature

The refusal forms should be in chronological order by month. This will make it easier to locate any of the refusal forms in the event any of the records are subpoenaed for court proceeding. As a reminder, please make sure when getting a patient to sign a refusal of care/transport that they have been fully assessed for competency, and fully informed of all consequences as a result of their refusing our services.

All explanations and assessments should be thoroughly documented in your patient care Report as guided by SOG-430.



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Please make sure that the correct sections of the form are filled out, signed, and witnessed. Do not be confused by the bottom section (**Non-Emergency/Non-Transport**), as this section is for the situation when you have fully assessed the patient as not having a medical complaint that meets JFRD's treatment/transport protocols, and you as the lead EMS crew member have made the informed decision that JFRD does not need to transport. In this situation, the patient must be given a complete explanation of their assessment and what follow up they should seek, which includes calling 911 back if their medical condition changes.

Please submit the completed 2013 refusal forms to the QI office no later than July 31, 2013.

Thank you for your cooperation.

ITM/jg/af

