



OFFICE OF THE CHIEF OF RESCUE

July 25, 2014

INSTRUCTIONAL BULLETIN #14-20

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

It is now time to submit completed refusal forms for the last 6 months of calendar year 2014. 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. All patient information
6. Vital signs
7. Physical Exam
8. OIC printed name and signature
9. Patient Refusal Signature
10. Witness Signature



All Fire and Rescue Personnel
INSTRUCTIONAL BULLETIN 14-20
6 MONTH EMS REFUSAL FORMS SUBMISSION
July 25, 2014
Page 2

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.

Please submit the completed 2014 refusal forms to the QI office no later than August 15, 2014.

Thank you for your cooperation.

ITM/mb/af

