

Sec. 19a-179-7. Records

(a) Each licensed or certified emergency medical service shall maintain for a period of at least five (5) years, records on each person employed by the service in a paid or unpaid capacity. Such records shall include at least the following information:

- (1) Name;
- (2) Address and telephone number;
- (3) Type and date of training; and,
- (4) Certification levels, including date of issuance and renewal.

(b) Each licensed and certified emergency medical service shall maintain, for a period of at least seven (7) years, records on each request for service. Such record shall include at least the following information:

- (1) Name;
- (2) Date;
- (3) Time of notification;
- (4) Time of response;
- (5) Location of response;
- (6) Time of arrival at scene;
- (7) Patient condition upon arrival for emergency patients;
- (8) Treatment rendered;
- (9) Destination location; and,
- (10) Time of arrival at destination;

(c) Licensed and certified emergency medical service providers shall maintain all business records, including those required to be maintained by this section, at the business location set forth on the most recent licensure or certification application or renewal form.

(d) All records maintained by a licensed or certified emergency medical services provider, including those required to be maintained by this section, shall be subject to routine inspection by the OEMS upon reasonable notice to the service. In cases involving investigations by the OEMS, such records shall be made available to the OEMS during normal business hours, without prior notice. The failure to grant OEMS access to such files shall be grounds for suspension or revocation of a license or certificate.

(Effective June 14, 1988)