

Distribution of Blank PPCR Forms

The Office of Emergency Medical Services (OEMS) provides blank pre-hospital patient care report (PPCR) forms at the request of any licensed EMS agency in the Commonwealth, free of charge. Agencies are NOT required to use this paper form; however, OEMS provides it as an option for agencies that choose to do their reporting in this manner.

OEMS requests that when agencies place their PPCR order, they order an amount sufficient to last them for one year. The primary reason for this is to improve efficiency in the system. If orders are placed once a year, it serves to:

- Decrease required time to process orders by OEMS
- Free agencies from the burden of ordering PPCRs every month, quarter, etc.
- Minimize the likelihood that an agency will run out of forms

Any licensed agency within the Commonwealth of Virginia may order PPCRs. Agencies are asked, on the order form, to provide an estimate of how many boxes they will need for one year. There are 400 PPCR forms per box. The number of PPCRs that they order in a year is then compared to the number of calls the agency reported for the year. OEMS compares the numbers for gross disparity, in order to gain insight into several possible scenarios. Some of the most common reasons for disparities are:

- The agency did not know that they were to order enough forms for an entire year.
- The agency did not know that they were required to submit data on cancelled calls, patient refusals, transfers and stand-bys in addition to ones that were treated and transported.
- The agency did not realize that someone else in the agency had already ordered for them.

Regardless of the scenario OEMS views this as an opportunity to educate and does not limit call sheets based solely on this number. Rather, OEMS uses the opportunity to communicate with the agency to determine the reason for the discrepancy, educate the agency on any previous misunderstandings, and come to a mutual decision about how many call sheets are needed.

Orders take between 4-6 weeks to be shipped. This time period is not within the control of OEMS. OEMS receives, and promptly reviews, the orders which are then sent to an outside vendor who prints and mails the shipment directly to the requesting agency.

OEMS strives to make PPCRs available to anyone that needs them however there are some limitations to who can receive them:

- One licensed agency is not permitted to place orders for another licensed agency. OEMS believes that direct communication with the agencies is essential therefore it is required that orders are only made for the requestors' respective agency.
- Instructors who would like to include a PPCR in their curriculum can download a PDF version of a PPCR (located on the OEMS website) to print and copy as needed. This version is a direct replication of a PPCR and captures all of the fields required by OEMS. It is resource prohibitive to make original PPCRs available to all EMS instructors throughout the state.