





SAN MATEO COUNTY HEALTH
EMERGENCY
MEDICAL SERVICES

EMS POLICY	703
Effective:	April 2025
Approval: EMS Director Travis Kusman, MPH	Signed: 
Approval: EMS Medical Director Greg Gilbert, MD	Signed: 

EMS DATA COLLECTION AND REPORTING

I. PURPOSE

This policy establishes the requirements for data collection and submission for ambulance providers and first responder agencies to ensure appropriate quality improvement of the EMS system.

II. AUTHORITY

California Health and Safety Code Division 2.5, § 1797.220, 1797.225, 1797.227; California Code of Regulations, Title 22, Division 9 §100096.03, 100097.01

III. DEFINITIONS

California Emergency Medical Services Information System (“CEMSIS”): The state database that is used to store EMS data for the State of California.

Electronic Health Record (“EHR”): The official and legal patient care record completed by EMS personnel. Formerly referred to as ePCR.

Emergency Medical Services Agency (“LEMSA”) [or “Agency”]: The San Mateo County EMS Agency is designated as the Local Emergency Medical Services Agency (LEMSA) and is statutorily charged with primary responsibility for administration and medical control of emergency medical services in San Mateo County.

Emergency Medical Services Quality Improvement Plan (“EQIP”): A plan submitted by a provider agency that articulates the processes used by that agency to monitor the quality of prehospital patient care provided by their EMS personnel.

National Emergency Medical Services Information System (“NEMSIS”): The national database that is used to store EMS data from the United States and its territories.

IV. POLICY

A. Ambulance providers (ground and air) and first responder agencies shall implement and utilize an electronic health record (“EHR”) system that is compliant with the current version of NEMSIS. Additional requirements include:

1. EHR systems shall provide EMS personnel with the ability to complete and transmit an EHR at the patient’s side.

2. EHR systems shall be capable of bi-directional data exchange as required by the San Mateo County EMS Information System and EMS/ healthcare quality initiatives (e.g., Whole Person Care).
- B. Ambulance providers and first responder agencies shall provide LEMSA electronic access to their EHR system.
 - C. Ambulance providers and first responder agencies shall provide receiving hospitals electronic access to their EHR system. Hospital access shall be restricted to patients transported to and received by the hospital. The EHR for each such patient shall be retrievable by the receiving hospital within twenty-four (24) hours after completion of the patient encounter.
 - D. Ambulance providers and first responder agencies shall connect their EHR system to the LEMSA designated comprehensive data analytic tool. Data reporting from the EHR system to the designated comprehensive data analytic tool shall be unrestricted and include Protected Health Information.
 - E. Ambulance providers and first responder agencies shall submit the electronic health record data to CEMSIS within twenty-four (24) hours after completion of the patient encounter.
 - F. EHR systems shall meet the data field requirements contained within the EQIP approved by the LEMSA Medical Director. The EHR system must be able to accommodate the addition or modification of data elements which may be specific to the San Mateo County EMS System or NEMSIS/ CEMSIS data sets. Data reporting shall be consistent with NEMSIS, CEMSIS, and any local modification requirements.
 1. For non-urgent alterations, each EHR system, ambulance provider, and first responder agency must implement modifications or additions, including but not limited to data elements within 90 calendar days of written request by the LEMSA.
 2. For urgent alterations, each EHR system, ambulance provider and first responder agency must implement modifications or additions, including but not limited to data elements within 30 calendar days of written request by the LEMSA.