



Policy and Procedure

McMinnville Free Clinic

EMERGENCY MEDICAL SERVICES

LAST BOARD REVIEW DATE: 5/4/17
LAST QA REVIEW DATE: 04/22/17
INITIAL APPROVAL: 8/27/12

Policy

McMinnville Free Clinic (MFC) will not provide Emergency Medical Services better served by the emergency room.

Definition: Emergency medical services shall mean those services required for the alleviation of severe pain or immediate diagnosis and treatment of medical conditions which, if not diagnosed or treated, might lead to disability or death.

Procedure

1. If an emergency medical situation develops while a patient is in the clinic during scheduled clinic service times:
 - a. The provider and/or Lead RN and any available nurse will immediately respond and assess the patient.
 - b. The Lead RN will call 911 if instructed by the lead Provider or if the situation is clearly a life threatening emergency.
 - c. Additional staff will be utilized as needed until EMS arrives.
 - d. If the patient becomes non-responsive, BLS will be initiated by trained facilitators.

An AED is available.

- e. A designated nurse will document the emergency encounter on the patient's chart including vital signs and any medications given, and will complete a MFC Incident Report Form.
2. If/when a transport occurs:
 - a. The Lead RN will call the emergency department to inform them of the impending transfer and give a report.
 - b. With EMS transfer, the lead provider and/or nurse will give report to medics on arrival.
 - c. Documentation of the patient's emergency encounter along with records of patient's last clinic visit (if available) will be photocopied and sent with the patient.
 3. If the patient is alert and responsive and refuses medical transport:
 - a. A Medical Transport Refusal form must be completed and signed by the patient.
 - b. If the patient refuses any care, a Leaving Clinic Against Medical Advice form must be completed and signed.
 - c. If the patient refuses to sign forms this will be documented in the patients chart.