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**IDAPA 16
TITLE 01
CHAPTER 06**

**16.01.06 - EMERGENCY MEDICAL SERVICES (EMS) --
DATA COLLECTION AND SUBMISSION REQUIREMENTS**

000. LEGAL AUTHORITY.

The Idaho Board of Health and Welfare is authorized under Section 56-1023, Idaho Code, to adopt rules and standards concerning the administration of the Idaho Emergency Medical Services Act, Sections 56-1011 through 56-1023, Idaho Code. The Director is authorized under Section 56-1003, Idaho Code, to supervise and administer an emergency medical services program. (7-1-17)

001. TITLE AND SCOPE.

01. Title. The title of these rules is IDAPA 16.01.06, "Emergency Medical Services (EMS) -- Data Collection and Submission Requirements." (7-1-17)

02. Scope. These rules contain the requirements for licensed EMS agencies to collect and report essential data information related to the performance, needs, and assessments of the statewide emergency medical services system. (7-1-17)

002. WRITTEN INTERPRETATIONS.

In accordance with Section 67-5201(19)(b)(iv), Idaho Code, the Department may have written statements that pertain to the interpretation of this chapter. (7-1-17)

003. ADMINISTRATIVE APPEALS.

Administrative appeals and contested cases are governed by the provisions of IDAPA 16.05.03, "Rules Governing Contested Case Proceedings and Declaratory Rulings." (7-1-17)

004. INCORPORATION BY REFERENCE.

The EMS Data Collection Standards Manual, Edition 2017-1, is incorporated by reference in this chapter of rules. Copies of the manual may be obtained online at <http://www.idahoems.org/> or from the Bureau of Emergency Medical Services and Preparedness located at 2224 East Old Penitentiary Road, Boise, ID 83712-8249. (7-1-17)

005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS -- STREET ADDRESS -- TELEPHONE NUMBER -- INTERNET WEBSITE.

01. Office Hours. Office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays designated by the state of Idaho. (7-1-17)

02. Mailing Address. The mailing address for the business office is Idaho Department of Health and Welfare, P.O. Box 83720, Boise, ID 83720-0036. (7-1-17)

03. Street Address. (7-1-17)

a. The business office of the Idaho Department of Health and Welfare is located at 450 West State Street, Boise, ID 83702. (7-1-17)

b. The Bureau of Emergency Medical Services and Preparedness is located at 2224 East Old Penitentiary Road, Boise, ID 83712-8249. (7-1-17)

04. Telephone. (7-1-17)

a. The telephone number for the Idaho Department of Health and Welfare is (208) 334-5500. (7-1-17)

b. The telephone number for the Bureau of Emergency Medical Services and Preparedness is (208) 334-4000. The toll-free phone number is 1 (877) 554-3367. (7-1-17)

- 05. Internet Websites.** (7-1-17)
- a.** The Department Internet website is found at <http://www.healthandwelfare.idaho.gov>. (7-1-17)
 - b.** The Bureau of Emergency Medical Services and Preparedness internet website is found at <http://www.idahoems.org>. (7-1-17)
- 006. CONFIDENTIALITY OF RECORDS AND PUBLIC RECORDS ACT COMPLIANCE AND REQUESTS.**
- 01. Confidentiality of Records.** (7-1-17)
- a.** Any information about an individual covered by these rules and contained in Department records must comply with IDAPA 16.05.01, "Use and Disclosure of Department Records." (7-1-17)
 - b.** EMS Response records and data collected or otherwise captured by the Bureau of Emergency Medical Services and Preparedness, its agents, or designees, will be deemed to be confidential and released in accordance with applicable Department policies and applicable state and federal laws. (7-1-17)
- 02. Public Records Act.** The Department will comply with Title 74, Chapter 1, Idaho Code, when requests for the examination and copying of public records are made. Unless otherwise exempted, all public records in the custody of the Department are subject to disclosure. (7-1-17)
- 007. -- 009. (RESERVED)**
- 010. DEFINITIONS.**
- 01. EMS Definitions.** For the purposes of this chapter, the definitions in IDAPA 16.01.02, "Emergency Medical Services (EMS) - Rule Definitions," apply. (7-1-17)
- 02. NEMSIS Data Dictionary.** For the purposes of this chapter, definitions in the NEMSIS Data Dictionary apply. The NEMSIS website is at <http://www.nemsis.org>. (7-1-17)
- 011. -- 074. (RESERVED)**
- 075. INVESTIGATION OF COMPLAINTS FOR EMS DATA COLLECTION OR SUBMISSION VIOLATIONS.**
Investigation of complaints and disciplinary actions for EMS data collection and submission requirement violations are provided under IDAPA 16.01.12, "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions." (7-1-17)
- 076. ADMINISTRATIVE LICENSE OR CERTIFICATION ACTION.**
Any license or certification may be suspended, revoked, denied, or retained with conditions for noncompliance with any standard or rule. Administrative license or certification actions, including fines, imposed by the EMS Bureau for any action, conduct, or failure to act that is inconsistent with the professionalism, or standards, or both, are provided under Sections 56-1011 through 56-1023, Idaho Code, and IDAPA 16.01.12, "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions." (7-1-17)
- 077. -- 099. (RESERVED)**
- 100. EACH EMS AGENCY MUST COMPLY WITH THE FOLLOWING RECORDS, DATA COLLECTION, AND SUBMISSION REQUIREMENTS.**
Each licensed EMS agency must collect and submit EMS response records to the EMS Bureau using the Idaho Prehospital Electronic Record Collections System known as PERCS. (7-1-17)
- 01. Records to be Maintained.** Each licensed EMS agency must maintain a record that includes a Patient Care Report completed for each EMS Response. (7-1-17)

02. Records to be Submitted. Each licensed EMS Agency must ensure that an accurate and complete electronic Patient Care Report (ePCR) is submitted to the EMS Bureau using approved and validated software in a format determined by the Department. (7-1-17)

03. Time Frame for Submitting Records. Each licensed EMS agency must submit each month's data to the Department by the 15th of the following month in a format determined by the Department. (7-1-17)

101. -- 104. (RESERVED)

105. EMS RESPONSE RECORDS AND DATA COLLECTED.

EMS response records and data collected from licensed EMS agencies or otherwise captured by the EMS Bureau, its agents, or designees, are deemed to be confidential and can only be released in accordance with applicable Department policies, state and federal laws, and this chapter of rules. (7-1-17)

106. -- 109. (RESERVED)

110. USE OF SUBMITTED RECORDS AND DATA.

Records and data submitted to the Department, may be used by Department staff and staff or other designated agencies in the performance of its regulatory duties. (7-1-17)

01. Data Reports. Data may be compiled into reports by a licensed emergency medical service agency from the respective agency's collected records. (7-1-17)

02. Patient Care Reports. Aggregate patient care report data may be released to the public in a format reasonably calculated to not disclose the identity of the individual patient. (7-1-17)

111. -- 199. (RESERVED)

200. DATA TO BE REPORTED.

The required data and information on an EMS Response is based on the definitions and structure of National Emergency Medical Services Information System (NEMSIS). NEMSIS defined data points to be reported to the Department for each EMS Response are provided in the "EMS Data Collection Standards Manual," incorporated by reference in Section 004 of these rules. (7-1-17)

201. -- 999. (RESERVED)

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