

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: External Reporting
Policy: 103.00
Purpose: To ensure a clear definition of all reporting requirements to outside agencies and organizations.

Policy:

1. Board Of County Commissioners
 - a. Report to the Department of Public Safety Director
 - b. Items Reported:
 - i. Monthly response times
 - ii. Monthly customer written concerns
 - iii. Monthly financial statements
 - iv. Annual position and budget requests
 - v. Notifications of action that may be covered in the Florida Statutes

2. Medical Direction
 - a. Okaloosa County EMS shall contract with a Florida Emergency Medical Board Certified Physician to provide medical direction in the following areas:
 - i. Medical Quality Assurance
 - ii. Medical Protocols
 - iii. Establishment of education requirements
 - iv. Provide Medical Direction
 - v. Supervise and perform direct medical performance evaluations for EMT's and Paramedics

3. State of Florida Department of Health
 - a. Patient Care Reports when requested
 - b. Data to the Emergency Medical Services Tracking and Reporting System as mandated in FAC 64J
 - c. Any suspected violation of Florida Statute

Accountability and Compliance:

The Okaloosa EMS leadership team will be responsible for assuring all measurement, analysis, and reporting mechanisms are maintained and functioning properly to ensure the timely flow accurate information.

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Author: Vause
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Approved: Leadership
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