




Monroe Livingston Region Program Agency

Division of Prehospital Medicine, University of Rochester
Mailing Address: 601 Elmwood Avenue, Box 655, Rochester, NY 14642
Physical Address: 120 Corporate Woods, Suite 100, Rochester, NY 14623
Phone: (585) 463-2900 Fax: (585) 463-2966 E-Mail: opc@urmc.rochester.edu

To: All MLREMS Agencies

From: Jeremy T. Cushman, MD, MS, EMT-P 
Regional Medical Director

RJ (Terry) Fairbanks, MD, MS, EMT-P 
REMAC Chair

Date: October 20, 2009

Re: Electronic Chart Closure Times

At their October 19, 2009 meeting, the REMAC approved the following:

Chart Closure Time is defined as the time of arrival at the hospital to the time the prehospital care report is electronically “locked”. For both medical-legal and patient care considerations, electronic prehospital care reports must be completed in a timely fashion.

Compliance with the following Chart Closure Times is expected by the REMAC.

Hour	Percent of Charts Closed
3	85%
4	90%
6	95%
12	98%

Failure to meet the 12 hour Chart Closure Time for three consecutive months or 5 months in a 12 month period, will result in automatic referral to the Regional QA Committee.

These expectations are effective January 1, 2010.

With any questions, do not hesitate to contact the MLREMS Program Agency via the University of Rochester Division of Prehospital Medicine.