**Patient Care Documentation**

Complete Patient Care Reports, utilizing the electronic patient care reporting program, are required for each patient transported. Triage Tag numbers should be input and the tag itself should be scanned into the document.

For patients triaged, including those not transported, the San Benito County Transfer of Care Form is sufficient.

AMAs must be completed for all victims refusing care, and/or transport.

San Benito EMS Agency must receive copies of all Transfer of Care Forms, AMAs, and ICS documents within 24 hours of incident.

**Handling the Deceased**

If it is necessary to move the bodies in order to accomplish rescue/extrication and/or treatment of casualties, protect the health and safety of others, or to prevent further damage to bodies, the following procedures should be followed:

- EMS personnel should tag the bodies with triage tags to indicate death
- Do not remove any personal belongings from the bodies
- Bodies must be secured and safeguarded at all times

**Post Incident Review**

The *MCI After Action* checklist will be completed for all incidents. The *MCI After Action Checklist* should be used by the Incident Commander after every incident to provide information for after action meetings and continuous quality improvement review (CQI).

The completed checklist will be submitted to the EMS Agency by the Incident Commander within 24 hours of the event.

All agencies involved in any MCI should attend an operational debrief of the incident. The EMS Agency will schedule the event and request participation from other responding agencies in coordination with SCR911 and Hazel Hawkins Hospital.

An *After Action Report* may be prepared by the EMS Agency for distribution to all involved agencies. The purpose of the report is to identify the operations that went well and opportunities for improvements of the MCI Plan, and develop a Plan of Action to correct identified deficiencies and improve patient care.