

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL

*Springfield Memorial Hospital  
EMS System*



*Prehospital Policies Manual*

Developed June 2013  
Updated March 2023

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL

**Table of Contents**

Foreword.....	<b>SECTION 1</b>
STATEMENT FROM EMSMD .....	1.A.1
PARTICIPATING HOSPITALS .....	1.A.2
<b>LEVELS OF PREHOSPITAL CARE .....</b>	<b>SECTION 2</b>
EMS SERVICES.....	2.A.1
PREHOSPITAL PERSONNEL .....	2.B.1
<b>PROVIDER RESPONSIBILITIES.....</b>	<b>SECTION 3</b>
AGENCY RESPONSIBILITIES POLICY .....	3.A.1
PROFESSIONAL CONDUCT AND CODE OF ETHICS .....	3.B.1
AGENCY COMPLIANCE WAIVER POLICY .....	3.C.1
AGENCY ADVERTISING POLICY .....	3.D.1
SYSTEM CERTIFICATION POLICY .....	3.E.1
RE-LICENSURE POLICY .....	3.F.1
DISCIPLINARY PROCESS .....	3.G.1
<b>EMS COMMUNICATIONS &amp; DOCUMENTATION.....</b>	<b>SECTION 4</b>
OFF-LINE MEDICAL CONTROL POLICY .....	4.A.1
ON-LINE MEDICAL CONTROL POLICY.....	4.B.1
RADIO COMMUNICATIONS PROTOCOL.....	4.C.1
PATIENT RIGHT OF REFUSAL POLICY .....	4.D.1
INCIDENT REPORTING POLICY .....	4.E.1
EMS PATIENT CARE REPORTS POLICY .....	4.F.1
PATIENT CONFIDENTIALITY & RELEASE OF INFORMATION POLICY .....	4.G.1
<b>GENERAL PATIENT ASSESSMENT &amp; MANAGEMENT/ EMS OPERATIONS.....</b>	<b>SECTION 5</b>
PATIENT DESTINATION POLICY .....	5.A.1
TRANSFER & TERMINATION OF PATIENT CARE POLICY.....	5.B.1
TRANSITION OF CARE POLICY .....	5.C.1
INTERCEPT POLICY .....	5.D.1
CORONER NOTIFICATION POLICY .....	5.E.1
REPORTING AND CONTROL OF SUSPECTED CRIME SCENES POLICY .....	5.F.1
PHYSICIAN ON SCENE POLICY .....	5.G.1
REGION 3 BUS POLICY .....	5.H.1
CONCEALED CARRY PROTOCOL .....	5.I.1
AEROMEDICAL REQUESTS.....	5.J.1
CONTINUOUS QUALITY IMPROVEMENT .....	5.K.1
MCI/TACTICAL MCI EVENTS.....	5.L.1
<b>WELL-BEING OF THE EMS PROVIDER .....</b>	<b>SECTION 6</b>
INFECTIOUS DISEASE CONTROL POLICY.....	6.A.1
LATEX ALLERGY POLICY .....	6.B.1
SUBSTANCE ABUSE POLICY.....	6.C.1
CRITICAL INCIDENT STRESS MANAGEMENT (CISM) TEAM PROCEDURE.....	6.D.1
<b>EMS SUPPLIES .....</b>	<b>SECTION 7</b>
EMS VEHICLE EQUIPMENT & SUPPLIES POLICY .....	7.A.1
IDPH INSPECTION FORM FOR NON TRANSPORT AGENCY.....	7.B.1
IDPH AMBULANCE INSPECTION FORM.....	7.C.1
COMBINED SUPPLY LISTS.....	7.D.1
MEDICATION LISTS .....	7.E.1
CONTROLLED SUBSTANCE POLICY .....	7.F.1
DRUG SHORTAGE POLICY .....	7.G.1

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL

**FOREWORD**

As healthcare continues to evolve at an ever faster pace, Emergency Medical Services gains greater opportunities to improve upon the care it provides to its patient population. In 2013, Memorial EMS took a large step forward to improve the care provided to those in need. As such, this edition stands to be the last full rewrite of EMS protocols. The ease of technology has allowed us to learn more than ever before. This rapid spread of medical information has also caused us to outdate medical knowledge faster than ever before. As Emergency Medical Service professionals, we must be able to adapt to those changes, adopting what is appropriate to our situations, and abandoning that which had been proven to be less effective. Moving forward we must be able to change more quickly than a complete rewrite would allow. Based on regular scheduled review of best practices and EMS literature, changes to specific protocols will be the process from this point on.

In order to continue to move forward, we must continue to work as a team. This team approach is the concept introduced by Dr. Matt Jackson as he worked to bring the system up to a more modern approach while serving as EMS Medical Director. It continues to be the approach we want to use. Thank you to those who volunteered to serve on the protocol review committee and meet over a series of months reviewing every page of the protocols for what needed improvement based on their provider perspective. The team approach continued by working with the receiving facilities and specialty services to streamline the needs of those receiving areas. On that note, I want to personally thank Sara Brown, EMT-P, EMS System Manager, for all the time and effort she has put into the day-to-day administration of Memorial EMS system. She is truly dedicated to the education and advancement of our system.

As you review this manual, you will notice additional protocols, new equipment, as well as areas where little change was needed. One of the greatest areas of focus was improving identification of patients with life threatening and life altering complaints. As the training and equipment of EMS continues to improve the expectation of EMS continues to grow. EMS is a member of the healthcare profession and as such their role continues to grow both in scope and in importance.

We are very excited to move forward with this protocol update. Great progress has been made over the last three years which has translated to improved patient outcomes. For that you are the ones who should be applauded. We continue to ask for your support, your feedback and your ideas on how to continue to improve care for your patients and your communities.

Sincerely,



Matthew Johnston, MD  
EMS Medical Director,  
Memorial EMS System

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL

*All guidelines and information contained herein is intended solely for use within the Memorial EMS System. No other set of guidelines or any other system's protocols, policies, or procedures shall supersede the guidelines set forth in this manual or be utilized in place of this manual by any provider in the Memorial EMS System without explicit approval of the Memorial EMS System Medical Director.*

*In order to maintain the most up to date practices, it is the goal of the Memorial EMS System to provide regular updates to its protocols, policies and procedures. Twice a year, any updates to the Memorial EMS System Protocols will take effect. These changes will occur on the first Monday following the changes to and from Daylight Savings Time.*

*It is the responsibility of all providers within the Memorial EMS System to be alert for any changes, modify all printed version of documents and adhere to the newest editions of protocols. All protocol changes will be available on the Memorial EMS website.*

**EMS Medical Director**

Matthew Johnston, MD

**Associate Medical Directors**

Nathan Jones, MD, FACEP

Tyler Fulks, MD, FACEP

James Hart, MD

MEMORIAL EMS SYSTEM  
PREHOSPITAL POLICIES MANUAL

**Hospitals of the Memorial EMS System**

*Resource Hospital*

**Springfield Memorial Hospital**

EMS Office	217-788-3973
Medical Control	217-788-3028
Emergency Department	217-788-3030
Transfer Services	877-622-7829

*Associate/Affiliate Hospitals*

**Lincoln Memorial Hospital**

Medical Control	217-735-9893
Emergency Department	217-732-2161 x55150

**Taylorville Memorial Hospital**

Medical Control	217-824-3339
Emergency Department	217-824-3339

**Jacksonville Memorial Hospital**

Medical Control	217-245-6813
Emergency Department	217-479-5587

**Decatur Memorial Hospital**

Medical Control	217-877-9813
Emergency Department	217-876-3000

*Participating Hospitals*

**Carlinville Area Hospital**

Inbound Patient Report	217-854-3141 X300
Emergency Department	217-854-3141 X300

**Sarah D Culbertson Hospital**

Inbound Patient Report	217- 322-5260
Emergency Department	217- 322-4321
EKG line	217-322-4321

*Area Resource Hospitals*

**HSHS St. John's Hospital**

EMS Office	217-544-6464 x44103
Medical Control	217-753-1089
Emergency Department	217-544-6464 x44101