

Monterey County EMS System Policy



Policy Number: 6191
Effective Date: 7/1/2024
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DATA UTILIZATION AND GOVERNANCE

I. PURPOSE

To define the use and security of data collected from EMS providers and hospitals, as well as the reporting mechanisms to report the data to system stakeholders.

II. POLICY

A. Data submission is a requirement for participation in the Monterey County EMS system.

B. Data elements shall be defined by the California State Regulations, EMS Agency Director and Medical Director, with suggestions from EMS advisory committees.

C. Confidentiality:

1. The EMS Agency shall comply with all applicable provisions of law which provide for the confidentiality of records and prohibit their exposure for any purpose not directly connected with the administration of EMS system programs.
2. Confidential medical or personal records and the identities of clients shall not be disclosed unless there is proper consent to such disclosure or a court order requiring disclosure.
3. The EMS Agency shall have access to confidential information and records to the extent allowed by law, and such information and records in the hands of any of the involved parties shall remain confidential and may be disclosed only as permitted by law.

D. Maintenance of Records:

1. The EMS Agency shall prepare, maintain, and preserve all reports and records that may be required by Federal, State, and County rules and regulations related to services performed.

E. Access to Records

1. All confidential data or Private Health Information (PHI) will be kept in a secured, locked folder on Monterey County's server.
2. All EMS Agency employees seeking access to data that contains PHI must be approved by the EMS Agency Director.


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3. Access to the secured drive will immediately be disabled to any staff member that loses authorization.

F. Reporting of Data:

1. Aggregated reports of data will be reported to system stakeholders in confidential QI committees or in advisory committees.
 - a) PHI will be removed from any such reports.
 - b) Data reports shall be used for the identification of opportunities for improvement as well as recognition of excellence.
2. PHI may be utilized for reviews and investigations of individual incidents. The PHI will be kept confidential from any and all persons except those who were involved in the incident in question.

END OF POLICY



John Beuerle, M.D.
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