
BASE HOSPITAL RESPONSIBILITIES (#5401)

1. **An ALS Base Hospital** is a hospital designated by the Alameda County Board of Supervisors and has:
 - 1.1 A written contractual agreement with Alameda County
 - 1.2 Primary responsibility for the direct, on line medical control of calls received from the field.
2. **The Hospital shall agree to:**
 - 2.1 Ensure that all personnel who issue ALS instructions to field personnel via Medcom radio and/or landline be currently authorized as a Medical Radio Operator (MRO) in Alameda County.
 - 2.2 Initiate a Base Hospital Report Form completed by the Medical Radio Operator each time that the Base Hospital is contacted by an ALS Mobile unit with patient data.
 - The document is a medical record, and as such, should meet criteria for all medical records, (e.g. must be in ink, be retained for seven (7) years, etc.).
 - There are two copies of the form. The original should be retained by the base hospital.
 - 2.3 Establish and continuously maintain a log at the Base Station console.
 - 2.3.1 The log must list all communications in chronological order by time and include a brief description of all communications received or transmitted (e.g. ALS call, daily radio tests etc.). Each entry of an ALS call shall include:
 - Patient's run number.
 - Patient's chief complaint/problem.
 - Unit number.
 - The Base Hospital Medical Radio Operator.
 - Patient destination.
 - Pertinent comments.
 - 2.3.2 The log is a medical legal document and must be retained at the Base Hospital for seven (7) years.
 - 2.4 Record all communications (radio or landline) between Base Hospital and ALS units.
 - 2.4.1 A taped line must available for post call-ins following trauma calls. Contact with a BHP is not required.
 - 2.4.2 Tape recordings are considered to be part of the patient's medical record and will be retained for a minimum of 100 days.
 - 2.4.3 Tape recordings may be copied (in writing or by duplicating the tape) for teaching purposes. The patient's name should be omitted. The names of the Paramedic's and the M.R.O shall not be used without permission of these individuals.
 - 2.4.4 The Base Hospital shall provide a copy of any tape requested by the EMS Agency.
 - 2.5 Notify the receiving hospital of patients enroute to their facility.
 - 2.6 Abide by all standards, protocols, policies, procedures and contracts established by the County relating to prehospital ALS.