



Standard Operating Policy and Procedure Guide

Department Operations	Type Operations	Effective 8/15/11
Number 3.3.1	Topic Case Numbers	Approvals (A/L) DM/WR

OVERVIEW

Case numbers are assigned chronologically, by the CAD.

A case number will be generated for every function (transport, return transport, dispatched request with cancellation, standby, etc.).

Whenever more than one unit is dispatched to respond to the same call or one unit transports multiple patients, each unit/patient will be issued a separate case number. The call and case number need to be documented on your run log sheet, Patient Care Report ("PCR"), Transport Worksheet, and/or other records.