

**EMERGENCY MEDICAL SERVICES AUTHORITY**

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**DATE:** October 30, 2025

**TO:** Local Emergency Medical Services Agency Administrators  
Local Emergency Medical Services Medical Directors

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**SUBJECT:** Documentation of Emergency Medical Services Personnel License  
or Certification Numbers for any Medication Administered or  
Procedure.

**Background and Statement of the Problem**

The National Emergency Medical Services Information System provides two data elements each for identification of emergency medical services (EMS) personnel giving a medication (eMedications.03 – Medication Administered) or performing a procedure (eProcedure.03 – Procedure), as follows:

- eMedications.09 – Medication Crew (Healthcare Professionals) ID
- eMedications.10 – Role/Type of Person Administering Medication
- eProcedures.09 – Procedure Crew Members ID
- eProcedures.10 – Role/Type of Person Performing the Procedure

Review of the California EMS Information System (CEMSIS) data reveals the following documentation gaps in EMS personnel fields associated with medications given or procedures done:

- ~15% of the Crew Member IDs are blank.
- ~3-5% of the crew member ID codes conflict with the Role/Type of Person code (e.g. An EMT ID (E123456) is provided but the 'role' data element is selected as 'Paramedic', or vice versa)

- ~3-5% - of codes are random (e.g. '99999') or are not led by a letter designating EMT ("E"), AEMT ("A"), or medic ("P").
- ~3-4% of Role/Type of Person are entered as 'student' or 'other.'

*The incomplete or inaccurate documentation of EMS personnel responsible for the administration of medications or the performance of procedures leaves a gap in documentation making EMS quality improvement much less complete and reliable.*

### **Documentation Guidance for EMS Personnel Codes for any Medication Given or Procedure Performed**

The following guidance is supported by the Data Standardization and Quality subcommittee and the Executive Data Advisory Group to the Emergency Medical Services Authority (EMSA).

EMSA requests all local EMS agencies and EMS provider agencies adopt the following ePCR software practices and validation rules, and EMS personnel documentation training to improve the quality and completeness of EMS personnel documentation for medications and procedures:

#### Electronic patient care record (ePCR) software validation rules and practices:

- Any ePCR with a 'Medication Administered' (eMedications.03) or a 'Procedure' (eProcedures.03) should be set to require completion of the corresponding personnel fields (eMedications.09 & eMedication.10, or eProcedures.09 & eProcedure.10) before the record can be completed/closed/finalized.
- Formatting of EMS Personnel ID fields should follow standard Certification or Licensing numbers (e.g. EMT: E123456, AEMT: A12345, Medics: P12345)
- Following standard practices in other healthcare fields, even when EMS students are giving medications or performing procedures, only a licensed or certified EMS provider should be entered into the EMS personnel fields associated with the medication given or procedure performed, as they are the individual responsible for that care. Student administration can be captured in the narrative.
- Critical care transports and flight registered nurses, and other staff should continue to select the appropriate option in the eMedications.10 &

eProcedures.10 fields, and provide their license numbers in the  
eMedications.09 & eProcedures.09 fields.

EMS Personnel documentation training education to include:

- Clarify that documentation of EMS personnel fields is mandatory in any patient who receives a medication or procedure
- Clarify that a licensed or certified EMS crew member must be entered into the personnel field when a student is providing the medication or procedure

Thank you for your help to ensure the quality of data, data submission, and analysis. If there are any questions or comments, please contact the Quality and Planning Division by emailing [EMSData@emsa.ca.gov](mailto:EMSData@emsa.ca.gov).