



# **CLEARFIELD COUNTY EMERGENCY MANAGEMENT / 9-1-1**

## **Standard Operating Procedures**

SOP #: EMS 6-11

## Subject: Routine EMS Transports

## Initial:

Revised:  
10-2005

## ROUTINE EMS TRANSPORTS

Routine transports that are to be taken by ambulance and that are called into the Communications Center will be handled in the following manner.

- All information will be taken including the callers name and call back number. The dispatcher will make sure that the call is not an emergency. All information will be given to the proper ambulance service supervisor, manager or ambulance personnel. All routine transports will be given to the appropriate service by telephone. These transports will be tracked in the CAD system.
- The Clearfield County Communications Center will not handle calls for wheel chair van transports for any ambulance service or private transport services. It will be the responsibility of those individual services to arrange those transports on their own. The Communications Center will not provide record keeping for van transports therefore the ambulance services or private transport services are not to radio the Communications Center of activity while on these transports.
- Routine transfers within the area, (i.e. hospital to hospital, nursing home to hospital, dialysis, etc.) may be considered “LOCAL TRANSPORTS”.
  1. The unit responding should advise dispatch that they are responding on a “Local Transport”.
  2. A “Local Transport” type call means that a call record (CFS) will not be created and an incident number will not be assigned.
  3. The responding unit will be placed in a “busy” status and will not be available for another call until the unit goes available.
- If a service needs to have an incident number assigned and needs to have a record of the unit status, it should be considered a routine transport, which will require call information such as the caller’s name, patient information, and location of the call. This information is required to create a call record. The dispatch center should be notified by phone **prior** to the unit responding so that a (CFS) can be created.
- If the routine transport is needed to be tracked as an emergency for billing purposes, the responding unit will notify control to change the incident code to emergency transfer.