

# State of Nevada Health Division: Bureau of Health Statistics, Planning,

Version Date: 2/28/2014

## **2004041 EMS Certification Files**

Reviewed: 06/09/2004

Description: This record series documents the application for permit, licensure and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain, but are not limited to: Applications with associated documentation including renewal forms with supportive records; Training Completion Reports (original and renewals); Copies of certification and/or license; Copy of fingerprint card (ambulance attendant); Copy of current CPR training card (ambulance attendant); DMV license checks (ambulance attendant); Related correspondence.

Retention: Retain the core application documents and the documentation for the last three most current renewal cycles for a period of three (3) calendar years after expiration, revocation or suspension of the certification, permit or license. See NRS 11.190(3)(d) and NAC Chapter 450B.

Disposition: Destroy Securely

## **2004042 EMS Complaint Files**

Reviewed: 06/09/2004

Description: This record series documents the complaints received by the Bureau concerning permittees, license holder and/or service providers. The files may contain, but are not limited to: Complaint and associated records; Investigative documents including copies of health care records and reports by investigators; Resolution letter; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of the resolution.

Disposition: Destroy Securely

## **2004043 EMS Course Files**

Reviewed: 06/09/2004

Description: This record series documents the approval of Emergency Medical Services Training Courses by this Bureau as required by NRS 450B.155, NRS 450B.1905, NRS 450B.191, NRS 450B.195, NRS 450B.850 and NAC 450B.720 to 725. The files may contain, but are not limited to: Request for Approval of EMS Course, course outline & related documentation; Approval/denial letter; Assigned course number (by Bureau); Application for Provisional Ambulance Attendant License (and copies of issued licenses); Attendance summary, skills summary, course evaluations, etc.; Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the completion of the training program.

Disposition: Destroy

## **2004044 EMS Disciplinary Files**

Reviewed: 06/09/2004

Description: This record series documents the investigation process and any resulting disciplinary action conducted by the Bureau per NRS Chapter 450B.120 and NAC Chapter 450B (see especially NAC 450B.650 to 450B.695). The files may contain, but are not limited to: Complaints with supportive documentation; Staff reports; Notice of rejection or other action (see NRS 450B.120 and NAC 450B.710); Investigative reports with attached documentation; Decision letters; Right of appeal documentation (for example, see NAC 450B.710, 450B.300, 450B.395); Related correspondence.

Retention: Retain these records for a period of three (3) calendar years from the date of the resolution or finalization of the disciplinary action.

Disposition: Destroy Securely

## **2004045 EMS Do-Not-Resuscitate Files: Approved**

Reviewed: 02/08/2012

Description: This record series documents the authorization for withholding life-sustaining treatment by the Bureau (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). The files may contain, but are not limited to: Do-Not-Resuscitate Application with associated documentation; Copy of the identification as issued; Copies of "Power of Attorney"; Related correspondence.

Retention: Retain these records for a period of twenty (20) calendar years from the date authorized.

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Disposition: Destroy Securely

### **2011045 EMS Do-Not-Resuscitate Files: Denied**

Reviewed: 02/08/2012

Description: This record series documents the authorization for withholding life-sustaining treatment by the Bureau that were denied (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). The files may contain, but are not limited to: Do-Not-Resuscitate Application with associated documentation; Determination and hearing/appeal documentation; Related correspondence.

Retention: Retain the records for a period of three (3) calendar years from the date of receipt of the request.

Disposition: Destroy Securely

### **2012007 EMS Do-Not-Resuscitate Files: Withdrawn or Incomplete**

Reviewed: 02/08/2012

Description: This record series documents the authorization for withholding life-sustaining treatment by the Bureau that were withdrawn or incomplete (See NRS Chapter 450B.400 through 450B.590 and NAC Chapter 450B.950 to 450B.960). The files may contain, but are not limited to: Do-Not-Resuscitate Application with associated documentation; Related correspondence.

Retention: Retain the records for a period of one (1) calendar year from the date of receipt of the request.

Disposition: Destroy Securely

### **2004046 EMS Permit Files**

Reviewed: 06/09/2004

Description: This record series documents the application for permit for ambulance service and fire-fighting agencies (See NRS Chapter 450B and NAC Chapter 450B). The files may contain, but are not limited to: Agreement Section; service agreements, physician or director agreement, hospital agreement; Personnel Section; copies of licenses & permits of agency personnel, list of agency personnel (which may include the SSN); Correspondence Section; correspondence to and from the agency; Rate Schedule Section; copies of rates charged by the agency; Vehicle Master List Section; documentation on the mechanical condition of the vehicles, lists of vehicles in service; Individual Vehicle Section; vehicle inspection reports, out-of-service vehicles. All of these sections may contain related correspondence and other documentation.

Retention: Retain the core application documents and the documentation for the last three most current renewal cycles for a period of three (3) calendar years after expiration, revocation or suspension of the permit.

Disposition: Destroy Securely

### **2004050 EMS Registry**

Reviewed: 06/09/2004

Description: This record series documents the Central Registry of Certification as required by NRS 450B.180 (7). The registry may contain, but is not limited to: Name and contact information; Social security number, birth date and other identifying information; Type of certification/permit/license held with identifying number; Employer information.

Retention: Retain the data (whether on-line or on a security backup media) within the electronic database for one (1) calendar year from the end of the next renewal cycle.

Disposition: Destroy Securely