

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** External Reporting  
**Policy:** 103.00  
**Purpose:** To ensure a clear definition of all reporting requirements to outside agencies and organizations.

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**Policy:**

1. Board Of County Commissioners
  - a. Report to the Department of Public Safety Director
  - b. Items Reported:
    - i. Monthly response times
    - ii. Monthly customer written concerns
    - iii. Monthly financial statements
    - iv. Annual position and budget requests
    - v. Notifications of action that may be covered in the Florida Statutes
  
2. Medical Direction
  - a. Okaloosa County EMS shall contract with a Florida Emergency Medical Board Certified Physician to provide medical direction in the following areas:
    - i. Medical Quality Assurance
    - ii. Medical Protocols
    - iii. Establishment of education requirements
    - iv. Provide Medical Direction
    - v. Supervise and perform direct medical performance evaluations for EMT's and Paramedics
  
3. State of Florida Department of Health
  - a. Patient Care Reports when requested
  - b. Data to the Emergency Medical Services Tracking and Reporting System as mandated in FAC 64J
  - c. Any suspected violation of Florida Statute

**Accountability and Compliance:**

The Okaloosa EMS leadership team will be responsible for assuring all measurement, analysis, and reporting mechanisms are maintained and functioning properly to ensure the timely flow accurate information.

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CAAS: 101.02.01  
Author: Vause  
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Approved: Leadership  
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