

Appendix A

BLS Internship Phone/Radio Reports Cheat Sheet

1. If using radio, turn knob to 11-H and hold microphone 2-4 inches from your mouth. Please consider what you are going to say or write it down before beginning. Generally, the protocol is “Ambulance 1-2 to Fauquier Hospital” and wait for them to respond.
2. Regardless of the mode of communication, speak slowly and deliberately being clear and concise. Remember, the nurse at the other end is writing down what you say so do not speak faster than he / she can write.
3. Identify your unit including whether you are an “ambulance,” “shock trauma,” or a “medic” unit.
4. Give your patient’s age and sex.
5. Give level of consciousness and whether they are stable or unstable.
6. Give patient’s chief complaint.
7. Give brief appropriate history of present illness (HPI).
8. Describe in brief and concise fashion the significant physical assessment findings (e.g., V.S., lung and heart sounds, skin condition, and mental status, anything pertinent in a head to toe survey).
9. Give pertinent past medical history.
10. Give allergies and current medications, if relevant to the call.
11. Describe treatment given and the patient’s response to treatment.
12. Give estimated time of arrival (ETA).
13. If the need arises for online medical direction be sure to speak to a physician or a physician’s assistant and obtain their name for your documentation. Listen and repeat back any medications order or procedure.

Note: Understand that the purpose of the radio report is to inform the Emergency Department that you are bringing a patient to them. This report should take no more than 30 seconds and only include the relevant and necessary information for them to be ready to accept your patient. A more detailed reported can be given upon your arrival at bedside.