

PROTOCOL FOR: EMTALA: Central Log

PURPOSE: To maintain a system for tracking and accounting of each individual coming to the Emergency Department seeking care with their disposition.

EMTALA OBLIGATION: To maintain a central log on each individual who comes to the ED seeking assistance and whether they refused treatment, were refused treatment, or whether they were transferred, admitted, stabilized and transferred, or discharged.

PRODEDURE:

1. The central log will include an entry for every patient that comes to the ED seeking treatment. This will also include those patients transferred from other facilities to the ED.
2. The patient entry into the central log should be made as soon as the data is obtained from the patient or the patient's family member, spokesperson, etc. Data entry to the log shall not delay the medical screening exam, necessary treatment or stabilization. If the patient is to be transferred, the entry will be finalized following the move.
3. The log entry should include the patient's name, date and time of the ED visit and the disposition. Additional details should include if the patient:
 - a. Refused treatment
 - b. Was refused treatment
 - c. Left without being seen (LWBS)
 - d. Stabilized and transferred (include facility name)
 - e. Transferred to another facility (include facility name)
 - f. Admitted and treated
 - g. Discharged
4. JDH needs to retain the central log, medical and other records related to the individual's ED visit for a minimum of five (5) years.
5. The log must be available in a timely manner for either internal (Compliance and/or Internal Audit) or external (State/Federal) review.
6. The log is reviewed on a regular basis for completeness, missing information or gaps in entries.

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REFERENCES:

CMS Pub. 100-7, State Operations Manual, Appendix V,
"Responsibilities of Medicare Participating Hospitals in
Emergency Cases".

Social Security Act Sect. 1867, Emergency Medical Treatment and
Labor Act (EMTALA)

Code of Federal Regulations, Title 42, Sect. 489.20 (r)(3), Basic
Commitments

APPROVAL: Emergency Department Standards Committee
Emergency Department Manager and Medical Director

EFFECTIVE DATE: 3/06

REVISION DATES: 9/08