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STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
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JOHN E. MORRIS  
COMMISSIONER

JAY BRADSHAW  
DIRECTOR

Maine EMS QI Committee  
Minutes  
04/15/2015  
1300-1530

Meeting called to order 1300

Review of minutes: Joanne asked to clarify LEO as Law Enforcement Officer

**Rick motioned to approve minutes with edits Dr. Sholl seconds unanimous**

Discussion about attendance and vacancies: Don will reach out to those that have not been in attendance regularly and see if they have intent to remain on the committee.

It has been asked for folks to reach out to interested parties to get involved. If they would like to be a part of the committee they should submit a letter of intent and resume.

- 1) Discussion re: board meeting and the requirements before project go live
  - a. The Board had consensus at their April meeting that they want to see the products that will be going out to services. This will allow them to have full knowledge of the scope of the project prior to approving it.
- 2) Review Service letter regarding patient sign off project – This had been sent out for review with minimal comment.
- 3) Review the spread sheet
  - a. Jon walked through the spreadsheet and discussed the directions that will be created for services. Jon has created a prebuilt report in MEMSRR for services to utilize to pull much of the data for them.
  - b. There were some clarifications asked for in individual fields
  - c. There was a lot of discussion about highest license level vs person completing report. Dr. Sholl motioned to remove the license level Dr. Zimmerman seconded unanimous.
  - d. The group asked to add the 7 elements from Gray 13 and add them as yes no columns to identify complete documentation.
  - e. Reasons why care was refused and what the highest license level and documenting license level will be recommended as other items for agencies to look at but are going to be pulled form this report.
  - f. Jon will add a column to tabulate the checkboxes to give a score for complete documentation.
- 4) Don will take over version control of the letter and will receive any feedback from the group and will add the dates of study to the letter.
- 5) Jon and Don will put together the directions.  
Dr. Zimmerman motioned to adjourn 1412

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