STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
152 STATE HOUSE STATION
AUGUSTA, MAINE 04333

MAINE
EMS

JANET T. MILLS
GOVERNOR

MICHAEL SAUSCHUCK
COMMISSIONER

J. SAM HURLEY
DIRECTOR

Change Notice			
Bulletin #	**Title**		**Date Issued**
#2022-02-09-01	**Audit Tracking reasons in MEFIRS**		February 9, 2022
Superseded	**Released By:**	**System Affected:**	**Pages**
N/A	Maine EMS	MEFIRS	2

Background:

Maine EMS has become aware that EMS agencies within the state inadvertently could alter the audit tracking settings within the MEFIRS system for their agency. While Maine EMS gives as much deference as possible for individual agencies to customize their experience within MEFIRS, this setting was not intended to be left up to individual agencies to alter. Audit tracking reasons are specifically related to HIPAA compliance and documenting rationale for accessing patient care reports.

Change Description:

On February 11, 2022 at 12:00 P.M. Eastern Time, Maine EMS will reset the Audit Tracking Documentation Settings in MEFIRS and change it to a system-level setting. The system-level settings will be as follows:

- Require reason for generating incident reports – Yes
  - Required when printing a patient care report
- Require Reason for Viewing Existing Incidents – Yes
  - Required when viewing a patient care report
- Require Reason for Incident Updates – Yes
  - Require Reason for Finished Incidents Only – No
- Required for updating incidents – Yes
- Require Reason for Bulk Actions – Yes
  - Required when completing any bulk action from an incident list

Reason For Change:

Maine EMS places a high value on safeguarding protected health information. EMS Agencies as covered entities must strive to offer the same high level of value to protected health information as outlined in HIPAA and the Maine confidentiality statute MRS Title 32, §91-B. CONFIDENTIALITY EXCEPTIONS

● **Excellence** ● **Support** ● **Collaboration** ● **Integrity** ●

PHONE: (207) 626-3860   TTY: (207) 287-3659   FAX: (207) 287-6251
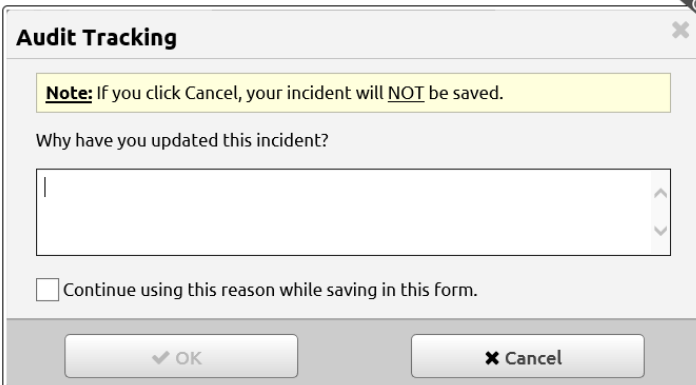With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330

By default, MEFIRS automatically tracks various high-level actions in EMS incidents. MEFIRS also automatically tracks field-level changes on EMS incidents after they lock for the first time. High-level actions include creating, printing, viewing, saving, and modifying a patient care report, whereas field-level changes track when a field's value is removed or replaced. In Audit Tracking Reasons, MEFIRS tracks the reasons (justifications) why users took specific actions.

Maine EMS selects which actions require justification and the message that communicates the requirement to the EMS clinician or personnel. After an incident locks and users perform an action requiring a reason, a prompt shows and asks why they are performing the action. A user's actions and the reasons for performing them appear in the incident's audit report.

EXAMPLE: Maine EMS has Audit Tracking Reasons turned on for opening incidents. When an EMS clinician opens a locked EMS incident from 12 days ago, they must provide a reason why they are reopening the incident.

Effect on Documentation:

When users perform actions requiring a reason on previously locked incidents, the audit Tracking modal shows, selecting the "Continue using this reason while saving in this form." checkbox prevents the audit Tracking modal from appearing multiple times for the same audit question.

PLEASE NOTE
The audit history is tracked and is part of the patient's medical record.
Users must only enter valid and easily understood audit tracking reasons.

Please don't hesitate to contact the Maine EMS Office at 207-626-3860 or at maine.ems@maine.gov with questions or concerns.