

STATE OF GEORGIA  
DEPARTMENT OF DEFENSE  
STATE DEFENSE FORCE  
1<sup>ST</sup> BRIGADE

Date: 2008MAY22

Procedure: Logging medical care contacts by Georgia State Defense Force troops.

Intent: A log of all medical care contacts by designated medical soldiers of the Georgia State Defense Force shall be recorded and maintained. This log will be used to ensure that command authorities are made aware of all medical activity performed during the discharge of official State Defense Force duties.

Scope: All medical treatment activities by designated medical soldiers to include on-scene aid, referral to a medical treatment facility, advice with no actual treatment given, and issue of medical supplies for self-aid purposes. Currently applies only to 1<sup>st</sup> BDE.

Rationale: Military missions involve the possibility of injury or illness for soldiers while they are on active duty. During missions there is also the possibility of encountering civilians who are injured or ill. Medical care is a legitimate function of the Georgia State Defense Force and as such should be documented when performed. In addition to the normal administrative need for documenting official activity medical care may have financial impact for soldiers who are covered by Worker's Compensation insurance while on duty. There may also be legal implications when rendering aid to civilians. There is an obligation to document activities involving civilian medical authorities.

Date of Effect: Upon approval by 1<sup>st</sup> Brigade commander or other relevant authority

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1. Upon deployment of SDF units with an attached medical element the medical commander shall ensure that all medics are briefed on this policy and prepared to comply with its provisions.
2. A Field Medical Treatment Log form (see attachment) will be prepared with mission information including date, unit involved, and mission description.
3. Logs are done from 00:00 to 23:59 or during mission duty hours.
4. Depending on staffing the Log will be maintained by either the unit's own medic, an attached medic from another unit, the medical commander (OIC, NCOIC, or designee) or a medical soldier manning the tactical operations center (TOC).
5. Medical troops having contact with a casualty or patient will record the following information in all instances:
  - a) Time of contact
  - b) Name of casualty or patient (not to be transmitted over radio net)
  - c) Military ID (first 3 letters of last name combined with last 4 digits of SSN)
  - d) Description of incident (e.g. – fall, heat, cut, etc.)
  - e) Designation (MIL or CIV) – for MIL record regular assigned unit
  - f) Type of care (treatment, advice, supplies issue – describe item, e.g. BandAid)
  - g) Disposition (treat/release, transport, referral – identify agency referred to)
  - h) Medic (Military ID)

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6. If treatment and/or transport or referral to higher level of care is done a Patient Care Report (PCR) should also be completed by the medic.
7. The information gathered by the medic at the scene of a contact should either be recorded on the Log as soon as possible after the incident or communicated to the authority whose duty is to record the Log. This may be done by radio if the Log is being kept at the TOC.
8. **IMPORTANT!** No names are to be broadcast over unsecure radio nets. All radio nets are to be considered unsecure.
9. At the conclusion of the mission or at change of shift if an ongoing operation the day's Log is to be submitted to the medical commander.
10. If multiple Logs kept these are to be collated into a single master document.
11. The Log shall be kept in a secure place. No one shall be allowed access unless that person has a legitimate need to know the information contained therein. This will be determined and communicated to the medics as part of the mission briefing.
12. Log details will be communicated to the Brigade Commander or his designee in whatever form is required.

(This procedure is provisional until approved by appropriate authority.)

APPROVED:

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Commander, GSDF 1<sup>st</sup> Brigade

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Commander, 1BDE Med Det.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*\*\* NOTHING FOLLOWS \*\*\*