

**New Hampshire Department of Safety Bureau of Emergency Medical Services  
Instructions for Completing the Automated External Defibrillation (AED)  
Incident Report & Quality Improvement Form**

Listed below are instructions intended to assist you while completing the AED Quality Improvement Form. The line numbers on this form correspond with the line numbers on the AED Quality Improvement Form. If you have any questions or need further assistance completing the form, please contact the NH Bureau of EMS at (603) 271-4568 or 1-888-827-5367.

Line 1 List the name of the entity providing the AED program.

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Line 2 List the name of person who used the AED on the patient.

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Line 3 Indicate the date and time the AED was used on the patient. For the date, indicate the month, day and year. For the time, indicate the hour and minutes of when the incident occurred.

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Line 4 Indicate the patient's age.

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Line 5 Asking whether CPR was administered prior to use of the AED. Check whether CPR was attempted or not attempted.

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Line 6 Check whether the patient's cardiac arrest was not witnessed, was witnessed by a bystander or was witnessed by the person who used the AED on the patient.

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Line 7 Indicate the estimated number of minutes from the patient's cardiac arrest to when CPR was administered.

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Line 8 Check whether shock was indicated or not indicated by the AED.

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Line 9 Indicate the estimated number of minutes from the patient's cardiac arrest to the first shock from the AED. Also indicate the number of shocks given to the patient.

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Line 10 Check the description(s) that best describes the patient after the use of the AED.

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Line 11 List the name of the ambulance service that treated the patient and transported the patient to a hospital/medical facility.

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Line 12 List the name of the hospital or other medical facility the patient was transferred to by the ambulance.

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Line 13 List the name of the physician authorizing use of the AED program for your organization and providing Quality Assurance oversight.

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**New Hampshire Department of Safety Bureau of Emergency Medical Services  
Automated External Defibrillation (AED) Incident Report  
& Quality Improvement Form**

This form is to be completed by the entity's AED Program representative or the AED user. Once completed, send a copy of this report to the NH Bureau of EMS at 33 Hazen Drive, Concord, NH 03305.

Line 1 Name of Entity Providing AED \_\_\_\_\_

Line 2 Name of AED Operator \_\_\_\_\_

Line 3 Date of Incident \_\_\_ / \_\_\_ / \_\_\_ Time of Incident \_\_\_\_ : \_\_\_\_

Line 4 Patients Age \_\_\_\_\_

Line 5 CPR Prior to Defibrillation? ( ) Attempted ( ) Not Attempted

Line 6 Cardiac Arrest:

( ) Not Witnessed ( ) Witnessed by Bystander ( ) Witnessed by AED Provider

Line 7 Estimated Time (in minutes) From Arrest To CPR \_\_\_\_\_ :

Line 8 Shock: ( ) Indicated ( ) Not Indicated

Line 9 Estimated Time (in minutes) From Arrest to First Shock: \_\_\_\_\_ :

Number of Shocks: \_\_\_\_\_

Line 10

Patient Outcome at Incident Site: (check all that apply)

( ) Return of Pulse and Breathing ( ) No Return of Pulse or Breathing

( ) Return of Pulse with No Breathing ( ) Became Responsive

( ) Return of Pulse, Then Loss of Pulse ( ) Remained Unresponsive

Line 11 Name of Transporting Ambulance \_\_\_\_\_

Line 12 Name of Facility Patient Transported To \_\_\_\_\_

Line 13 Name of Physician Authorizing Use of AED \_\_\_\_\_

Signature of AED Provider \_\_\_\_\_ Date \_\_\_\_\_

This Administrative Form accompanies:  
Policy **EBBB**: Revised **1/08/2024**