Iowa EMS Patient Registry Web Entry User Manual

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System Overview
Med-Media's web based solution, provides a web solution for data warehousing and report generation. Data backups and disaster recovery are significant issues for EMS units that are not equipped to be data centers. The simple ability to be able to store critical data on a remote website via a secure Internet connection will provide important backup and disaster recovery functionality to these remote operations.

Though the ability to archive data on the WebCUR.com website is important, this is only one of the many features that will be available to the customers that subscribe to this service. WebCUR will provide full reporting capabilities to authorized clients and over time, will provide the ability for electronic reporting instead of the labor-intensive paper process.

The client to server communications will be done via standards based, 128-bit SSL encryption.

Web Data Entry Login
When the provider is ready to enter their incident, they will first need to access the Iowa EMS Patient Registry Web Entry website.

1. Turn your computer on and open your Internet browser.
2. When the Internet displays to the screen browse to the website http://ia.webcur.com.
3. When the Iowa WebCUR EMS screen displays, enter the WebCUR ID and Password in the text boxes provided.
4. Select the Login button to access the Iowa EMS Patient Registry Web Entry page.

The Iowa WebCUR EMS Entry login screen is displayed below.
Iowa WebCUR EMS Home Page

When the user logs into the Iowa WebCUR EMS Data Entry site, the Iowa WebCUR EMS Home Page will display to the screen. The Home Page displays the Print this Page button, Date Range box and the Menu Bar.

The Iowa WebCUR EMS Home Page is displayed below.

- **Print this Page**: Select this button to print the Page that is currently displayed to the computers screen.

- **Date Range**: This box is used for setting specific date ranges when running reports. Select the State Date from the drop down list box. Select the End Date from the drop down list box. Select the Run Report button to display the desired report for the specific date range selected.

- **Menu Bar**: The Menu Bar contains the Data Entry, Q.A. Review, General Reporting, Unit Reporting, Virtual Office, Maintenance and Logout menus.

  Note: The Iowa WebCUR EMS Home Page has different levels of security for user logins. Some of the Menu items may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

  - **Data Entry**: This menu contains the Enter New Report, List Incomplete Reports and Enter Non-Emergency Transport sub menus.
    
    - **Enter New Report**: Select this menu to enter a New patient report into the Web Data registry system. Please refer to the Encounter Data Entry section of this manual for a detailed description about the menu.

    - **List Incomplete Reports**: Select this menu to display a list of all reports that are incomplete. The Date Range box defaults to the current day and back one month. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button. When the report displays, the Manager has the ability to Delete the report, Edit the report, review the Date the report was Saved and by which Provider. Select the Delete button to remove the desired report from the database. The Manager will be prompted prior to the deletion. Select the desired PCR Number or Date Saved box to display the report to the screen. The provider now has the ability to complete the record.

    - **Enter Non-Emergency Transports**: Select this menu to enter a Non-Emergency Transport report into the Web Data registry system. Please refer to the Non-Emergency Encounter Data Entry section of this manual for a detailed description about this menu.
Q.A Review: This menu contains the Un-Reviewed PCR Listing and the Reviewed PCR Listing sub menus. These menus allow Doctor, Manager or Supervisor logins to review and perform Quality Assurance (QA) on each of the reports uploaded to the WebCUR system.

- **Un-Reviewed PCR Listing:** Select this menu to display a list of records that have not had any QA performed on them. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Once the report displays, select the desired record from the list by click in the PCR Number that you would like to QA. The report will display the PCR Number of the incident, the Date, Owner ID, Unit ID, Municipality and Incident Type for each record.

Once the record displays to the screen, the QA Manager can now review and perform QA to the record. Enter any QA comments in the text box provided. Select the Request Medical Director Review of PCR check box to have the record reviewed by the companies Medical Director. Select the PCR Requires Provider’s Acknowledgement check box to require the author of the record acknowledge that they have reviewed the comments. Select the PCR Is Closed for QA check box to close the record for QA. When the record has been closed, it will be removed from the Un-Reviewed PCR Listing. Select the Make these comments private check box to prevent the author of the record from viewing any comments entered in by the QA Manager. Select the Save QA Comments button to save any comments entered.

- **Reviewed PCR Listing:** Select this menu to display a list of records that have had QA performed on them. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Once the report displays, select the desired record from the list by click in the PCR Number that you would like to review. The report will display the PCR Number of the incident, the Date, Owner ID, Unit ID, Municipality and Incident Type for each record.

Once the record displays to the screen, the QA Manager can now review and perform Additional QA on the record. The QA Manager can also review previous comment entered in the QA Comments box. Enter any Additional QA comments in the text box provided. Select the Request Medical Director Review of PCR check box to have the record reviewed by the companies Medical Director. Select the PCR Requires Provider’s Acknowledgement check box to require the author of the record acknowledge that they have reviewed the comments. Select the PCR Is Closed for QA check box to close the record for QA. When the record has been closed, it will be removed from the Un-Reviewed PCR Listing. Select the Make these comments private check box to prevent the author of the record from viewing any comments entered in by the QA Manager. Select the Save QA Comments button to save any comments entered.
General Reporting: Select this menu to perform General Reporting from the WebCUR system. The report menu contains the PCR Listing, PCR Calendar View, Admission Summary, Age/Sex Demographics, Incident Location, Suspected Illness, Trauma Summary, Skill Summary, Detailed Skill Report, Report Builder, Import Error Log, Skill Summary (DOH), Incident Summary (DOH), Monthly Submission (DOH) and the Misc. Summary Reports (DOH) sub menus.

Note: The Iowa WebCUR EMS Home Page has different levels of security for user logins. Some of the Reports may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

- **PCR Listing:** Select this menu to display all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. The reporting grid displays the PCR Number, Date, Owner ID, Unit ID, Municipality and the Incident Type for all reports uploaded within that date range. If QA was performed on a record, the record will display an Icon in front of the PCR Number. The user can refer to the Icon Key box for a description of each QA Icon. Select the desired PCR Number from the list that you would like to review. Select the Export to Excel button to export the list to an Excel spreadsheet. Please refer to the QA Review section of this manual for detail description about the Quality Assurance done on the PCR.

The Icon Key is displayed below.

<table>
<thead>
<tr>
<th>Icon Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄 Closed for QA</td>
</tr>
<tr>
<td>🔄 Reviewed by Supervisor/Manager</td>
</tr>
<tr>
<td>🔄 Required Providers Acknowledgement</td>
</tr>
<tr>
<td>🔄 Manager Review Requested</td>
</tr>
<tr>
<td>🔄 Reviewed by Medical Director</td>
</tr>
<tr>
<td>🔄 Medical Director Review Requested</td>
</tr>
</tbody>
</table>

- **PCR Calendar:** Select this menu to display a Calendar View for all the records uploaded to WebCUR. The report displays a calendar view for the month and each record that was done for a specific day. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. The user can also review a specific record from this view by simply selecting PCR Number.

- **Admission Summary:** Select this menu to display a report for Admissions. This report displays a Summary Count of all facilities you transported patients to and the Frequency for each of the institutes for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- **Age/Sex Demographics:** Select this menu to display a report for Age / Sex Demographics. This report displays the Age Ranges, Sex Demographics and Age Range Totals for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.
- Incident Location: Select this menu to display a report for Incident Location by FIPS. This report displays a breakdown of the Incident Location by FIPS and Frequency for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Suspected Illness: Select this menu to display a report of the Signs & Symptoms for patients. This report displays a breakdown of Signs & Symptoms for all the Suspected Illnesses by Total Numbers and Frequency for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Trauma Summary: Select this menu to display a report for Trauma Summary. This report displays a breakdown of Trauma Summary by Injury Sites and Injury Types for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Skill Summary: Select this menu to display a Skill Count report. This report will display all ALS and BLS skill information from the items selected in the Skill Count Generator for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Detailed Skill Summary: Select this menu to display a Detailed Skill Count report. This report will display all ALS and BLS skill information from the items selected in the Skill Count Generator for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Report Builder: Select this menu to Build a Queried report. The Report Builder allows you to dynamically build a personalized report. Enter a name for your custom report in the Report Name text box. The top part of this form lets you select the values you want to appear in your report. Select these values and then choose your criteria for the reporting period. When this is complete, just press the Run Report button. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Import Error Log: Select this menu to view any WebCUR Import errors. The report will display the Company Name, Date, Lithocode Number, Trip Number and Error Description for the date range selected. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report.
- Skill Summary (DOH): This report is for Department of Health administrators only. Select this menu to display a DOH Skill Summary for all records uploaded to WebCUR. The report will display the Company Name, Crew Certification Number, Crew Certification Type, Skill Type and the Count Totals for all records uploaded to WebCUR, for all ALS and the BLS Skills. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Incident Summary (DOH): This report is for Department of Health administrators only. Select this report to generate statistical counts based on Age Ranges, Sex, Response Outcomes and Incident Types for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Monthly Submission (DOH): This report is for Department of Health administrators only. Select this menu to run the Agency Monthly Submission total for all records uploaded to WebCUR. Select the Year from the drop down list box. Select the Run Report button to create the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Misc. Summary Reports (DOH): This report is for Department of Health administrators only. Select this menu to run Miscellaneous Summary reports. When the DOH Summary Information Reports screen displays, the user can select the desired summary report from the pick list. The user has the ability to select the Number of Incidents Submitted by Agency, Nature of Incidents, Patient Disposition, Medications by Total Popularity, Procedures by Total Popularity, Averages On Scene Times by Incident Type, Incident by Age Range Summary and Incident Nature Summary report for all records uploaded to WebCUR. The user can only create one report at a time. Once the desired report is selected, click on the Submit button to create the report. Once the report displays to the screen, the user has the option to view the report in a Pie Chart view, Bar Graph view or Export the report to an Excel spreadsheet.

- Unit Reporting: Select this menu to perform Unit Reporting from the WebCUR system. The report menu contains the Type & Location, Unit Response, Unit Utilization, Unit Utilization (Fractile) and Export PCR Data (DOH) sub menus.

Note: The Iowa WebCUR EMS Home Page has different levels of security for user logins. Some of the Reports may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

- Type & Location: Select this menu to display a report for Incident Type and Incident Location. This report displays a breakdown per Unit for all Incident Types and Incident Locations by Description, Number of Calls and Percentages of Calls for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.
- Unit Response: Select this menu to display a summary report for Unit Response and Response Outcomes. This report displays a breakdown summary by Vehicle Number and Unit Response Outcomes for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Unit Utilization: Select this menu to display a report for Unit Utilization by Hour / Day of Week. This report displays a breakdown of the calls that occurred during a specific Hour and Day of the week for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Unit Utilization (Fractile): Select this menu to display a report for Unit Utilization in a Fractile Times format. This report displays a Fractile break down of the Dispatch-Enroute, To Scene, At Scene-Medical, At Scene-Trauma, To Destination, At Destination and Total Times for all Units within the company for all records uploaded to WebCUR. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report. Select the Export to Excel button to export the list to an Excel spreadsheet.

- Export PCR Data (DOH): This report is for Department of Health administrators only. Select this menu to export the trip data into an Excel CSV format. The Date Range defaults to the current day and one month back. Select the desired date range by clicking on the drop down list boxes and then select the Run Report button to display the report.

- Virtual Office: This menu displays several categories to choose from for a manager to setup the companies Virtual Office for WebCUR. This menu contains the Virtual Office Home, Calendar, Task Management, Message Board, File Vault, Chat Rooms, Text Page Gateway and the Welcome Message sub menus.

Note: This menu is only available for Med-Media EMStat Desktop users. Please contact the Med-Media Sales Department about inquires for the EMStat module.

- Virtual Office Home: Select this menu to enter the Virtual Office Home for WebCUR. This area displays the Task List, Calendar and the Message board. This area allows the user to edit all the office options from one menu.

- Calendar: Select this menu to display the Calendar events for the company. The Calendar feature gives your affiliate the ability to manage schedules of any type for your organization. The user has the ability to View, Create, Edit or Delete the calendar.

- Task Management: Select this menu to display the Task Management list. The user has the ability to Manage tasks, Report or Search for tasks.
• **Message Board**: Select this menu to display the *Message Board*. The Message Boards give your affiliate the ability to post questions and answers to that are of particular interest to your organization. This area displays the *Message Title, Author, Replies* and *Last Post* time. The user also has the ability to create a new message by selecting the *Post New Message* button.

• **File Vault**: The *Storage Vault* is a repository for files, information, etc. that you may want to keep on the server to be shared with others. Below is the list of the current contents of the Vault. Just click on a link to view/download a file or click on the *Paperclip* icon to add a file to the Vault.

• **Chat Room**: Select this menu to display the *Chat Rooms* in WebCUR. The Chat Room feature gives your affiliate the ability to have real-time conversations online with just a web browser. Click on the icon to *Create a New Chat Room*.

• **Text Pager Gateway**: Select this menu to display the *Text Pager Gateway*. The WebCUR Virtual Office Text Pager Gateway allows you to broadcast messages to WebCUR users with a text pager email address in their profile. Recipients must have a device that allows for text paging (*i.e.* pager, cell phone, etc.) and this device must be able to receive messages via an email address.

• **Welcome Message**: This area allows the user to set a message that will be seen by all members of your affiliate the next time they login to their WebCUR account. Enter a System message in the text box provided and select the *Save Affiliate Message* button to save the message. Select the *Delete Affiliate Message* button if you would like to remove the message from the system.

• **Maintenance**: This menu allows the manager to perform administrative changes for the companies user group within WebCUR. This menu contains the *Add / Edit Unit ID’s*, *Personal Account Settings*, *User Contact List*, *Edit Your Roster*, *Create/Edit User Accounts* and *Change Your Active Company* sub menus.

  **Note**: The Iowa WebCUR EMS Home Page has different levels of security for user logins. Some of the menus may not be accessible depending on the level your manager set for your account. Please refer to your Manager to change your level of login.

• **Add / Edit Unit ID’s**: This menu gives the manager the ability to *Add or Delete* the 2-digit *Unit ID Numbers* instead of using the default settings. WebCUR provides each company with a Unit ID Number of “01”, which can now be edited. Enter the new *Unit ID Number* in the *New Unit ID* text box. The Unit Number must be entered in a 2-digit Number format. Select the *Add Entry* button to add the new ID. Select the *Delete Entry* button to remove a Unit ID Number. Simply **Highlight** the Unit ID Number in the field provided and then select the *Delete Entry* button to remove the ID. Select the *Save Changes* button to save any changes made to this area.

• **Personal Account Settings**: Select this menu to display the logins *Personal Account Setting* screen. This screen gives the user the ability to update their *Account Settings / Active Affiliation, Email Notification* and *Account Information*. Select the *Save Changes* button to save any changes made to this screen.
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**User Contact List**: Select this menu to view all the Affiliation Contact information. The affiliate roster gives you the ability to build your organization in the WebCUR EMS system. To send an email to an individual, click on the Email Address in contact list.

**Edit Your Roster**: Select this menu to Edit the Affiliation roster for your organization. The manager has the ability to update user WebCUR ID Permissions or Delete a provider from the WebCUR roster. Select the Delete icon beside the providers name to remove them from your company roster. Select the providers WebCUR ID Name to update and change the users permissions. The manager can also Add a new WebCUR ID by simply adding the user Name in the WebCUR ID text box and select the Add to Roster button. The new user will be entered into your company roster.

**Create / Edit User Account**: Select this menu to Create or Edit any provider within your organization. This screen displays the Permissions box, User ID, User Real Name and User Login fields for all the providers within the company. Select the Permission button beside an individual to update their WebCUR login permissions. The manager must select the Update Permissions button to save any changes made to the account.

**Note**: The Administrator must contact the Med-Media Technical Support Department to set any of the users as overall system administrators.

Select the User Login Name to edit the user account information such as Login Name and Password. The manager must select the Save Changes button to save any changes made to the account.

Select the Add a New User to System button to create a new user account for WebCUR. The manager must enter a Login Name, Password and Email Address as a minimum for the account to be created. Select the Add New User button to create the user account.

**Change Your Active Company**: This menu allows the user to Change Active Affiliate rosters. Your PCR view will be relative to your current affiliate assignment. To change your current assignment, simply select from the list below and press the Change Affiliate button.

- **Logout**: Click on this menu to Logout of the Iowa EMS Patient Registry Web Entry site.
Encounter Data Entry

To enter a new EMS Incident report, select the Enter New Report sub menu under the Data Entry menu. When this sub-menu is selected, the EMS Incident Data report will display to the screen. The report displays the Data Entry tabs, Save Completed Report and Save Incompleted Report buttons.

The EMS Incident Data Report is displayed below.

- Data Entry tabs: When the report displays to the screen, the top of the report displays tabs for the user to advance through the report. The tabs consist of the Main, Incident, Patient, Trauma, Treatment, Medication and CPR.

   Note: Each tab must be completed prior to advancing to the next tab.

   o Main: When the report opens, the Main tab will be the first tab that displays. The user will need to complete all boxes before advancing on to the next tab. The Main tab is displayed above.

     ▪ Agency Name: This read only box displays your Agency Name.
     ▪ Date: This read only box displays the Date the report was started.
     ▪ PCR Date: Enter the PCR Date in the text box provided. The date defaults to the current date set on your computers regional settings.
     ▪ PCR Number: Enter a 7-digit PCR Number for the incident in the text box provided.
     ▪ Vehicle Type: Select a Vehicle Type used for the incident from the drop down list box.
     ▪ Incident Disposition: Select an Incident Disposition for the report from the drop down list box.
     ▪ Unit Number: Select a Unit Number used on the incident from the drop down list box.
- Level of Care: Select the Level of Care for the incident from the drop down list box.
- Incident Type: Select an Incident Type for the incident from the drop down list box.
- Primary Crew Member Cert. Type: Select the Primary Crew Members Certification Type from the drop down list box.
- Primary Crew Member Cert. Number: Enter the Primary Crew Member Certification Number in the text box provided.
- Crew Member 2 Cert. Type: Select the Crew Member 2 Certification Type from the drop down list box.
- Crew Member 2 Cert. Number: Enter the Crew Member 2 Certification Number in the text box provided.
- Crew Member 3 Cert. Type: Select the Crew Member 3 Certification Type from the drop down list box.
- Crew Member 3 Cert. Number: Enter the Crew Member 3 Certification Number in the text box provided.
- Crew Member 4 Cert. Type: Select the Crew Member 4 Certification Type from the drop down list box.
- Crew Member 4 Cert Number: Enter the Crew Member 4 Certification Number in the text box provided.
- 911 Time: Enter the 911 Time in the text box provided.
  Note: All Times fields need to be entered in a Hour/Minute/Second format. The provider can enter any time from 00:00:00 to 23:59:59 in the text boxes provided.
- Dispatch Time: Enter the Dispatch Time in the text box provided.
- Enroute Time: Enter the Enroute Time to incident in the text box provided.
- Arrive Time: Enter the Arrived Time at incident in the text box provided.
- Arrive Patient Time: Enter the Arrived Patient Time in the text box provided.
- Depart Time: Enter the Depart Time from scene in the text box provided.
- Destination Time: Enter the arrived at Destination Time in the text box provided.
- Available Time: Enter the Available Time in the text box provided.
- In-Quarters Time: Enter the In-Quarters Time in the text box provided.
- Est. Date of Injury/Symptoms: Enter the Estimated Date of Injury / Symptoms in the text box provided.
- Est. Time of Injury/Symptoms: Enter the Estimated Time of Injury / Symptoms in the text box provided.
- Incident: The *Incident* tab will be the second tab the user needs to complete after the *Main* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The *Incident* tab is displayed below.

- **FIPS**: Select a *FIPS* location for the report from the drop down list box.
- **Incident GPS**: Enter the *Incident GPS* location in the text boxes provided.
- **Location Type**: Select a *Location Type* for the incident from the drop down list box.
- **Response Mode (To Scene)**: Select a *Response Mode* to the scene from the drop down list box.
- **Response Mode (From Scene)**: Select a *Response Mode* from the scene from the drop down list box.
- **Signs and Symptoms**: Select the *Signs and Symptoms* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items.*
- **Pre-Existing Conditions**: Select the *Pre-Existing Conditions* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items.*
- **Mechanism of Injury**: Select the *Mechanism of Injury* for your patient from the drop down list box. *The user can select multiple selections by holding down the Control Key and selecting the items.*
- **Provider Impression**: Select a *Provider Impression* for the incident from the drop down list box.
- Suspected Alcohol/Drug Use: Select a Suspected Alcohol / Drug Use for the patient from the drop down list box.

- Scene Factors Affecting Care: Select the Scene Factors Affecting Care for the incident from the drop down list box. The user can select multiple selections by holding down the Control Key and selecting the items.

- Prior Aid: Select the Prior Aid provided for the patient from the drop down list box. The user can select multiple selections by holding down the Control Key and selecting the items.

- Research Code 1: Select a Research Code for the Medication Administered to the patient from the drop down list box.

- Research Code 2: Select a Research Code for the Medication Administered to the patient from the drop down list box.

- Research Code 3: Select a Research Code for the Medication Administered to the patient from the drop down list box.

- Research Code 4: Select a Research Code for the Medication Administered to the patient from the drop down list box.
**o Patient:** The *Patient* tab will be the third screen the user needs to complete after the *Incident* tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The *Patient* tab is displayed below.

- **First Name:** Enter the patients *First Name* in the text box provided.
- **Last Name:** Enter the patients *Last Name* in the text box provided.
- **Age / Years:** Enter the patients *Age* in the text box provided and then select a associated *Year / Month / Days* for the *Age* from the drop down list box.

  **Note:** If you cannot obtain the patients *Age*, you may enter “999” to satisfy the stated requires data collection element.

- **DOB:** Enter the patients *Date of Birth* in the text box provided.
- **Sex:** Select the *Sex* for the patient from the drop down list box.
- **Street Address:** Enter the patients *Street Address* in the text box provided.
- **City:** Enter the patients *City* in the text box provided.
- **State:** Select a *State* for the patient from the drop down list box.
- **Zip Code:** Enter the patients *Zip Code* in the text box provided.

  **Note:** If you cannot obtain the patients *Zip Code*, you may enter “99999” to satisfy the stated requires data collection element.
- S.S. Number: Enter the patients Social Security Number in the text box provided.

Note: If you do not have the patient’s Social Security Number, you may enter “999-99-9999” to satisfy the stated requires data collection element.

- Race / Ethnicity: Select a Race / Ethnicity for the patient from the drop down list box.

- Receiving Agency: Select a Receiving Agency for the patient from the drop down list box.

- Destination Determination: Select a Destination Determination for the patient from the drop down list box.

- Initial Vital Signs: Enter the patients Initial Vital Signs in the text boxes provided.
  - Time: Enter the Time for the Initial Vital Signs in the text box provided.
  - Pulse: Enter the Pulse Rate for the Initial Vital Signs in the text box provided.
    Note: If you do not have the patient’s Initial Pulse Rate, you may enter “888” to satisfy the stated requires data collection element.
  - Resp: Enter the Respiratory Rate for the Initial Vital Signs in the text box provided.
    Note: If you do not have the patient’s Initial Respiratory Rate, you may enter “888” to satisfy the stated requires data collection element.
  - Sys / Dia / Palp: Enter the Systolic / Diastolic Blood Pressure for the Initial Vital Signs in the text boxes provided. Select the Palp check box to indict that a Palpable Diastolic pressure was taken.
    Note: If you do not have the Initial Systolic / Diastolic Blood Pressure, you may enter “888” to satisfy the stated requires data collection element.
  - Perfusion: Select a Skin Perfusion for the Initial Vital Signs from the drop down list box.
  - GCS: Select a GCS-Eye, GCS-Verbal and GCS-Motor selection for the Initial Vital Signs from the drop down list box.

- Final Vital Signs: Enter the patients Final Vital Signs in the text boxes provided.
  - Time: Enter the Time for the Final Vital Signs in the text box provided.
  - Pulse: Enter the Pulse Rate for the Final Vital Signs in the text box provided.
    Note: If you do not have the patient’s Final Pulse Rate, you may enter “888” to satisfy the stated requires data collection element.
- Resp: Enter the Respiratory Rate for the Final Vital Signs in the text box provided.

  **Note:** If you do not have the patient’s Final Respiratory Rate, you may enter “888” to satisfy the stated requires data collection element.

- Sys / Dia / Palp: Enter the Systolic / Diastolic Blood Pressure for the Final Vital Signs in the text boxes provided. Select the Palp check box to indicate that a Palpable Diastolic pressure was taken.

  **Note:** If you do not have the Final Systolic / Diastolic Blood Pressure, you may enter “888” to satisfy the stated requires data collection element.

- Perfusion: Select a Skin Perfusion for the Final Vital Signs from the drop down list box.

- GCS: Select a GCS-Eye, GCS-Verbal and GCS-Motor selection for the Final Vital Signs from the drop down list box.

- **Cardiac Rhythm Initial Time:** Enter the patients Cardiac Rhythm Initial Time in the text box provided. Select an EKG Rhythm for the Initial Time from the drop down pick list provided.

- **Cardiac Rhythm Final Time:** Enter the patients Cardiac Rhythm Final Time in the text box provided. Select an EKG Rhythm for the Final Time from the drop down pick list provided.
- Trauma: The Trauma tab will be the fourth screen the user needs to complete after the Patient tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

Note: This tab will only display if a Trauma Injury Type is selected for on the Main tab.

The Trauma tab is displayed below.

- **Injury Site / Types**: This box displays a pick list of Injury Site and Injury Types. Select the check boxes that correspond to your patient injuries. The user may select multiple injuries in this box. Select the None Reported check box if the patient has no reports of injuries.

- **Safety Devices**: Select the Safety Devices used for the incident from the drop down list box. The user can select multiple selections by holding down the Control Key and selecting the items.

- **Motor Vehicle Impact**: Select the Motor Vehicle Impact options for the incident from the drop down list box. The user can select multiple selections by holding down the Control Key and selecting the items.
- Treatment: The Treatment tab will be the fifth screen the user needs to complete after the Trauma tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The Treatment tab is displayed below.

- **Primary Crew Member**: Select any Treatment administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 2**: Select any Treatment administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 3**: Select any Treatment administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 4**: Select any Treatment administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*
- Medication: The Medication tab will be the sixth screen the user needs to complete after the Treatment tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The Medication tab is displayed below.

- **Primary Crew Member**: Select any Medication administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 2**: Select any Medication administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 3**: Select any Medication administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*

- **Crew Member # 4**: Select any Medication administered by this crewmember from the pick list provided. *The user can select multiple selections by holding down the Control Key and selecting the items.*
• **CPR**: The CPR tab will be the last screen the user needs to complete after the Medications tab. If applicable, the user will need to complete all boxes before advancing on to another tab.

The CPR tab is displayed below.

- **Provider of First CPR**: Select the Provider of First CPR for the patient from the drop down list box.

- **Time of Arrest**: Enter the Time of Arrest for the patient in the text box provided.

- **Provider of First Defib**: Select the Provider of First Defib for the patient from the drop down list box.

- **Time of First CPR**: Enter the Time of First CPR for the patient in the text box provided.

- **Time CPR Discontinued**: Enter the Time CPR was Discontinued for the patient in the text box provided.

- **Number of Defib Shocks**: Select the Number of Defib Shocks for the patient from the drop down list box.

- **Time of First Defib**: Enter the Time of First Defib for the patient in the text box provided.

- **Time Circulation Returned**: Enter the Time Circulation returned for the patient in the text box provided.

- **Witnessed Arrest**: Select the Witnessed Arrest options for the patient from the drop down list box.

- **Save Completed Report**: Once the required Data fields have been completed, the provider can now tab back through the report to review the report prior to saving it. Select this button to save the Completed report.

- **Save Incompleted Report**: Once the required Data fields have been completed, the provider can now tab back through the report to review the report prior to saving it. Select this button to save the report as an Incomplete report.
Non-Emergency Encounter Data Entry

To enter a new Non-Emergency Transport report, selects the Enter Non-Emergency Transport sub menu under the Data Entry menu. When this sub-menu is selected, the Non-Emergency Transport report displays to the screen. The report displays the Main tab and Save Completed Report button.

The Non-Emergency Transport Report is displayed below.

- **Main**: The Non-Emergency Transports tab only displays one screen. Select the Save Completed Report button upon completion of this tab.
  - **Agency Name**: This read only box displays your Agency Name.
  - **Date**: This read only box displays the Date the report was started.
  - **Incident Type**: This read only box displays the Incident Type of the report.
  - **PCR Date**: Enter the PCR Date in the text box provided. The date defaults to the current date set on your computers regional settings.
  - **PCR Number**: Enter a 7-digit PCR Number for the incident in the text box provided.
  - **Unit Number**: Select a Unit Number used for the incident from the drop down list box.
  - **DOB**: Enter the patients Date of Birth in the text box provided.
  - **Sex**: Select the patients Sex from the drop down pick list provided.
  - **Level of Care**: Select the patients Level of Care from the drop down pick list provided.
  - **Provider Impression**: Select a Provider Impression for the incident from the drop down pick list provided.

- **Save Completed Report**: Select this button to save the Completed report.
# Revisions

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