ALABAMA ePCR

Administrators

Users Manual



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TABLE OF CONTENTS

INTRODUCTION	
About Alabama ePCR	5
About Grayco Systems & Consulting, Inc	6
Target Audience	7
Installing Alabama ePCR Hardware and software requirements Installation of Alabama ePCR – The Navigational Buttons Steps in the Installation process	
Definitions Technical definitions Navigational definitions Typographical conventions	
USING ALABAMA ePCR FOR THE FIRST TIME	
Opening Alabama ePCR	
Using the Menus and Toolbar	
Defining the Transmission Settings	
Updating Alabama ePCR	
Creating a User ID and its Permission Levels	
Navigation Tips and Techniques	
Definition tooltips	
Shortcuts when using a drop-down list	
Shortcuts when using a list of check boxes	
Editing the list of medication allergies	
Entering a date on the Incident form	
Adjusting the time fields for Daylight Savings Time	
Conditional defaults	
Using FIPS to populate address Info Displaying a record from a table	
Sorting the records in a table	
Manipulating the look of a table's columns	
Adding and deleting subtable entries	
Refreshing an updated table of records	
THE INCIDENT MENU	
Creating Incident Data	
Dispatch	
Incident	
Patient	
Trauma/CA/MVC	
Vitals/Assessments	
Procedures	
Meds	
Narrative	
Saving the Incident	

Marking an Incident as Ready for Transmission	
Using Defaults to Populate Incident Data Fields	
Basic Searching of Incident Records	
Advanced Searching for Incident Records	
Examples of Advanced Searching	
Saving a query	
Other Types of Queries	
Modifying Incident records	
Using the SEARCH option to modify records	
Using the VIEW option to modify records	
THE ADMINISTRATION MENU	
Defining an Agency	
Agency Information	
Other Agencies	
Statistics	
Agency Contact	
State	
Protocols	
Procedures	
Medications	
Other Administration Menu Options	
Maintaining Transmission Settings	
Maintaining Personnel	
Maintaining Facilities	
Maintaining Vehicles	
Maintaining a Form's Default Information	
Backing Up Data	
IISCELLANEOUS FEATURES	
Exporting Alabama ePCR Tables	
Setting up the Export	
Selecting an Output File and Folder	
Saving an Export selection for future use	
Choosing a Form Preference	
Generating Reports	
The Reporting Toolbar	
Navigating the Reporting Tree	
Transmitting Records	
Sending Incidents via the Transmission Menu	
Automatic Transmission of Incidents	
Exporting NEMSIS Data	
Importing NEMSIS Data	
The View Menu	
The Help Menu	1/9
1 no 11019 1410 nu	

Introduction

INTRODUCTION



About Alabama ePCR

Alabama ePCR is a desktop application used to collect, store, and transmit local incident data from an EMS provider to the state office. It also has extensive searching and reporting capabilities. It can be installed on a local PC as a stand-alone configuration or it can be placed on a server in a networked setup.

Alabama ePCR receives incident data from one or more workstations at the Provider site. As incidents are entered, they are checked against the business rules defined at the State level. Incidents are eventually transmitted to the State Database Server and are checked for validity. Any incidents that do not fulfill State requirements are reported back to the agency for correction.

Alabama ePCR allows an EMS provider to maintain a copy of their data, to import from third parties such as CAD systems, and to export to third parties such as billing systems. **Alabama ePCR** will interface at the State level with any other EMS data collection system that adheres to **NEMSIS** standards.

About Grayco Systems & Consulting, Inc.

Grayco Systems is a software development business concentrating on data collection and management. We design and support software for a wide variety of clients, including Emergency Medical Service providers, state agencies, insurance companies, honor societies, and more.

Grayco develops and customizes software to fit our clients' specific needs. We specialize in providing systems to streamline information flow.

Our approach is to provide software the client needs, not to make the client conform to the software. We work closely with our clients to analyze their needs, provide a comprehensive solution, and support that solution as needs change.

Target Audience

Who should use this document?

- > Personnel who will enter Incident data at their site
- Personnel who are expected to maintain administrator-level information (employees, vehicle lists, authorized medications, and so forth) in Alabama ePCR
- > Personnel who want reports from Alabama ePCR
- Personnel who are staffed to provide support to the computer system and to the Alabama ePCR software
- > Personnel with a general interest in Alabama ePCR

Installing Alabama ePCR

This section will describe:

- > Hardware and Software Requirements
- > How to use the navigational buttons during installation
- > Specific steps in the installation process

Hardware and software requirements

This software is designed to run only on a Windows PC. The minimum acceptable client PC contains:

- > Windows 2000 or Windows XP platform
- > 1 GHz Pentium III or AMD Processor (or higher)
- > 800 X 600 Graphics capability (or higher)
- ➢ 5 GB Free Hard Disk space (or more)
- > 256 MB RAM (or more)

Installation of Alabama ePCR – The Navigational Buttons

While watching the **Alabama ePCR** installation, many of the installation screens will have **Browse**, **Back**, and **Cancel** buttons as an alternative to choosing **Next** to continue to the next stage of installation:

- Browse will allow viewing of the file names in the local disc folders. Navigate to the location desired for the program files.
- Back will safely send the process back one or more screens in case there is a need to modify or review prior entries.
- Cancel quits the entire installation process. A separate pop-up window asks for confirmation to cancel. If Yes, the exit from the Setup Wizard will complete.

Steps in the Installation process

Whether the installation method comes from a CD or a web download, open the **Alabama ePCR** file to start the installation. A pop-up window appears with a greeting from the Setup Wizard.

🕞 Setup - Alabama ePCR	
	Welcome to the Alabama ePCR Setup Wizard
	This will install EMSIS Provider Version 2.7.0 r0018 on your computer.
	It is recommended that you close all other applications before continuing.
	Click Next to continue, or Cancel to exit Setup.
	Next > Cancel

To continue with the Wizard, Press Next.

The next screen asks: Which Windows folder will house Alabama ePCR?

🔂 Setup - Alabama ePCR
Select Destination Location Where should Alabama ePCR be installed?
Setup will install Alabama ePCR into the following folder. To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\Provider Browse
At least 350.8 MB of free disk space is required.
< <u>B</u> ack <u>N</u> ext > Cancel

If there is adequate free disk space, leave the default folder as is and press **Next**.

Tip: One way to check for free disk space:
1) In Windows, go to My Computer
2) Select the drive that will house the Alabama ePCR application
3) Go to the lower left corner of the My Computer window to the Details area. The remaining free space for that drive will be displayed.

The next screen asks: What degree of installation is needed?

🔂 Setup - Alabama ePCR	
Select Components Which components should be installed?	
Select the components you want to install; clear the components you do not want to install. Click Next when you are ready to continue.	
Full Installation(With SQL Express)	~
< <u>B</u> ack <u>N</u> ext > Ca	ancel

Leave the default (Full Installation) as is and press **Next**.

The next screen asks : Where do the program's shortcuts go?

🕼 Setup - Alabama ePCR
Select Start Menu Folder Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder. To continue, click Next. If you would like to select a different folder, click Browse.
EMSIS Provider Browse
< <u>B</u> ack <u>N</u> ext > Cancel

Choose the default (the **EMSIS Provider** folder) and press **Next**.

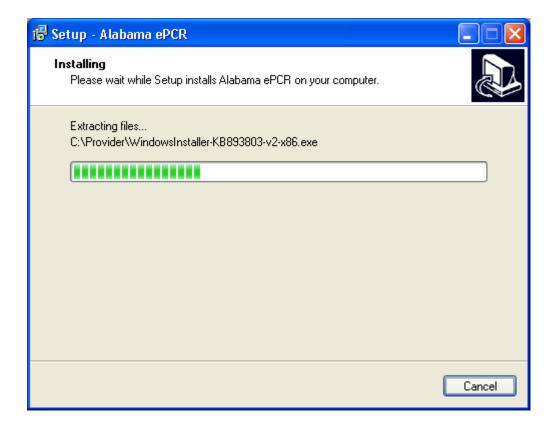
The next screen asks: Based on the choices made, is the Setup Wizard ready to begin the actual installation?

🔂 Setup - Alabama ePCR	
Ready to Install Setup is now ready to begin installing Alabama ePCR on your computer.	
Click Install to continue with the installation, or click Back if you want to review or change any settings.	
Destination location: C:\Program Files\Provider	
Setup type: Full Installation(With SQL Express)	
Selected components: Full Installation(With SQL Express)	
Start Menu folder: EMSIS Provider	
< <u>B</u> ack Install Can	cel

If changes need to be made to any of the previous choices, press **Back** as needed to modify any of the Install elements.

When all desired changes have been made, press **Install** to begin the local installation.

The installation will take a few minutes. A number of files will be extracted at a rapid rate of speed. The following screen is typical of the general look of the installation:



During the installation, the **Windows Installer 3.1** Wizard will appear:



Select Next to continue.

If this product has not been previously installed on your computer, you may get a pop-up window for the License Agreement for Windows Installer 3.1:

Software Upda	te Installation Wizard	
License Agre	eement	
i de la companya de	Please read the following license agreement. To continue with setup, you must accept the agreement. SUPPLEMENTAL END USER LICENSE AGREEMENT FOR MICROSOFT SOFTWARE ("Supplemental EULA") IMPORTANT: READ CAREFULLY - The Microsoft operating system components accompanying this Supplemental EULA, including any "online" or electronic documentation ("OS Components") are subject to the terms and conditions of the agreement under which you have licensed the applicable Microsoft operating system product described below (each an Construction of the agreement of the agreement of the system product described below (each an Construction of the agreement of the agreement of the agreement of the agreement of the system product described below (each an Construction of the agreement	
	< <u>B</u> ack <u>N</u> ext >	Cancel

To get a copy of this agreement, select **Print**. To continue, choose the **I Agree** radio button and then select **Next**.

When the Installer finishes, the wizard returns:

Software Update Installation Wizard		
	Completing the Windows Installer 3.1 (KB893803) Installation Wizard	
	You have successfully completed the KB893803v2 Setup Wizard.	
	To close this wizard, click Finish.	
	< <u>B</u> ack Finish Cancel	

Select **Finish** to complete this phase of the installation.

The next phase will be using the Setup Wizard for Microsoft .Net Framework:

🕼 Microsoft .NET Framework 2.0 Setup	
Welcome to Microsoft .NET Framework 2.0 Setup	
This wizard will guide you through the installation process.	
	Next > Cancel

Select **Next** to continue.

An End-User License Agreement for the use of the product follows. To get a copy of this agreement, select **Print**:

15	Microsoft .NET Framework 2.0 Setup
1	End-User License Agreement
	End-User License Agreement
	MICROSOFT SOFTWARE SUPPLEMENTAL LICENSE TERMS
	Microsoft Corporation (or based on where you live, one of its affiliates) licenses this supplement to you. If you are licensed to use Microsoft Windows operating system software (the "software"), you may use this supplement. You may not use it if you do not have a license for the software. You may use a copy of this supplement with each validly licensed copy of the software.
	Print
	By clicking "I accept the terms of the License Agreement" and proceeding to use the product, I indicate that I have read, understood, and agreed to the terms of the End-User License Agreement.
	✓ I accept the terms of the License Agreement
	< <u>B</u> ack <u>Install</u> <u>Cancel</u>

Please check the agreement box, then choose **Install** to continue.

Choosing Install begins the installation of the .NET component:

🙀 Microsoft .NET Framework 2.0 Setup	
Installing components	
The items you selected are being installed.	
Installation Progress:	
Creating shortcuts	
	Cancel

🙀 Microsoft .NET Framework 2.0 Setup	
Setup Complete	
Microsoft .NET Framework 2.0 has been successfully installed.	
It is highly recommended that you download and install the latest service packs and security updates for this product.	
For more information, visit the following Web site:	
Product Support Center	
	<u>Fi</u> nish

Eventually, the .NET installation finishes. Select $\ensuremath{\textit{Finish}}$ to continue.

The main installation continues, including the SQL Server 2005 Setup:

Microsoft SQL Server 2005 Setup	
Installing Prerequisites Installs software components required prior to installing SQL Server.	
SQL Server Component Update will install the following components required for SQL Server Setup:	<u> </u>
→ Microsoft SQL Native Client	
Microsoft SQL Server 2005 Setup Support Files	
Configuring components	
	<u>~</u>
	cel

Eventually, the Crystal Reports XI Runtime Setup Wizard appears:



Select Next to continue.

The wizard asks to begin the installation:

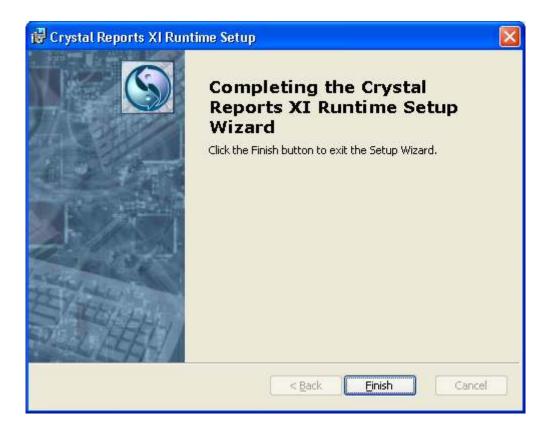
🕏 Crystal Reports XI Runtime Setup	
Ready to Install The Setup Wizard is ready to begin the installation	
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.	
Installer2Go < <u>B</u> ack Install Cancel	_

Select Install to continue.

This phase of the installation continues:

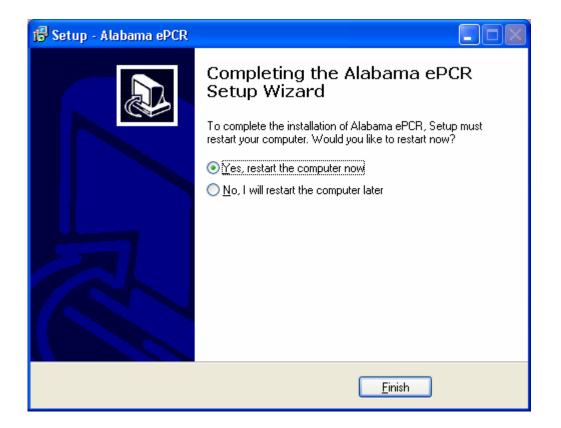
记 Crystal Reports XI Runtime Setup				
Installing Crystal Reports XI Runtime				
Please wait while the Setup Wizard installs Crystal Reports XI Runtime.This may take several minutes. Status:				
Copying new files				
Installer2Go				
< Back Next > Cancel				

When this phase is completed, the wizard returns:



Select **Finish** to complete this phase.

After a few more items are loaded, the **Alabama ePCR** installation is finished. The Setup Wizard heralds the completion of the process:



To use **Alabama ePCR**, select the **Yes**, **restart the computer now** option and press **Finish**. When the machine restarts, a shortcut to **Alabama ePCR** will now be located on the desktop as well as on the **Start Menu**. Both are under the name "**AL ePCR**".

Definitions

This section will include:

- > Technical Definitions
- > Navigational Definitions
- > Typographical Definitions

Technical definitions

A **DEFAULT** is a "pre-loaded" screen with information that will be used time after time. It is used to save keystrokes when entering an Incident form. **Alabama ePCR** allows for default Incident records as well as numerous subsets of Incident data.

EMSIS stands for the Emergency Medical Services Information System.

To **EXPORT** is to electronically send incident and demographic data from **Alabama ePCR** to a third party (outside the **EMSIS** system).

FIPS, otherwise known as Federal Information Processing Standards, provides a table of all American geographic entities for use in **Alabama ePCR**.

To **IMPORT** is to electronically receive Incident data from a third party.

NEMSIS DEMOGRAPHICS are transmitted to the state office via the Agency record. This data can be exported to other entities as well.

A **QUERY** is a search of the records in a database for the set of records that match specific criteria. For instance, the Search option on the Incident menu allows queries of the Incident table.

A **RECORD** is a collection of information about one entity. A specific Incident record has numerous items relating to one event – that of the specific incident.

A **TABLE** is a two-dimensional storehouse of information arranged in rows and columns. An example is the Vehicle table, which lists each vehicle with their vehicle number, model year, etc.

A **SUBTABLE** has a look similar to a table. Subtable entries are entered differently than table entries in that the respective data items may occur more than once for each record. An example is a medical history's recording of multiple ailments for one patient.

TRANSMITTING is to send data (Agency and Incident) electronically from the local Provider to the State of Alabama's **EMSIS Database Server**.

Navigational definitions

To **click** is to press down once on the mouse's left button.

To **right-click** is to press down once on the mouse's right button.

To **double-click** is to quickly press the left mouse button twice without moving the mouse.

To drag a mouse refers to holding the left mouse button without releasing it as the cursor moves across the screen.

A **check box** is a box where clicking it switches the item's status to its opposite state. If the box is checked off (disabled - no mark shown), clicking it turns it on (enabled - a checkmark is displayed).

A **pull-down menu** is one that is displayed when a menu item is selected and the subsequent menu opens by dropping down from that location.

A **drop-down list** will display a list of options if the user clicks on the figure's triangular drop-down arrow. It does not allow data entry; the user can only select from the list of data items.

A **combination list** has the same look as drop-down list, but it allows the user to enter data as well as to choose from a list of data items.

A **directory tree** is a graphical representation of an entity that contains sub items within categories. An example is the Reporting tree, in which the sub items under Reports are the individual report names.

A **toggle button** is a button that alternates a user between two states in the way the Caps Lock works on a keyboard.

A **radio button** allows the user to choose one (and only one) selection from a list of options. It is a circular button which contains a dot inside if the button is selected. If not selected, the button's interior is made up of white space.

A **scroll bar** is used to move up and down within a display window too large to fit in the computer display. It is made up of a channel, a scroll box which moves within the channel, and two scroll arrows.

More navigational definitions

The standard **Date** format for **Alabama ePCR** is "12/12/1234 12:34". The user can type in a number of Windows-familiar formats and the string will be automatically converted to the "12/12/1234 12:34" format. If a date string with an unfamiliar format is entered, **Alabama ePCR** will delete the string.

The **Social Security Number** format is "123-45-6789". When searching, the dashes need to be manually entered for matches to occur. Elsewhere in the system, the dashes are automatically provided.

The **Phone Number** format is "(123) 456-7890". The parentheses and dash are automatically generated when typing.

Typographical conventions

This manual will use the following representations:

<u>Style</u>	<u>Usage</u>
Bold	Buttons/Icons Screen/Form names Commands Menu options Tables/Subtables
Capitalization	Field names
Italics	Windows files and folders
Lucida Console Font	User typing System-displayed text

USING ALABAMA ePCR FOR THE FIRST TIME



Opening Alabama ePCR

To start Alabama ePCR:

Double-click on the AL ePCR desktop icon:



Or, go to the Windows Start Menu, choose **All Programs** and single-click on **AL ePCR.**

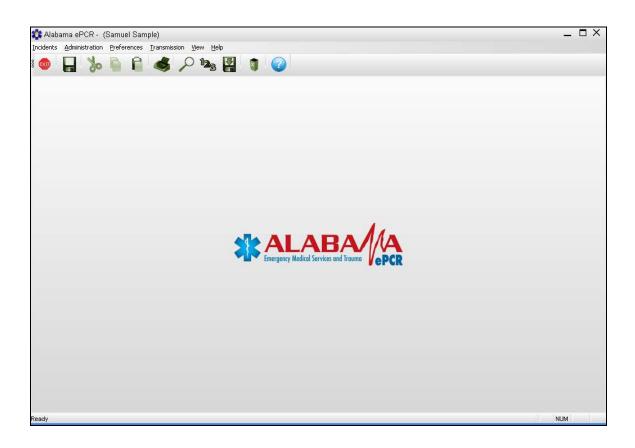
In any event, control passes to an Alabama ePCR login screen:

Alabama ePCR Login	×
User Name: Password: Personnel are authorized to enter PCR of that they were associated with. Users w data are logged as part of the official P	ho enter or change

Enter the User Name and Password and then hit Return. If abandoning the login process, select the X in the upper-right corner.

Beneath the Password field is a disclaimer from the state of Alabama. Note that the person entering the electronic Incident form must have been on the actual run.

If the User Name/Password sequence is correct, **Alabama ePCR** opens a screen with very little text displayed. It only contains a row of pull-down menus at the top and a special Toolbar just below the row of menus. The Title bar will include the user's name in parentheses based on how the name is entered in the Personnel record.



When the user tries to view any of the screens for the first time after the installation of **Alabama ePCR**, they may receive a message to choose a **Form Dialog.** This will determine which version of the **Incident** form will be displayed.

The default form can be updated later be selecting **Choose Forms** from the **Preferences** Menu.

Using the Menus and Toolbar

When **Alabama ePCR** is opened, a row of menus and a special Toolbar are displayed.



The primary menus in Alabama ePCR are:

- > Incidents
- > Administration
- > Preferences
- > Transmission

Items on the Toolbar

🚺 Alaba	ama ePCR		
Incidents	<u>A</u> dministration	Preferences	<u>Transmission</u> <u>Vi</u> ew <u>H</u> elp
**	- %	6	💰 🔎 🜬 🛃 🐧 🕝

Moving from left to right, the **Toolbar** icons are:

EXIT	Exit	Close Alabama ePCR
	Save	Saves the information on the current form after starting error checking of all screens on the form. If errors occur, the user can either Save with errors, or else Exit without saving
20	Cut	Captures text from the current field to paste elsewhere, then erases the field's contents
	Сору	Captures text from the current field to paste elsewhere; field contents not erased
	Paste	Enter captured text into the current field
	Print	Create printout of a report in the Reporting module
P	Search	View Results of Query Builder Request
123	Count	Count Records Matching Query Builder Request
	Export	Converts a table in Alabama ePCR to a .csv file (a text file delimited by commas) that in turn can be loaded into Microsoft Access, EXCEL, etc.
X	Delete	Deletes the current record (if authorized to delete)
	About	Provides current version number of Alabama ePCR

Defining the Transmission Settings

There are situations in which information needs to be transferred into and out of **Alabama ePCR**:

- > When an Agency sends Incidents to the State office
- > When an Agency receives software updates

Before either of these transmissions can take place, settings with the proper connectivity and transfer script information need to be put in place.



To load these fields, go to the **Administration Menu** and choose **Transmission Settings**.

The Transmission Settings Form

Incidents <u>A</u> dministration	on Preferences Iransmission View Help
i 🚥 📙 🏅	• 🔓 🔓 🗢 🎭 🛃 🐧 📀
Server User	I_am_a_provider
Server Password	*****
Server URL	my_server_name
Update Script	emsisupdate.exe
Transmit Script	emsistrans.exe
Demographics Script	emsisdemographics.exe

Note: The above picture is only an example. The local system administrator will provide the specific information for the local agency before installation of this product.

The **Transmission Settings** form defines the elements that allow for the software and data updates within the **Alabama ePCR** community. This information should be loaded the first time Alabama ePCR is used.

The Transmission Settings screen has the following elements:

- > User ID and Password to gain access to state's EMSIS server
- URL of state's EMSIS server
- Location of the transfer script that allows download of latest version of Alabama ePCR to the user
- Location of the transfer script that allows upload of specific *incident* data to the state office
- Location of the transfer script that allows upload of the Agency's demographic data to the state office

Updating Alabama ePCR

As mentioned earlier, there is a menu option on **Alabama ePCR** which checks to see if the local version of the product is the most recent version.

When **Alabama ePCR** opens and the system determines that the user does not have the most up-to-date version of the product, the following appears:

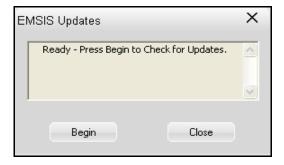


At any time during the user session, go to the **Transmission** Menu and select **Check for Updates** to get the latest version of **Alabama ePCR**.

Note: If this update is attempted and any **Alabama ePCR** windows are open, a message serves as a reminder that all windows need to be closed before the update can proceed.



To start the updates, select **Begin**. To stop this process without updating, select **Close**.



After **Alabama ePCR** compares the latest software to the local version, all new software is transferred automatically. The update window indicates the update progress by sending text messages and by displaying a progress bar.

EMSIS Updates	×
Retrieving update (EMSIS Provide	
	~
Begin	Close

When the transfer is finished, the user will see **Update Successful** displayed. Once this occurs, select **Close** to complete this process.

E	MSIS Updates	×
	Update Succ	essful!
	Begin	Close

¹		
lijohnson		System Administrator
*****		Incident Administrator
Create User Login		Incident Review
Remove User Login		🗌 Update User
		🔲 Transmit User
		Export User
	Entry Time Frame	3
	Create User Login	ijohnson ******** Create User Login Remove User Login

Creating a User ID and its Permission Levels

Maintenance of user IDs and permissions is done at the bottom of the **Personnel** form on the **Administration** menu. As seen above, the login information is listed on the left and the permission levels reside on the right.

Both the **System Username** and **System Password** must be between five and 30 characters in length. Selecting **Create User Login** after entering this info will allow the new employee to log into **Alabama ePCR**. All records subsequently created by the new employee will be stamped with that username.

After the userid is created, Alabama ePCR will prompt the user for the default Incident form for that user. After selecting a default form from the list of forms, the following screen appears:

Alabama ePCR 🛛 🔀
User creation successful
ОК

To change the System Password, overwrite the username and password information. This will automatically delete the old username/password combination and in turn create a new account. The Remove User Login is used to remove all user access.

The **Personnel** form allows for the creation of user permissions. The levels are listed as follows:

۶	System Administrator	Add/Update/Delete all functions
	Incident Administrator	Add/Update/Delete all Incidents
	Incident Review	View capability for all Incidents
۶	Update User	Can only Update one's own Incidents
۶	Transmit User	Can only Transmit one's own Incidents
≻	Export User	Can only Export one's own Incidents

One can turn on multiple permission-level check boxes. For instance, a typical set of user-level permissions would include **Update User**, **Transmit User**, and **Export User**. When that user opened **Alabama ePCR**, they would get a limited set of menu options:

Incidents	Preferences	<u>T</u> ransmission <u>V</u>	/iew <u>H</u> elp				
8 💿	8	Check for I Transmit Ir		0 12	8 🖁	1	
		Export	•				
				-			

Notice that the **Administration** menu is missing. Also, the **Transmission** menu normally has four options, but this level of access will not allow importing of Incident data. This menu's other options are available, but each will only access Incidents that the user had entered themselves.

Beneath the user permissions, **Entry Time Frame** reflects the number of days a user can update a record after its creation date. After that, updates will have to be done from users at a higher access level. If a user is logged into **Alabama ePCR** and the machine sits idle for more than ten minutes, the user will be prompted to log in again before continuing.

For instance, a user named Dean Taylor with a User Name of Dean is in the midst of entering an Incident record and they walk away from their workstation for 15 minutes. When they return, they will see an overlaid login window. Once they enter the proper User Name/Password sequence, they can continue entering an Incident. If another user tries to access **Alabama ePCR** without closing the current session, they will receive the following:

ERROR
Dean(Dean Taylor) is currently logged in. You must exit the program if you want to log in as a different user.
OK

Any user who closes the current session in this way will lose all unsaved work. It is recommended for a user who leaves their machine idle for too long to log in a second time if only to save the current Incident record.

When a user without Administrative access selects the Save icon on the Toolbar when working on an incident, the crew list is checked. If the current user is not on the list of crew members, the following message occurs:

Alabama ePCR 🛛 🔀				
1	You were not present during this EMS run therefore you do not have permission to save it.			
	(OK			

Navigation Tips and Techniques

This section will explain some ways to more easily operate within Alabama ePCR.

Included in this section is:

- > Definition tooltips
- > Shortcuts when using a drop-down list
- > Shortcuts when using a list of check boxes
- > Editing the list of medication allergies
- > Entering a date on the Incident Form
- > Adjusting the time fields for Daylight Savings Time
- > Some forms look different from one Incident to the next
- > Using FIPS to populate address info
- > Displaying a record from a table
- > Sorting the records in a table
- Manipulating the look of a table's columns
- > Adding and deleting subtable entries
- > Refreshing an updated table of records

Definition tooltips

Throughout **Alabama ePCR** are sections where **definition tooltips** are provided. When the user hovers over a field on a form, a small box appears which provides the user a definition of that field.

Transport Mode from Scene Pt Conditon at Destination	Code Number Condition Code
Hospital Disposition Trauma Registry ID	<
Indication of how the patient was dispositioned from the hosp	ital, if admitted.

In this example, the cursor hovered over the **Hospital Disposition** field while on the **Patient** screen of the **Incident** form. This produced a small yellow box with the official **NEMSIS** definition of the field.

Note:	These	tooltips	s also	appear	in the	e Sea r	ch,	Reporting	, and i	Import
section	s. Wh	ien hov	ering	over a	field r	ame,	its o	definition	appear	rs.

Shortcuts when using a drop-down list

Sometimes one is faced with scrolling through a long list of items. Entering a letter of the alphabet in a drop-down list data field will cause **Alabama ePCR** to populate the field with the first element in the list that begins with that letter.

Primary Symptom	Other Associated Symptoms Wound	Primary Impression 959.90- Traumatic Injury
Nausea/Vomiting None Not Applicable Not Available Not Known Not Reporting Pain	Possible Injury Yes	0nset Date/Time 05/08/2007 08:47 📻 🧱
Palpitations Rash/Itching Swelling Transport Only Weakness Wound		

In the above example, the list of Primary Symptoms is a long one. As an alternative to scrolling, the savvy user who knows there is only one Primary Symptom beginning with an **S** can load Swelling by entering that letter. If there are at least two Primary Symptoms that start with **P**, control moves to the first symptom. So, the field ends up with **Pain**.

Shortcuts when using a list of check boxes

When using a list of check boxes, the user can check one or more items in the list. An example is Other Associated Symptoms.

Primary Symptom	Other Associated Symptoms	Primary Impression
Bleeding 🗾	•	959.90- Traumatic Injury 📃 💌
Secondary Impression	Drainage/Discharge Fever Malaise Mass/Lesion Mental/Psych None Not Applicable Not Available Not Known Not Reporting Pain Palpitations Rash/Itching Swelling Transport Only Weakness	
Ready	Wound	~
neauy		

When accessing a list of check boxes, the user can check one or more items in the list. An example is Other Associated Symptoms.

Once the list is opened, entering the letter **W** will point the user to the first item beginning with **W**, such as **Weakness**. Entering the **W** again will transfer control to the next item beginning with a **W**, which is **Wound**.

Keystroke saver: Right-clicking a check box reverses the status of the item (from On to Off, for example) AND closes the window automatically.

Editing the list of medication allergies

On the Incident form, **Alabama ePCR** allows for the list of Medication Allergies for a patient to be expanded if needed.

For example, a patient is discovered to be allergic to Insulin. To add this field to the list of allergic medications, go to the Vitals/Assessments screen and open the Allergies list of check boxes to see the various medical allergies.

Dispatch Incident Patient Trauma/CA/MVC Vital	Is/Assessments Procedures Meds	Narrative
History Adv Directives	Medication Allergies	Alcohol
Living Will		 None
	MEDICATION ALLERGIES	
Vitals AVPU Pulse Rate Pulse Rhythm		
	Activated Charcoal	-
Eye Verbal	Adenosine	Г
	Albuterol	=
	Amiodarone	
/Time Vital Signs Tall Prior to this Units El Cardiac F	R Aspirin	d Pres :hod
05/11/2007 16:05:0 Normal Sinu	I Atropine Sulfate	
	Calcium Gluconate	
	Diazepam	
	Diphenhydramine	
<	Dopamine	
,	Epinephrine 1:1,000	
Assessments	Epinephrine 1:10,000	
	Furosemide	t Mental Sta
Skin Eyes-Left	Glucagon	, Merical Sta
	Glucose	V

The first entry in the list of check boxes is "... Double Click Here to Edit ...". If the user double-clicks on that entry, the first check box will be set to **On** and a Check Tree Option window appears:

New Check Tree Option		
Insulin		
Continue	Cancel	

Enter the name of the medical allergy (in this case, Insulin) to be inserted. Select **Continue** to add the drug, or else choose **Cancel** to end the process.

The result of adding the name is an Insulin check box set to **On**. The new item will be initially displayed just below the top entry.

Dispatch Incident Patient Trauma/CA/MVC Vitals	s/Assessments Procedures Meds Na	arrative
History Adv Directives	Medication Allergies	Alcohol
Vitals AVPU Pulse Rate Pulse Rhythm	Double Click Here to Edit Insulin 50% Dextrose Activated Charcoal	
Eye Verbal	Adenosine Albuterol Amiodarone	od Pres :hod
05/11/2007 16:05:0 Normal Sinu		l
Assessments	Dopamine Dopamine Dipinephrine 1:1,000 Dipinephrine 1:10,000	
Skin Eyes-Left	Furosemide Glucagon Glucose	: Mental Sta

The next time the list of check boxes is opened, the list will be re-ordered alphabetically.

If the added item already exists in the list, it will not be duplicated. It will simply change that allergy's field to **On**.

The editing of the list is updated for only the current **Incident** record. It will not update the general list of medical allergies.

If the Insulin check box is ever checked to **Off** for that **Incident** record, the customized entry will be deleted from the list of check boxes.

Entering a date on the Incident form

There are many places on the Incident form where a date will need to be entered. The following shows the basic look of a date field:

Date / Time		
-------------	--	--

The user can enter the date in a variety of Windows-recognized formats. The string will be displayed and stored in the format **MM/DD/YYYY HH:MM**. For example, entering **04-MAR-07 12:10** produces **03/04/2007 12:10**.

If the field needs the current date and time, choose the \leq icon. The current date and time will be placed in the corresponding date field.

An alternative is to use the calendar feature. A single-click on the calendar icon generates a calendar of the current month with the current date and time displayed:

Choose a Date and/or Time $ imes$								
	•		Aug	ust, 2	2006		•	1
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
	3	4	5	6	7	8	9	
	10:33	3					•	
		OK	•		Ca	ance		

Change the date and time to the one desired. Use the left and right arrow buttons to move to an earlier or later month. Click on the specific day of the month to change the date. Use either the up or down arrows to move the time forward or backward, or else overwrite the displayed time to achieved the desired result.

When the proper date and time is displayed, choose **OK** and it will be placed in the corresponding date field. Otherwise, press **Cancel** to quit the date process.

Adjusting the time fields for Daylight Savings Time

Federal law establishes the first Sunday in November as the last day of Daylight Savings Time. In the early morning of that Sunday, the effect of "falling back" is the clock will reflect an hour from 1AM to 2AM Central Daylight Time, followed by an hour from 1AM to 2AM Central Standard Time.

The first instance in which a time is entered between 1AM and 2AM will change the background of the date field to **blue** to indicate Daylight Time. To change the time to Standard Time, right-click on the date field:

Possible Injury Yes	Onset Date/Time 11/04/2007 01:11	
		Undo Cut Copy Paste
		Delete ✓ First 1 O'Clock (During Daylight Savings) Second 1 O'Clock (After Daylight Savings)

Click on **Second 1 O'Clock (After Daylight Savings)** to update the field to represent Standard Time and to trigger the changing of the date field's color from **blue** to **green**. A tooltip will appear declaring the change the next time the user references the time field:

Other Associated Sympto Wound	This time is being displayed as AF	TER Daylight Savings (Green).
Possible Injury Yes	Unset Date; //e 11/04/2001 01:11	

To change a field's representation from Standard Time to Daylight Time, right-click on the time field and choose **First 1 O'Clock (During Daylight Savings)**. The resulting tooltip will say:

Other Associated Sympton Wound	d as DU	RING Daylight Savings (Blue).
Possible Injury Yes		

Conditional defaults

Whenever possible, **Alabama ePCR** will try to reduce the amount of data entry required to complete an Incident record.

The areas of data entry not pertinent to the specific Incident can be bypassed by the system.

Cardiac Arrest
Cardiac Arrest
▼
Cardiac Arrest Etiology
Resuscitation Attempted
First Monitored Rhythm of the Patient
Any Return of Spontaneous Circulation
▼
Estimated Time of Arrest Prior to EMS Arrival
•

An example is the Cardiac Arrest section. If the Incident is such where other data entry fields lead the system to conclude that Cardiac Arrest section's only valid entries are Cardiac Arrest = No and the other fields as Not Applicable, **Alabama ePCR** will autofill the section with those values when the user attempts to save the record. As a result, the section will look like this after saving:

Cardiac Arrest Cardiac Arrest
No
Cardiac Arrest Etiology
Not Applicable
Resuscitation Attempted Not Applicable
First Monitored Rhythm of the Patient Not Applicable
Any Return of Spontaneous Circulation
Estimated Time of Arrest Prior to EMS Arrival Not Applicable

Using FIPS to populate address Info

Alabama ePCR uses Federal Information Processing Standards (FIPS) to help validate geographic data. This will help whenever entering location data such as patient addresses, destination addresses, and so forth.

Since there is a relationship between cities, states, zip codes, and counties, let FIPS help fill geographic fields. The FIPS fields are displayed in combination lists. If the city name is entered properly, the other address fields will populate associated information into their respective areas.

City	State	Zip	4
County	•	,	_

An example is processing the Physical Location section on the **Incident** screen. If HOKES BLUFF is entered for the City, the following occurs:

City Hokes Bluff	State	Zip 35903	•
County Etowah	•		

The only city called "Hokes Bluff" in the FIPS database is in Etowah County, Alabama. When the cursor moves to the State field, the program automatically populates the other address fields with the associated information.

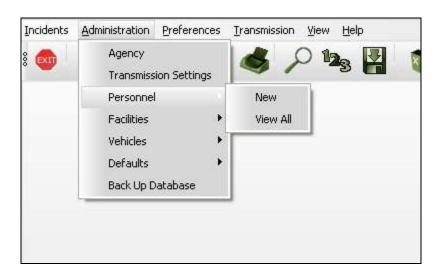
If the entry is not a unique American city name (such as Florence), the State field will need to be entered or chosen from the City drop-down list. Once that occurs, the program should fill in the zip code and county automatically.

This concept works "in reverse" as well. If the exact spelling of the city is unknown, enter the county first. When doing so, the drop-down list for City will have a list of all the communities in that county. Select a city and singleclick on either State or Zip Code and those two fields will be automatically populated.

Displaying a record from a table

When a request is made to look at a record or records, the result will normally be represented as an item in a table.

For example, when requesting a list of all personnel recognized by the Agency, the **Personnel** table is generated. To produce this type of list, go to the **Administration** menu, select **Personnel**, then **View All**.



Executing this sequence produces a table of employees, as promised:

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Mailing Address	EMS Personnel's City of Residence
Doe	þohn	100 North Main Street	Decatur
Johnson	Jim	300 Clover Lane	Arab
Clifton	Newton	2378 US 72	Rogersville
Brown	Danielle	1678 Millbrook	Decatur
Brown	Angie	1714 Magnolia	Tuscumbia
Yarnell	Patricia	1008 Washington	Hartselle
Green	Joseph	100 North Main Street	Hillsboro
Sneed	Mortimer	8078 Winstead	Decatur
Howard	Brian	901 Windsor Court, Apt 7B	Decatur

To highlight Brian Howard's record, single-click anywhere on the last Personnel record.

To generate the actual form with Brian Howard's Personnel data, double-click anywhere on the employee's record. Advance highlighting is not necessary.

Sorting the records in a table

Once a table is generated, it can be sorted by clicking on the header record of the field to be sorted. The first click will produce records in ascending order, with a subsequent click displaying the records in descending order.

Here again is the list of Insurance Providers from the last example:

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Mailing Address	EMS Personnel's City of Residence
Doe	þohn	100 North Main Street	Decatur
Johnson	Jim	300 Clover Lane	Arab
Clifton	Newton	2378 US 72	Rogersville
Brown	Danielle	1678 Millbrook	Decatur
Brown	Angie	1714 Magnolia	Tuscumbia
Yarnell	Patricia	1008 Washington	Hartselle
Green	Joseph	100 North Main Street	Hillsboro
Sneed	Mortimer	8078 Winstead	Decatur
Howard	Brian	901 Windsor Court, Apt 7B	Decatur

To change the look of this table so that the employees are in alphabetical order, click on the header record for the first column and the table will be sorted in **ascending** order by Last Name:

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Mailing Address	EMS Personnel's City of Residence
Brown	Danielle	1678 Millbrook	Decatur
Brown	Angie	1714 Magnolia	Tuscumbia
Clifton	Newton	2378 US 72	Rogersville
Doe	John	100 North Main Street	Decatur
Green	Joseph	100 North Main Street	Hillsboro
Howard	Brian	901 Windsor Court, Apt 7B	Decatur
Johnson	Jim	300 Clover Lane	Arab
Sneed	Mortimer	8078 Winstead	Decatur
Yarnell	Patricia	1008 Washington	Hartselle

Clicking a second time will reverse the data so that that the companies are now listed in **descending** order:

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Mailing Address	EMS Personnel's City of Residence
Marnell	Patricia	1008 Washington	Hartselle
Sneed	Mortimer	8078 Winstead	Decatur
Johnson	Jim	300 Clover Lane	Arab
Howard	Brian	901 Windsor Court, Apt 7B	Decatur
Green	Joseph	100 North Main Street	Hillsboro
Doe	John	100 North Main Street	Decatur
Clifton	Newton	2378 US 72	Rogersville
Brown	Danielle	1678 Millbrook	Decatur
Brown	Angie	1714 Magnolia	Tuscumbia

Manipulating the look of a table's columns

A table's look can be manipulated to make it more user-friendly. Some of these techniques include turning columns on and off, changing the width of columns, and rearranging the column order.

To change the **number** of columns, right-click anywhere on the table to produce a check box list of available fields. Deleting a check mark removes the corresponding field's column from view.

Other Destinations	Destination Facility Number	Destination Type	Other Destination Status	Other Destination
Ozark Rest Home	234	Nursing Home	M	09/13/2006
Living Will	1299	Morgue	Y	01/01/2006
Anchors A Way Station	1412	Other	M	02/07/2006

In this example, the **Facilities** table has five fields and all are displayed above. Alter the look of the **Facilities** table by turning off the columns for Other Destination Status and Destination Facility Number by removing those check marks and then selecting **OK**. Select **Cancel** if quitting this procedure.

Other Destinations	
Destination Facility Number	
Destination Type	
Other Destination Status	
Other Destination Date	
OK	Cancel

The result is a **Facilities** table with only three fields displayed. If each field were turned off, one of them will be redisplayed when the form is re-opened to prevent a look that would lead a user to conclude that there were no records in the table.

Other Destinations	Destination Type	Other Destination Date
Ozark Rest Home	Nursing Home	09/13/2006
Living Will	Morgue	01/01/2006
Anchors A Way Station	Other	02/07/2006

To change the **width** of columns, point to the border of the title of a column and drag the mouse either inward or outward to make the column either narrower or wider.

Here again is the **Facilities** table adjusted at three columns:

Other Destinations	Destination Type	Other Destination Date
Ozark Rest Home	Nursing Home	09/13/2006
Living Will	Morgue	01/01/2006
Anchors A Way Station	Other	02/07/2006

After moving the cursor to the title row, widening the Other Destinations, and narrowing the Other Destination Date, the following view results:

Other Destinations	Destination Type	Other Destination Date
Ozark Rest Home	Nursing Home	09/13/2006
Living Will	Morgue	01/01/2006
Anchors A Way Station	Other	02/07/2006

Note: The column updates shown in this section are not temporary to the current user session. If any aspect of the column display format is altered, it will be saved in the program registry for future use.

To change the **order** of the columns in the table, drag columns around at will. In this example, the Personnel table is accessed:

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Mailing Address	EMS Personnel's City of Residence
Doe	þohn	100 North Main Street	Decatur
Johnson	Jim	300 Clover Lane	Arab
Clifton	Newton	2378 US 72	Rogersville
Brown	Danielle	1678 Millbrook	Decatur
Brown	Angie	1714 Magnolia	Tuscumbia
Yarnell	Patricia	1008 Washington	Hartselle
Green	Joseph	100 North Main Street	Hillsboro
Sneed	Mortimer	8078 Winstead	Decatur
Howard	Brian	901 Windsor Court, Apt 7B	Decatur

The Personnel table has numerous fields and would normally be viewed in its entirety only by using the scroll bar.

Q: Want to easily see the email addresses of various employees without having to use the scroll bar to slide over to that column of the Personnel table?

A: Move the cursor to the column title EMS Personnel's Email Address and then drag the item to the desired location.

EMS Personnel's Last Name	EMS Personnel's First Name	EMS Personnel's Email Address	EMS Personnel's Mailing Address
Doe	þohn	doe.man@decatursville.com	100 North Main Street
Johnson	þim	jkjohnson@onestop.com	300 Clover Lane
Clifton	Newton	cliff.newton@hotmail.com	2378 US 72
Brown	Danielle	danielle.brown@decatursville.com	1678 Millbrook
Brown	Angie	angie_brown@aol.com	1714 Magnolia
Yarnell	Patricia	pat_yarnell@hotmail.com	1008 Washington
Green	Joseph	biggreenie@aol.com	100 North Main Street
Sneed	Mortimer	Mortimer.Snead@poppycock.com	8078 Winstead
Howard	Brian	brian.howard@decatursville.com	901 Windsor Court, Apt 7B

The result is the email address near the "front" of the table.

Summary: Altering the number of fields, the width of fields, and the order of fields will help make a table more readable, especially when the original table's width exceeds its windowed space. These techniques will be especially useful when accessing the Incident table.

Adding and deleting subtable entries

On some screens there may be a set of related items that are entered more than once for the same record.

For instance, when entering Incident data, a list of the members of a crew will be needed. Since there can be more than one crew member for the same Incident, this will be entered in a **subtable**.

In this example, the Crew screen has no data. The subtable area is active, but the fields are disabled so that no data can yet be entered:

Crew Crew Member ID	Crew Men	mber Level	w Member Role	-
Personnel	Crew Member ID	Crew Member Role	Crew Member Level	÷
				×
<			>	X
<			>	

To add Crew information, select $\frac{1}{2}$ in the upper right corner of the subtable. This creates an "empty" record to use for the first set of Crew info:

Crew Crew Member ID	Crew Men	nber Level Cre	w Member Role
Personnel	Crew Member ID	Crew Member Role	Crew Member Level 🛟
			¥
<			> 🗙

The fields on the screen will now accept data because $\frac{1}{2}$ was selected.

This screen reflects the entering of one set of Crew information. Notice that the subtable window shows the specific Crew entries as they are entered:

Crew Crew Member ID Joseph Green H	Crew Member Leve EMT-Paramedic	el Crew Member Role	•
: Crew Member ID Joseph Green H	Crew Member Role Primary Patient Caregiver	Crew Member Level 6 EMT-Paramedic	 ↓ ↓
<			×

When a set of Crew info is completely entered, select $\frac{1}{2}$ to add another record. The first Crew member's three fields are completely displayed in the subtable box and the list of fields is cleared for a new set of data.

Crew Crew Member ID	Crew Member Lev	el Crew Member Role	•
: Crew Member ID	Crew Member Role	Crew Member Level	
Joseph Green H	Primary Patient Caregiver	EMT-Paramedic	
<			> 🗙

Is it wise to save immediately after the subtable entries have been completed? It depends on the form:

- 1. If finishing the subtable is the last step in completing the form, save the form by choosing the **Save** icon on the Toolbar.
- If there is additional data yet to be entered either on the current screen or elsewhere on the form, saving is not recommended until the rest of the form is completed. Choosing to save prematurely will generate error messages for all required missing data.

Crew Crew Member ID Patricia Yarnell T	Crew Member Lev	el Crew Member Role Crew Member Role Secondary Patient Careg	
: Crew Member ID	Crew Member Role	Crew Member Level	
Joseph Green H	Primary Patient Caregiver	EMT-Paramedic	~
Patricia Yarnell T	Secondary Patient Caregiver	EMT-Basic	
<		>	×

Another example of a subtable is Assessments. This example has two Assessments entered. The first of these is highlighted so that the individual entries can be seen above the list:

	Eyes-Left Reactive	Eyes-Right	Body Weight 185	Mental Status Normal	Neurological	•	D/T Assessment 05/11/2007 16:07	
Date/Time of Assessment	Skin Assessment	Eyes-Left Assessment	Eyes-Right A	ssessment	Mental Status Assessment		Neurological Assessment	- 🕹
05/11/2007 16:07:00	Normal	Reactive	Reactive		Normal	Normal		•
05/11/2007 16:45:00	Normal	Reactive	Reactive		Normal	Normal		- 6
<								> 🗙
,								

To **modify** a record in a subtable, go to the subtable window and highlight the record to display. Doing so will cause the list of fields to be populated with the elements of the record, such as the above example. The record can now be modified as needed.

To **delete** a record in a subtable, go to the subtable window and highlight the record to delete. Use the button in the lower right corner of the window to remove the highlighted record from the subtable.

Note: The elements in the subtable can be manipulated in the same way previously described for the table views. It is possible to turn columns on and off, to expand/contract column widths, and to drag columns left and right. This manipulation will change the look of the subtable but will not affect the field layout itself.

Refreshing an updated table of records

If the user modifies an entry in a table of records, the table will be redisplayed after the modification is complete.

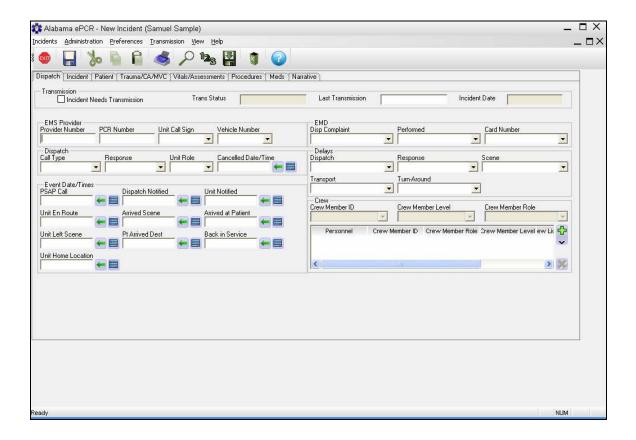
In this example, the user displays a list of **Facilities**:

Other Destinations	Destination Type	Other Destination Date	Destination Facility Number	Address 1
Ozark Rest Home	Nursing Home	09/13/2006	99001	134 Pecan Lane
Living Will	Morgue	01/01/2006	99002	1456 Dark Shadows Parkway
Anchors A Way Station	Nursing Home	02/07/2006	99003	3400 US 11
Jim Dandy Rest Home	Nursina Home	01/03/2007	99004	3433 Lincoln Highway

The user chooses the last entry and changes the name to Jim Dandy Home. After the user chooses the **Save** icon on the Toolbar, **Alabama ePCR** will redisplay the original list of records.

The information i	in this list may hav	e changed. Click this	banner to refresh.	
Other Destinations	Destination Type	Other Destination Date	Destination Facility Number	Address 1
Ozark Rest Home	Nursing Home	09/13/2006	99001	134 Pecan Lane
Living Will	Morgue	01/01/2006	99002	1456 Dark Shadows Parkway
Anchors A Way Station	Nursing Home	02/07/2006	99003	3400 US 11
Jim Dandy Rest Home	Nursing Home	01/03/2007	99004	3433 Lincoln Highway

THE INCIDENT MENU



Creating Incident Data

To create an Incident record, select the **Incidents** menu, then **New**, then **Incident**. Over time, the list of choices under the **New** submenu may increase as variants of the default Incident record are added:

Incidents	<u>A</u> dministration		<u>P</u> references
New	×		Incident
Apply	y Defaults 🕨	Γ	
Sear	ch 🕨 🕨	L	
View	+	L	
Repo	orting		

The Incident Form consists of eight tabbed screens. They are:

- > Dispatch
- > Incident
- > Patient
- > Trauma / CA / MVC
- Vital Signs / Assessments
- > Procedures
- > Meds
- > Narrative

Dispatch

idents Administration Preferences Iransmission View Help	
💩 📮 ‰ 🛍 🔒 🍊 🖉 📭 🙀 👔 🕜 🗆	
ispatch [Incident] Patient Trauma/CA/MVC Vitals/Assessments Procedures Meds Nar	rative
Incident Needs Transmission Trans Status	Last Transmission Incident Date 05/08/2007
EMS Provider	EMD
Emis Provider Provider Number PCR Number Unit Call Sign Vehicle Number	Disp Complaint Performed Card Number
1002889 10006 Mr. Speedy 🔽 182 💌	Traffic Accident 💌 No 💌 Not Known
Dispatch Call Type Response Unit Role Cancelled Date/Time	Delays Dispatch Response Scene
911 Response (Sc 👻 Lights and Sirens 💌 Rescue 💌 💽 🐖 🧱	Language Barrier None Language Barrier
	Transport Turn-Around
Event Date/Times PSAP Call Dispatch Notified Unit Notified	None None
05/08/2007 09:00 📻 🧱 05/08/2007 09:02 📻 🧱 05/08/2007 09:15 📻 🧱	Crew Crew Member ID Crew Member Level Crew Member Role
Jnit En Route Arrived Scene Arrived at Patient	
05/08/2007 09:20 🛀 🥅 05/08/2007 09:28 🛀 🥅 05/08/2007 09:32 🔙 🥅	Personnel Crew Member ID Crew Member Role Crew Member Level
Jnit Left Scene Pt Arrived Dest Back in Service 05/08/2007 09:43 4 3 4 5 05/08/2007 09:56 4 5 05/08/2007 10:07 5 5	Danielle Brown Y Primary Patient Caregiver EMT-Paramedic
	John Doe D Secondary Patient CaregiveEMT-Basic
Jnit Home Location 05/08/2007 10:20 🛶 🥅	C 10 10 10 10 10 10 10 10 10 10 10 10 10

The **Dispatch** screen gives introductory information on the Incident. Included are sections for Transmission info, EMS Provider, Dispatch, Delays, Times, EMD, Delays, and Crew.

The Incident Date in the Transmission section is automatically generated and is based on the PSAP time entered in the Times section.

In the Times section, much of the pertinent date/time information for the Incident is in one place. Once the first date/time is entered, the next date/time assumes the date of the previous date entry. When the user tabs to the next time, the cursor will be positioned at the hours portion of the field for ease of data entry.

If the date portion of any field needs to be changed at some point during original data entry, overwrite the date and continue. The new date becomes the default date for the remainder of the Times section.

When a new Incident record is requested, the Crew information is automatically populated with the previous Incident record's crew. When adding crew members, the Crew Member Level is automatically populated with the highest level recorded in the demographics for that Personnel record.

When the entire Incident form has been filled out, saved without errors, and the request to be marked for transmission is answered with a **Yes**, the check box in the Transmission section will automatically be set to On.

Incident

🄯 Alabama ePCR - 10006 - Incident (Samuel Sample)					
ncidents <u>A</u> dministration <u>P</u> references <u>I</u> ransmission <u>V</u> iew <u>H</u> elp					
💿 🔒 🐎 🖺 🔒 🥩 🔎 🎭 🛃 🍞 🕝					
Dispatch Incident Patient Trauma/CA/MVC Vitals/Assessments Procedures Meds Nar	ative				
Physical Location		Scene			
Incident Number Type Facility 2349 Trade or service (business. b V) Image: Comparison of the service (business. b V)		ass Casualty	Num Pts at Scene	Barriers PT Care	
2349 Trade or service (business, b	N	• 🔟	Single	Language	
Street/P0		Prior Aid			
1789 Wallace Dr		ior Aid	Perfo	ormed by	Outcome
City State Zip			Ý	Ŧ	Not Applicable 💌
Northport		Prior Aid	ior Aid Performed b	Prior Aid (Lit)	
County GPS Lat GPS	on				~
Tuscaloosa					No.
Complaint					1
Chief Complaint Anatomic Location Organ System					122
Injury and bleeding 🗾 Extremity-Lower 🔄 Global	-				
Primary Symptom Other Associated Symptoms Primary Impression					
Bleeding 💽 Wound 💽 959.90- Traumatic Injury	-				
Secondary Impression Possible Injury Onset Date/Time					
786.50 Chest Pain / Discomfort 👻 Yes 💌 05/08/2007 08:47	-				

The **Incident** screen gives details about the Incident location, the nature of the complaint, scene info, and prior aid.

When entering the address of the Incident, it is acceptable to enter the general location if a street address is unknown. For instance, "I-65 North near mile marker 84'' is allowed.

Patient

Alabama ePCR - 10006 - Incident (Samuel Sample)		-		
cidents <u>A</u> dministration <u>P</u> references <u>T</u> ransmission <u>V</u> iew <u>H</u> elp				
🤹 🔚 🐎 🖹 🔒 🥔 🔎 🎭 📳 🍞 🕝				
ispatch Incident Patient Trauma/CA/MVC Vitals/Assessments Procedures Meds Narrative				
Patient	Destination / Transferred To			
Facient First Name DOB	Reason for Dest	Type of Destination		
Mike 💉 😾 Jones 👻 02/12/1977	Patient Choice	Hospital		
Age Age Units Race Ethnicity Gender	Facility Name	Dest Code		
30 Years 🔻 White 💌 Hispanic or Latino 💌 Male 💌	Bryce Hospital 👻	190 👻		
SSN	Street/PO			
488-23-2512 ▼	200 University Avenue			
	City	State Zip		
Address Street/PD	Tuscaloosa 💌	AL 🔽 35401 👻		
1800 21st Ave	Financial			
City State Zip	Method of Payment	CMS Service Level		
Tuscaloosa V AL V 35401 V	Not Known	Not Reporting		
Phone Country Country	Work-Related			
Not Known 👻 Tuscaloosa 👻 USA 👻	No			
Transport Mode	Condition Codes			
Patient Disposition Transport Mode from Scene Pt Conditon at Destination		-		
Treated, Transported by EMS 💌 Lights and Sirens 💽 Improved 💌				
Disposition	Condition Code Num Unconscious/Syncope/Dizziness (ALS-			
Emergency Dept Disposition Hospital Disposition Trauma Registry ID	 P. P. Porte and the state of th			
Admitted to Hospital Floor Not Available Not Available	<	> ×		

The **Patient** information is entered here. Included are the patient's contact info, demographic data, transport info, disposition, destination details, financial info, and condition codes.

If a patient has a previous incident in the database, the new incident's patient section is pre-filled by **Alabama ePCR**.

The patient's age is automatically calculated, based on the patient's birth date and the Incident date.

Trauma/CA/MVC

		/itals/Assessments Pro	cedures Meds 1	Narrative		Cardiac Arrest	
NHTSA Injury Matrix	н	lead		Face		Cardiac Arrest	
Not Applicable	- I	Not Applicable	•	Not Applicable	•	No	
leck	Т	horax		Abdomen		Cardiac Arrest Etiology	
Not Applicable	-		-		-	Not Applicable	
elvis	S	pine		Upper Ext		Resuscitation Attempted	-
	-		-		-	Not Applicable	
ower Ext	U	Inspecified				First Monitored Rhythm of the F	
	-		-			Not Applicable	ducin
Injury/MVC						Any Return of Spontaneous Cir	
ause of Injury	Injury Mechanis		cular Injury Indicator			Not Applicable	, conductori
Smoke Inhalation (E89X.2) 🔄	Not Applicable	e 🗾 Not	Applicable	<u> </u>		Estimated Time of Arrest Prior t	o EMS Arrival
os Pt in Vehicle Seat	Use of Occpnt	Sfty Equip Airba	ng Deployment			Not Applicable	
Not Applicable 📃 💌	Not Applicable	e 🗾 Not	Applicable	•		1	-

The **Trauma/CA/MVC** section contains the NHTSA Injury Matrix, motor vehicle info, and the cardiac arrest section.

Vitals/Assessments

	ation Preference									
	80 III II		~ 43 🖌							
spatch Incident	Patient Trauma	/CA/MVC Vita	s/Assessments Proce	dures Meds Nan	ative					_
History										
dv Directives			Medication Allergies		Alcohol/Drug Use		Pregnancy			
Living Will		-	Lidocaine	<u> </u>	None	-	No		-	
Vitals VPU	Pulse Rate	Pulse Rhythm	Resp Rate	Effort	SBP DBF	Pulse Ox Gluc	ose Cardiac Rhyhr	n		
Alert	• 88	Regular	▼ 20	Normal	130 84	99 103	Normal Sinus		•	
ve		Verbal		Motor		Total	D/T	Vitals		
) Den Eves Spont	aneouslv	Oriented	and Appropriate Speed	ch (>5vr: 🔻 Obevs	Commands with Appropr	riate Motor B 👻 15	05/	11/2007 16:05		
			Rhythm [Systolic Bloo is Rhythm130	d Pres: Diastolic Bloc 84	d Pres thod of Blood Pr	essi Pulse Rate d 88 1	ectronic Monitor Rat	t Pulse Oxime 199	etry Ref	2
					d Pres thod of Blood Pr					1
5/11/2007 16:05					d Pres thod of Blood Pr					
5/11/2007 16:05	5:01				d Pres 'hod of Blood Pr				Rei	
5/11/2007 16:05	5:0 1	Normal Sinu	is Rhythm 130	84		188 IC		99	Rei	~
5/11/2007 16:05 Assessments	50]	Normal Sinu	is Rhwthri 130	84 Body Weight	Mental Status	88 D	<u>D/T</u> /	99 Assessment	Rei	
5/11/2007-16:05 Cline Assessments kin	5:0 1	Normal Sinu	is Rhwthri 130 Eyes-Right	84 Body Weight		88 D	<u>D/T</u> /	99	Rei	
5/11/2007 16:05 Assessments kin Jormal	50) Eyes-Left ▼ Reactiv smr Skin Assessm	Normal Sinu	Eyes-Right	84 Body Weight	Mental Status Normal	88 D	D/T./ 05/1	99 Assessment 1/2007 16:07	Re(>
5/11/2007 16:05 Assessments kin Normal	50) Eyes-Left ▼ Reactiv smr Skin Assessm	Normal Sinu	Eyes-Right	84 Body Weight	Mental Status Normal	88 C Neurological Normal	D/T./ 05/1	99 Assessment 1/2007 16:07	Re(、 、
5/11/2007 16:05 Assessments kin Normal	50) Eyes-Left ▼ Reactiv smr Skin Assessm	Normal Sinu	Eyes-Right	84 Body Weight	Mental Status Normal	88 C Neurological Normal	D/T./ 05/1	99 Assessment 1/2007 16:07	Re(~
5/11/2007 16:05 Kin Normal	50) Eyes-Left ▼ Reactiv smr Skin Assessm	Normal Sinu	Eyes-Right	84 Body Weight	Mental Status Normal	88 C Neurological Normal	D/T./ 05/1	99 Assessment 1/2007 16:07	Re(>

The **Vitals/Assessments** screen shows the details of each series of Vital Signs and each set of Assessments for the patient. It prefaces that info with the patient history section.

Note the button among the set of Assessment buttons. If an Assessment has already been entered, this button will create a new record and will load the values of the previous Assessment into the new record. This feature is used when a second Assessment produces similar results as the first; the user may only have to amend the time to complete this record.

Procedures

lents <u>A</u> dministration <u>P</u> re	ferences <u>T</u> ransmission <u>V</u> iew <u>H</u> e	elp			
	P 📥 🔎 🗫				
patch Incident Patient	Trauma/CA/MVC Vitals/Assessme	ents Procedures Meds Nar	rative		
Procedures					
ate/Time	Prior to EMS	Procedure		Crew Member ID	
5/11/2007 16:07		 Airway-Nasal 	•	Green, Joseph H	-
uccessful	Complication	Response		Authorization	
'es	None	Improved	•	Written Orders (F	Patient Sp 💌
uccessful IV	Number of Attempts			Authorizing Physic	cian
lot Applicable	• 1			Carpenter	-
Personnel ocedure	Performed	f Drocedure Equipy er of Drocedu	ure Atte rocedure Successfi ocedure C	omplicatic schoose to Procedul edu	re Crew Membe
	2007 16:07:0No	1	Yes None		en, Joseph H
				a construit construit a second	
					>
					-
ntervention	Suspected Contact / E				
	Personnel Exposed	Suspected Fluid (Contact Type of Contact		
otocols Used ot Known	Not Applicable	▼ No	 None 	-	

The **Procedures** screen provides details on what procedures and protocols were used on the patient, as well as possible harmful contact or exposure.

Meds

骵 Alabama ePCR - 1	10006 - Inci	dent (Samuel Sample)					
ncidents <u>A</u> dministration	Preference	es <u>T</u> ransmission ⊻iew <u>H</u>	elp				
🎯 📙 🏷	R F) 🤞 🔎 🗤	R 🛛 🕜				
Dispatch Incident Pal	tient Trauma	a/CA/MVC Vitals/Assessme	ents Procedures Meds Narral	ive			
Meds							
Date/Time Admin		Meds Prior to this EMS	Medication Given	Admin Route		Med Crew Member ID	
05/11/2007 16:09	-	No	▼ 50% Dextrose	 Intravenous 	•		-
Dosage Units		Response to Med	Med Complication			Medication Auth	
81.00 MG	-	Improved	None	<u> </u>		Protocol (Standing Order)	-
						Authorizing Physician	-
						Silber	-
Medication	Personnel	ne Medication Admir ni	stered Prior to this Medication Gi	ven ation Administered F Media	ation Dosage ad	ication Dosage Un sponse to Me	dicatic edi 🤘
	train tainear	05/11/2007 16:09:0IN	o 50% Dextrose	Intravenous 81.00	M	G Improved	No:
Water							-
<							2

The **Medications** screen gives details on each medication administered to the patient, the subsequent response of the patient, and on any given prior to this unit's arrival.

Narrative

tration Preferences Iransmission View Help					
N D.C. N.T. NOA BRION MALE Assessments Describer Made Marchine					
nt Patient Trauma/CA/MVC Vitals/Assessments Procedures Meds Narrative					
Build Narrative					
Dispatch complaint classified as 'Traumatic Injury'. Service requested was '911 Response (Scene)'. EMD was performed with pre-arrival instructions.	~				
Unit Responded Initial No Lights or Sirens, Upgraded to Lights and Sirens to Health Care Facility (clinic, hospital, nursing home).					
Patient is 29 Year old Not Hispanic or Latino Asian Male. Primary Symptom is Wound. Primary impression is 786.50 [,] Chest Pain / Discomfort with secondary impression of 519.80 [,] Airway Obstruction. Injuries are present caused by Bicycle Accident (E826.0). Assessments, Vital Signs, Procedures and Medications Administered as documented.					
	×				
this Report? Doe, John D					
	Dispatch complaint classified as 'Traumatic Injury'. Service requested was '911 Response (Scene)'. EMD was performed with pre-arrival instructions. Unit Responded Initial No Lights or Sirens, Upgraded to Lights and Sirens to Health Care Facility (clinic, hospital, nursing home). Patient is 29 Year old Not Hispanic or Latino Asian Male. Primary Symptom is Wound. Primary impression is 786.50- Chest Pain / Discomfort with secondary impression of 519.80- Airway Obstruction. Injuries are present caused by Bicycle Accident (E826.0). Assessments, Vital Signs, Procedures and Medications Administered as documented. Transported Lights and Sirens to Hospital.				

The **Narrative** screen allows an opportunity to relate the story of the Incident in prose as opposed to answering specific requests on a form.

Before entering the name of the reporter, there are two possibilities. Either use the blank window to fill out a description of the Incident, or else pick **Build Narrative** to generate an automated version of the Incident narrative (such as the above example).

Note: The automated Narrative is not rebuilt automatically after other changes in the form are generated. The **Build Narrative** button must be chosen a second time before the narrative will be updated.

Saving the Incident

There are many screens that make up the Incident form. This form can be saved from any screen on the form, but the information from each of the screens will be validated.

Once the **Save** icon is selected from the Toolbar, **Alabama ePCR** will start error checking of Incident data on **all** Incident screens. If there are any errors, an Invalid Data window appears with a description of each error. Double-clicking on a specific error transfers control to the specific data field where the error occurred.

Invalid Data!	×
Errors When a Patient is Transported, Patient Co Date/Time Resuscitation Discontinued mus	
Exit Save And	Continue

Before modifying the Incident form, select **Exit** from the Invalid Data window so the **Save** request is cancelled and control can return to the Incident form.

If there are errors, selecting the **Save and Continue** button will save the Incident data (including the errors). These errors will need to be fixed before this Incident is ready for transfer.

Once an Incident form is completed and saved with no errors, it is ready to be marked **Ready For Transmission**.

Marking an Incident as Ready for Transmission

When an Incident has been completed, it needs to be designated so that the system knows to include it in the next transmission to the State.

When an Incident is completed with no errors, the following screen appears:

Incident Passed Validations!							
?	Would you like to mark this incident for transmission?						
	<u>[⊻es</u> <u>N</u> o						

Select **Yes** to mark this Incident as ready for transmission. Select **No** if the Incident is free of errors but is not ready to be sent to the State server.

Transmission	Trans Status	Last Transmission]

On the **Dispatch** screen, there is a section called **Transmission** with three fields. All of these fields are empty when the Incident is first opened. After saying **Yes** above, the **Incident Needs Transmission** box on the Dispatch screen will automatically be checked **ON** and will allow the Incident record to be included in the next transmission.

When it is time to transmit, all checked Incidents (as well as all changes to the Agency information) will be uploaded to the State server. When the transfer is finished, each Incident's transmission check box will be turned off. Each record will have the time of the transmission loaded into its Last Transmission field.

If there is no problem uploading a specific Incident record, it will be reflected in its Transmission Status field by **Successful**. If there was a problem with the record, its status will read **Rejected**, followed by an error message.

Using Defaults to Populate Incident Data Fields

Filling out an Incident form can be time-consuming. If there are situations that occur frequently, a template can be built that can reduce time and keystrokes.

For existence, Amanda O'Keefe has to be transported from her home every week for dialysis. Her Incident forms tend to have repetitious information. A default Incident form can be constructed for her visits so that some data items (patient info, insurance info, and responsible party info, among others) can be "pre-loaded" into the system.

Note: A description on how to build the default form will be contained in the Administration Menu section.

Three ways of building an Incident record with defaults

Method 1: Access the default record (a sub-option after selecting **New** from the Incident menu) as shown below:

Incidents <u>A</u> dministration	<u>Preferences</u> <u>T</u> ransmission <u>V</u> iew
New	Incident
Apply Defaults 🕨	Amanda O'Keefe's Patient Data
Search 🕨 🎽	
View 🕨	
Reporting	

Now fill in the other fields. Choose the **Save** icon from the Toolbar to save the new Incident. This will not change the content of the default record.

Method 2: Create an empty Incident record by choosing **New** from the Incident menu, then choosing **Incident**. Enter Incident data until the default data is ready to be added. Select **Apply Defaults** from the Incident menu.

New 🕨	
Apply Defaults	Amanda O'Keefe's Patient Data
Search 🕨	
View 🕨	
Reporting	

Choosing a default record from the available list will enable the Incident form to be further populated with the default record's fields. (The default record will not overwrite any data entered by the user.) Continue adding data as needed. Choose the **Save** icon from the Toolbar to save the new Incident.

Note: It is possible to use multiple defaults layered on top of each other. If another default had been created for a generic assessment in which the preloaded results were normal, it could be used in tandem with a default akin to the Amanda O'Keefe structure when the right conditions existed. **Method 3**: Instead of using a default that could encompass the entire form, use a more specific type of default. In this example, Medication defaults have previously been generated for typical situations involving Epinephrine, Lidocaine, and Oxygen.

When the user arrives at the Meds screen, they have the option of entering medication information or of selecting a pre-set sequence by clicking on the black arrow situated below the green plus sign to the right of the subtable. Doing so reveals the available Medication defaults:

Alabama ePCR - I	Unknown PCR #- Incident (Samuel Sa	mple)			
idents <u>A</u> dministration	n Preferences Iransmission View Help				
🏍 📙 💩	🖣 🔒 🤞 🔎 🛰 🖡	4 1			
ispatch Incident Pa	atient Trauma/CA/MVC Vitals/Assessments	Procedures Meds Narrative			
Meds					
Date/Time Admin	Meds Prior to this EMS	Medication Given	Admin Route	Med Crew Me	mber ID
		× I	7	×	7
Dosage Units	Response to Med	Med Complication		Medication Au	ith
	<u> </u>	<u></u>	<u>•</u>		<u>.</u>
				Authorizing Pl	hysician
					*
Medication	Personnel ne Medication Admir nistere	ed Prior to this Medication Given	ation Administered F Medica	ation Dosage edication Dosage L	In esponse to Medicatic edi
					Epi
					Lidocaine
					Oxygen

Clicking on Lidocaine loads a new record with the pre-set Lidocaine info:

🕻 Alabama ePCR -	127778 - Incid	ent (Samuel Sample)						
cidents <u>A</u> dministratio	on <u>P</u> references	Iransmission View H	telp					
🧆 📙 🎖		🗳 🔎 🗤	s 🛃 🐧	0				
Dispatch Incident F	Patient Trauma/C	A/MVC Vitals/Assessme	ents Procedures	Meds Narrative				
Meds								
Date/Time Admin		eds Prior to this EMS	Medicatio	n Given	Admin Route		Med Crew Member ID	
1	🚝 🥅 🛛 N	0	Lidocaine		✓ Intravenous	-		-
Dosage Units		esponse to Med		d Complication			Medication Auth	
4743864	💌 Ir	nproved	•		•		Protocol (Standing Order)	-
							Authorizing Physician	
								-
Medication	Personnel	ne Medication Admir ni	istered Prior to this	Medication Given	ation Administered F	Medication Dosage	idication Dosage Un isponse to Medi	icatic edii
-2147438648	-2147438648	N	0	Lidocaine	Intravenous	-2147438648.00	Improved	
<								2

Now fill in the remaining medication information specific to the Incident.

Basic Searching of Incident Records

The **Search** option in the **Incidents** menu is used to find previously stored Incident records.

There are two types of Incident searches:

- 1. The **Basic** option provides a no-frills look with the most popular search choices.
- 2. The **Advanced** option brings up the **Incident Search** screen, which allows searching on any field collected by providers while using more sophisticated features.

One can query on a field and get dozens of Incident matches, query on multiple fields to limit the number of matches, or use a field with unique values (such as the Incident Number) to access a specific Incident.



To perform a basic search on an Incident record, go to the **Incidents** menu and choose **Search**, then **Basic**. The **Basic Search** screen appears:

Incidents	<u>A</u> dministration	Preferences	Iransmission View Help
8 📾	8		💰 🔑 🎭 🛃 🧃 🕝
0.000	h for Incidents tha ggle Any/All	at match ALL of	f the following Criteria
	5tarting Date nt Number		To Ending Date
Patien	t First Name		Patient Last Name
Transi	mission Status		
<u>S</u>	earch (Count	

The user can query on the range of dates for the Incident Date, the Incident Number, and the patient's First Name and Last Name.

A drop-down list allows the user to further limit the query to only the incidents that need transmission, or to only the ones that don't.

The **Toggle Any/All** button allows the search to be against **any** of the entered elements versus having to match **all** elements.

The following example uses the **ALL** setting. The user wants to find all Incidents for patient Robert Scott. Go to the **Basic** search screen and type in the patient's first and last name:

Incidents	<u>A</u> dministration	Preferences	Iransmission View Help
i 💿 🛛	- %	P P	💰 🔎 🎭 🛃 🏮 🕝
(Transie		iat match ALL ol	f the following Criteria
New Street and	gle Any/All		To Ending Date
	it Number		
Patient	First Name	ROBERT	Patient Last Name SCOTT
Transmi	ission Status		
Sea	arch	<u>C</u> ount	
1			

Once the fields have been entered, go to the Toolbar and choose the **Search** icon to access the record matches. Select the **Count** icon to only get a count of the number of matches.

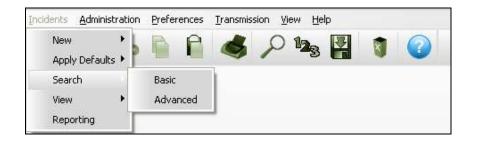
PCR Number	Software Creator	Software Name	Software Version	EMS Agency Number	
789090	Grayco Systems and Consulting	EMSIS Provider	2.3.3	D01_01	βсотт

There is only one record for Robert Scott in the database, so only one match appears. Double-click anywhere on the record and the Incident form appears with the information for the incident involving Mr. Scott.

Note: If the user had chosen the **ANY** toggle option, all patients with either the first name **Robert** or the last name **Scott** would be in the list of matches.

Advanced Searching for Incident Records

The **Basic Search** option is for simple searching of Incidents. **Alabama ePCR** also has an **Advanced Search** option, which allows querying of any field collected in an Incident.



To access the **Advanced Search** screen, go to the **Incidents** Menu and choose **Search**, then **Advanced**.

ALL DOD 1 1 10 1	
😻 Alabama ePCR - Incident Search	
Incidents Administration Preferences Iransmiss	ion <u>V</u> iew <u>H</u> elp
: 🔹 🔒 🗞 🖌	🔑 🎭 📳 🐧 🕝
Saved Queries	
· · · · · · · · · · · · · · · · · · ·	
SQL Delete Clear Save View SQL Search Count	
Provider	8
U Vehicles	
🔤 PCR Number	
i Software Creator	
Software Name	
Software Version	
EMS Agency Number	
Incident Number	
Unit Number	
Type of Service Requested	
Primary Role of the Unit	
 Dispatch Delays Response Delays 	
Scene Delays	
Transport Delays	
Turn-Around Delays	
Unit/Vehicle Number	
Unit Call Sign (Radio Number)	
Vehicle Dispatch Location	
Dispatch Zone	
Dispatch GPS Latitude	
Beginning Odometer	
On-Scene Odometer	
Destination Odometer	

Incidents <u>A</u> dministra	ation Preferences <u>T</u> ran	smission ⊻iew <u>H</u>	elp	
	b 🖻 🛍 🍕	🎽 🔑 🎭	8 🛃 🗕	0
Sé	aved Queries			
		.		
SQL Delete	Clear Save View S	a		
(and (source)				
	Search Count			
Provider		1		
Vehicles				
PCR Number				
Software Creator				
Software Name				
Software Version				
EMS Agency Num				
Incident Number				
🧾 Unit Number				
Type of Service R	leguested			
Primary Role of the second				
O Dispatch Delays				
Response Delays				
Scene Delays				
Transport Delays				
O Turn-Around Dela				
🧾 Unit/Vehicle Numł	ber			
🗾 Únit Call Sign (Ra	dio Number)			
🧾 Vehicle Dispatch I				
Dispatch Zone				
🧾 Dispatch GPS Lati	tude			
🧾 Beginning Odome	ter			
🧾 On-Scene Odome	ter			
Destination Odor	eter			

The **Advanced Search** screen has three major sections:

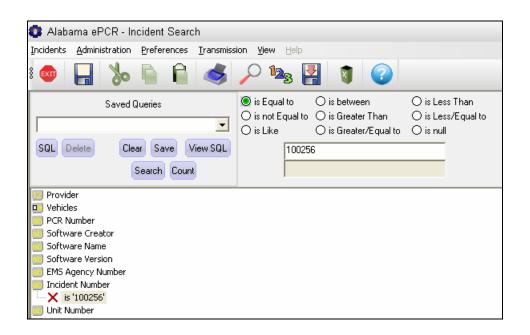
- The upper left corner contains the user buttons and the list of saved queries
- The lower left corner contains the Field List, which contains the fields used to query a type of incident. Hovering over a field with the cursor will generate a tooltip which gives the definition of that field.
- To the right of the saved query section are the search operators and the parameters used for the query. These are not displayed until a query field is chosen.

What do the Field List type icons represent?

eb	Alphanumeric
12	Numeric
Ħ	Date
	Check box list
	A One-to-Many relationship

Examples of Advanced Searching

Example 1: Let's look for an incident whose Incident Number is **100256**. Query on Incident Number as shown:



Click on the field desired. A red **X** appears below the field chosen to indicate the selection. (Clicking on the red **X** closes the request for that field.) Once the field is chosen, the list of pertinent search operators appears at the top of the screen. Choose the appropriate relational operator and enter the value to compare in the enabled rectangle. The queries are **not** case-sensitive.

In the above example, **Incident Number** was selected as the query field, **Is Equal To** as the search operator, and 100256 as the value to compare.

Once the string is entered, go to the Toolbar and choose **Search** (or use the Search button in the upper-left corner of the screen) to access the record matches. Select the **Count** icon on the Toolbar (or the **Count** button on the screen) to get only a count of the number of matches.

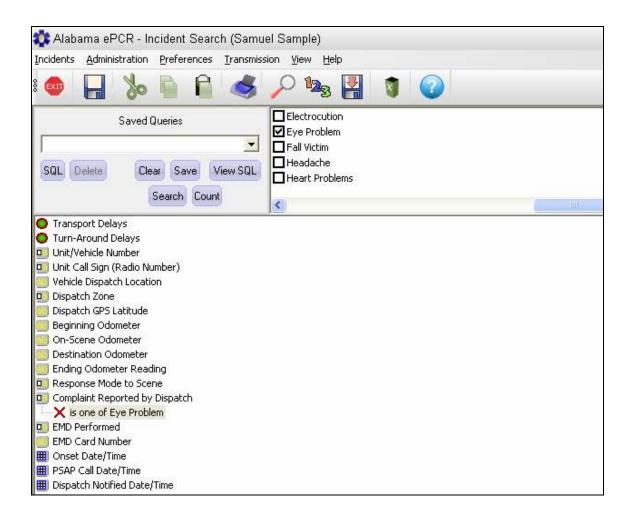
Note: Selecting **Search** without giving any search criteria will produce a table of all the Incident records in the system. Selecting **Count** will give the user a count of all Incident records.

For this example, **Search** was chosen. That generated a table of Incident matches:

idents <u>A</u> dministration <u>P</u> reference:	s <u>T</u> ransmission <u>V</u> iev	v <u>H</u> elp		
💩 🔒 🖕 📄 📦	A 😓	la ₃ 🛃 🧃	2	
cident Search				
Saved Queries		iqual to 🛛 🔘 is betwe		
		iot Equal to 🔘 is Great		'Equal to
	🗢 🔿 O is L	ike 🛛 🔿 is Great	ter/Equal to 🔘 is null	
SQL Delete Clear Save	View SQL	100256		
Search Co	ount			
Provider				
Vehicles				
	Incident Coore	h Deculte		_ ¬ ×
Software Creator	Incident Search Results			~
Software Name	Incident Number		Last Name	Onset Date/Time
		Clara pressuo	Hard States	la construction de la section de
Software Version	100256	þohns	Bennie	01/01/2005 19:58:00
Software Version	100256	ponns	pennie	01/01/2005 19:58:00
-	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number	100256	ponns	<u>Bennie</u>	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays	100256	ponns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays Unit/Vehicle Number	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays Unit/Vehicle Number Unit Call Sign (Radio Number)	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays Unit/Vehicle Number Unit Call Sign (Radio Number) Vehicle Dispatch Location	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays Unit/Vehicle Number Unit/Vehicle Number Unit/Vehicle Dispatch Location Dispatch Zone	100256	pohns	pennie	p1/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Unit/Vehicle Number Unit/Vehicle Number Unit/Vehicle Dispatch Location Dispatch Zone Dispatch GPS Latitude	100256	pohns	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Turn-Around Delays Unit/Vehicle Number Unit Call Sign (Radio Number) Vehicle Dispatch Location Dispatch Zone Dispatch GPS Latitude Beginning Odometer	100256	<u>pohns</u>	pennie	01/01/2005 19:58:00
EMS Agency Number Incident Number Unit Number Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Unit/Vehicle Number Unit/Vehicle Number Unit Call Sign (Radio Number) Vehicle Dispatch Location Dispatch Zone Dispatch GPS Latitude	100256	pohns	pennie	01/01/2005 19:58:00

Since the Incident Number is unique, only one record was found. Doubleclick on the record and the **Incident** Form appears with the pertinent information for that record. **Example 2**: How many Incidents reported as involving eye problems took place on December 12, 2006?

First of all, click on **Complaint Reported by Dispatch**, which is a check box list field. The red **X** appears below the field and the check boxes appear in the upper right portion of the screen. Move the scroll bar to the right until the category **Eye Problem** appears. Click the check box for **Eye Problem** and a check mark will appear.



The next step queries against the date of December 12th. Search the Field List for **Incident Date** and click on that name. Choose the **Is Equal To** operator and enter the date in the format **99/99/99** or **99/99/9999**. The slashes will be provided as the date is entered. Finally, choosing the **Count** icon on the Toolbar produces the following:

😻 Alabama ePCR - Incident Search	
Incidents Administration Preferences Iransmiss	ion <u>V</u> iew <u>H</u> elp
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Saved Queries SQL Delete Clear Save View SQL Search Count	is Equal to O is between O is Less Than O is not Equal to O is Greater Than O is Less/Equal to O is Greater/Equal to O is null 12/12/2006
 Needs Transmission Last Transmission Status Dispatch GPS Longitude Scend GPS Location Longitude Destination GPS Location Longitude Successful IV Site Release Signature Agency User ID Demographic Cache ID Unit/Vehicle Number (Lit) Unit Call Sign (Lit) Scene Zone Number (Lit) Destination/ Transferred To (Lit) Destination/ Transferred To (Lit) Who Generated this Report? (Lit) Incident Date X is '12/12/2006' Nemsis Compliant? 	Record Count. X 2 Records Found. OK

There are two Incidents that occurred on December 12th which match the criteria.

The original question asked how many Incidents matched the criteria. If the user wanted to examine the actual matches, selecting the **Search** icon on the Toolbar would list the specific records.

Example 3: How many incidents took place on July 25th, 2006 involving Cardiac Arrest witnessed by a lay person before EMS arrival, where the length of time of arrest before EMS arrived was between six and eight minutes?

First, query on the Cardiac Arrest field and select Yes, Prior to EMS Arrival:

😳 Alabama ePCR - Incident Search				
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Saved Queries				
-	No Not Applicable	Yes, After EMS Arrival ✓ Yes, Prior to EMS Arrival		
SQL Delete Clear Save View SQL	Not Available			
	Not Known			
Search Count				
Position of Patient in the Seat of the Vehicle				
Use of Occupant Safety Equipment				
O Airbag Deployment				
Height of Fall				
Cardiac Arrest				
Cardiac Arrest Etiology				
Resuscitation Attempt				
Arrest Witnessed by				
First Monitored Rhythm of the Patient				
Any Return of Spontaneous Circulation				
Neurological Outcome at Hospital Discharge				
Estimated Time of Arrest Prior to EMS Arrival				

When the Cardiac Arrest field is chosen, expect a check box list at the top of the screen. Once the **Yes, Prior to EMS Arrival** box is chosen, it will be displayed beside the red X on the Field List.

This is followed by the Estimated Time of Arrest Prior to EMS Arrival, where the check box of **6-8 Minutes** is chosen:

🔹 Alabama ePCR - Incident Search					
Incidents Administration Preferences Iransmiss	sion <u>V</u> iew <u>H</u> elp				
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Saved Queries					
SQL Delete Clear Save View SQL	10-15 Minutes 8-10 Minutes				
	15-20 Minutes Not Applicable				
Search Count					
🔟 Height of Fall					
Cardiac Arrest					
	K is one of Yes, Prior to EMS Arrival				
Cardiac Arrest Etiology					
Resuscitation Attempted					
Arrest Witnessed by End Machined Devices					
First Monitored Rhythm of the Patient Any Return of Spontaneous Circulation					
Neurological Outcome at Hospital Discharge					
Estimated Time of Arrest Prior to EMS Arrival					
x is one of 6-8 Minutes					
Date/Time Resuscitation Discontinued					
Reason CPR Discontinued					

The next field is Arrest Witnessed By. Select the check box with **Witnessed by Lay Person**:

At this point, three fields have been readied for querying. Now the Incident date needs to be added. Go to the **PSAP Date/Time** field and enter the date.

🕼 Alabama ePCR - Incident Search				
Incidents Administration Preferences Iransmiss	ion ⊻iew <u>H</u> elp			
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Saved Queries	 is Equal to is between is not Equal to is Greater Than is Like is Greater/Equal to 	○ is Less Than ○ is Less/Equal to ○ is null		
SQL Delete Clear Save View SQL	07/25/2006			
Search Count				
EMD Performed EMD Card Number MD Card Number Onset Date/Time PSAP Call Date/Time Sape Call Date/Time Dispatch Notified Date/Time Unit Notified by Dispatch Date/Time Unit En Route Date/Time Unit Arrived on Scene Date/Time Arrived at Patient Date/Time				

The four conditions needed for this query have been built. They are Cardiac Arrest as **Yes, Prior to EMS Arrival**, Estimated Time of Arrest Prior to EMS as **6-8 minutes**, Arrest Witnessed by a **Lay Person**, and the PSAP Date of **July 25, 2006**.

Now select the Search icon on the Toolbar:

Last Name	First Name	Complaint Reported by Dispatch	Vel
Bob	White	Cardiac Arrest	
Jessica	Jones	Cardiac Arrest	

A table of two matched records has been produced. Double-click on any part of a record to see its associated **Incident** form.

The LIKE operator

If the user chooses an alphanumeric field to query, the **LIKE** operator appears as one of the active relational operators. Using the **LIKE** radio button finds data even if the specific spelling is unknown.

Suppose there are incidents on a certain date involving a Procedure Authorizing Physician and one doesn't know the exact spelling. The **LIKE** button can help. Enter the part of the name that is not in doubt and add the wildcard % afterwards.

In the above example, the last name probably starts with *SLAUSS*. After entering the date, single-click on Procedure Authorizing Physician. In the parameter field, enter SLAUSS% to get all the records with all practitioners whose last names start with *SLAUSS*. From there it should be able to easily find Dr. Slaussberger.

One can choose to use two wildcards in one query if necessary. To find a first name with QU in the middle, enter %QU%.

Also, the **#** serves as a placeholder. If there is trouble remembering whether the person's name was *CANDACE* or *CANDYCE*, enter CAND#CE and either spelling is eligible to appear in the result.

Saving a query

Remember Example 3, which determined how many incidents took place on July 25th, 2006 involving Cardiac Arrest witnessed by a lay person before EMS arrival, where the length of time of arrest before EMS arrived was between six and eight minutes?

What if the query were needed in the future? Rather than re-entering all that information later, save the query in advance.

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Saved Queries	◉ is Equal to ○ is between	🔿 is Less Than				
_	◯ is not Equal to ◯ is Greater Than	O is Less/Equal to				
	is Like O is Greater/Equal to	⊖ is null				
SQL Delete Clear Save View SQL	07/25/2006					
Search Count	Search Count					
EMD Performed						
EMD Card Number						
Onset Date/Time						
SAP Call Date) Time	PSAP Call Date/Time					
Dispatch Notified Date/Time						
In Unit Notified by Dispatch Date/Time						
III Unit En Route Date/Time						
III Unit Arrived on Scene Date/Time						
Arrived at Patient Date/Time						

Here is the query from the last example. Single-click on the **Save** button and a naming box will appear.

Name Query		
July 25th	Cardiac Arrest Q	luery
	ок	Cancel

Enter a name to describe the new query and choose **OK** to accept the name, which will be added to the drop-down list of previously saved queries. Otherwise, choose **Cancel** to end without saving the query.

Accessing a previously saved query

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Saved Queries	
July 25th Cardiac Arrest Query 🗾	
July 25th Cardiac Arrest Query	
Males COUNT Vital Signs Where pain scale < 5 Method of Payment - Not Billed	
Odometer < 100K	
Preteen Incidents	

To access an existing query, go to the drop-down list and select the query desired. Single-click on the **Search** icon to get the results.

Other query buttons

There are additional buttons in the Saved Queries area. They are:

CLEAR	To erase an existing query and start over
DELETE	To delete a previously saved query
SQL/ABC	Toggle button that displays in the list of fields an English- like description of the query if ABC is chosen or (when toggled) its SQL equivalent, which is a more technical wording
VIEW SQL	Text description of the entire query (similar to SQL/ABC)

If the user builds a query with three conditions and picks **View SQL**, a pop-up window appears with an English-like description of the query. When finished with this window, choose **OK**.

For the Cardiac Arrest example, the **View SQL** button would produce the following interpretation:

PSAP Call Date/Time is '07/25/2007' and Cardiac Arrest is one of Yes, Prior to EMS Arrival and Arrest Witnessed by is one of Witnessed by Lay Person and Estimated Time of Arrest Prior to EMS Arrival is one of 6-8 Minutes

The **View SQL** pop-up window has a button in the lower left corner which would show the SQL translation of the same query:

NAT_INCIDENT.E05_02_PSAP_DATETIME='2007-07-25 00:00:00' and NAT_INCIDENT.E11_01_CARDIAC_ARREST in (1485) and NAT_INCIDENT.E11_04_CARD_ARR_WITNESSED in (1510) and NAT_INCIDENT.E11_08_CARD_ARR_EST_TIME in (1542)

Other Types of Queries

To this point, the examples for querying have involved asking a question which anticipates one specific field in an Incident producing only one value.

The user can check against two different values in the same field. An example is looking for Incidents occurring in both Baldwin and Mobile counties. First, look for Incident County:

🔯 Alabama ePCR - Incident Search			
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Saved Queries	is Equal to O is between O is not Equal to O is Greater Than O is Like O is Greater/Equal to Baldwin	O is Less Than O is Less/Equal to O is null	
 Incident City Incident County is 'Baldwin' Incident State Incident ZIP Code Outcome of the Prior Aid Possible Injury 			

After the text is entered, click on the field name a second time and a new line appears. Enter the second county. The query result will contain all Incidents from either county.

🔹 Alabama ePCR - Incident Search		
Incidents Administration Preferences Iransmiss	sion <u>V</u> iew <u>H</u> elp	
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Saved Queries	is Equal to is between is not Equal to is Greater Than is Like is Greater/Equal to Mobile	 ○ is Less Than ○ is Less/Equal to ○ is null
Incident City Incident County Sis 'Baldwin' Incident Incident Outcome of the Prior Aid		

There are some fields on the Incident form that can have multiple "answers" to one "question". Fields that contain one-to-many relationships are designated with the symbol.

🔹 Alabama ePCR - Incident Search				
Incidents Administration Preferences Iransmis	sion <u>V</u> iew <u>H</u> e	lp		
: 💿 🔒 🏷 📔 🗳	🔑 🔽	🛃 🐧 🔇		
Saved Queries	Crowd	NONE None	□ Other □ Safety	☐ Vehicle Failure ☐ Weather
	Distance	Not Applicable	☐ Staff Delay ☐ Traffic	
SQL Delete Clear Save View SQL	Diversion	Not Available	Vehicle Crash	
Search Count				
Response Delays				
Scene Delays				
Transport Delays				
has all of 'Directions', 'Distance' marked				
Turn-Around Delays				
Unit/Vehicle Number				
🛄 Unit Call Sign (Radio Number)				

The above example looks for Incidents involving Transport Delays of Directions and Distance. Because Transport Delays has a bulls-eye icon, the user can anticipate the one-to-many relationship of this field's items.

Clicking on the field name produces a check box list. Unlike the previous example of Cardiac Arrest, this field will allow more than one box to be marked. In this case, Directions and Distance are chosen. As the field entry indicates, the query will look for all records where **all** of the checked items match those in the Incident.

Subqueries

There is another type of structure that is defined by the 🛄 symbol.

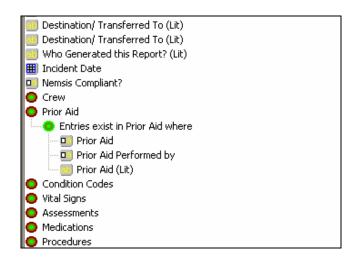
There are instances where a set of related items is entered more than once for a specific record. This has been described elsewhere in the manual as a **subtable**. An example is Prior Aid info on the Incident form:

Prior Aid Prior Aid	Performed by Outcome	•
Prior Aid	Prior Aid Performed by	4
		×
<		×

Each Prior Aid record has three fields. Because one record can have multiple Prior Aid subtable records within the same Incident, this is a one-to-many relationship. To access this information, a **subquery** is needed.

Subqueries can be executed based on: 1) a condition that exists; 2) counting the number of times a condition exits; or 3) a condition not existing at all.

Below is one way the Prior Aid fields can be displayed in the Query Builder. This is a subquery that is predicated on an existing condition:



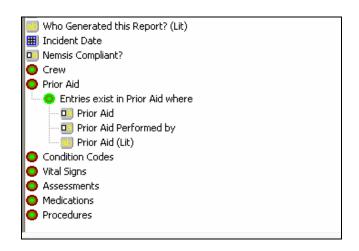
When the Advanced Search feature is first opened, the specific fields that make up Prior Aid are hidden from view:

Who Generated this Report? (Lit)	
Incident Date	
Nemsis Compliant?	
Crew	
Prior Aid	
Condition Codes	
🗢 Vital Signs	
Assessments	
Medications	
Procedures	

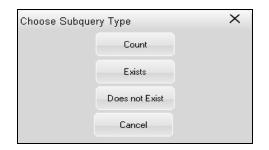
When Prior Aid is selected, a **Choose Subquery Type** screen appears:

Choose Subque	ry Type	×
	Count	
	Exists	
	Does not Exist	
	Cancel	

Selecting one of the first three options (**Exists** in the following example) will allow viewing of the elements of the Insurance table. To close the Insurance field list, click on the smaller bulls-eye to the left of the word **Entries**.



The four subquery buttons

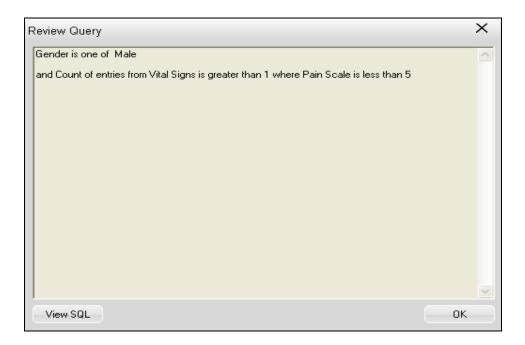


The **COUNT** button is needed for sub-queries for which the subquery element's result is based on a count of the number of instances which occurred.

For example, to determine the number of Males with more than one reading of Vital Signs and whose Pain Scale was less than a five:

- 1. Choose the Gender field and pick the Males check box
- 2. Choose the Vital Signs field, pick the **Count** button on the pop-up window, then compare with Greater than 1
- 3. Choose Pain Scale underneath Vital Signs, then compare with Less Than 5

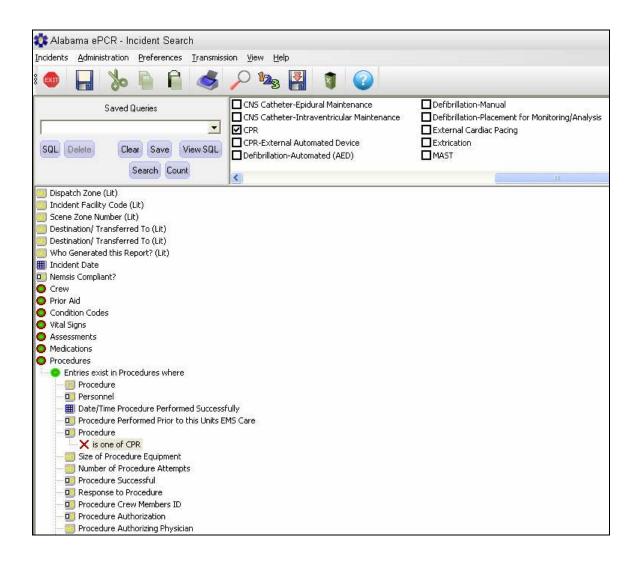
To determine whether a complex query is built properly, the **View SQL** button in the **Saved Queries** area can be helpful. For the above query, using **View SQL** produces the following:



The **EXISTS** button is used when the subquery element's result is based on a determination that at least one instance of that type has been recorded.

For example, to determine how many times was CPR given (other than Prior Aid) during Incidents in Baldwin County:

- 1. Choose the Incident County field and compare with Is Equal Baldwin
- 2. Choose Procedures and pick the **Exists** button on the pop-up window
- 3. Once the Procedures fields are revealed, choose Procedure and pick the CPR check box:



The **DOES NOT EXIST** button is for sub-queries for which the subquery element's result is based on a determination that an instance of that nature has never been recorded.

For example, to determine how many Incident records of those over fifty years of age have no Medication entries:

- 1. Choose the Age field and compare with > 50
- 2. Choose the Age Units field and pick check box of Years
- 3. Choose Medications, then pick the **Does Not Exist** button on the popup window:

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Saved Queries		
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SQL Delete Clear Save View SQL		
Search Count		
Dispatch Zone (Lit)		
Incident Facility Code (Lit)		
Estimation/ Transferred To (Lit)		
Destination/ Transferred To (Lit)		
Who Generated this Report? (Lit)		
Incident Date		
Nemsis Compliant?		
Crew		
Prior Aid		
Condition Codes		
Vital Signs		
Session Assessments		
Medications		
Contribution of the state of th		
- 19 Medication		
Personnel		
Date/Time Medication Administered		
- D Medication Administered Prior to this Units EMS Care D Medication Given		
Ba Medication Given		
Medication Administered Route		
Response to Medication		
Medication Crew Member ID		
Medication Authorization		

Note: Because the request specifies NO medication records for the patient, no individual medication field need be evaluated.

The **CANCEL** button is used if there a need to quit the subquery.

Modifying Incident records

After an incident is entered, it may come to pass that it will have to be modified. There are two ways to modify a record:

- 1. Choose either **Basic Search** or **Advanced Search** from the **Incidents Menu** to build a query. The more detailed the query, the more likely it will produce a manageable list of records. Choose the record desired from among the results of the search query.
- 2. Choose **View** from the Incidents Menu, pick either **Needs Transmission** or **Needs Review**, and scroll through all the available records. Choose the record desired from the list.

Using the SEARCH option to modify records

When searching for an Incident record, use the **Search** option from the **Incidents** menu. Build a query, choose the **Search** icon from the Toolbar, use either a Basic or an Advanced search to produce a table of matching records, and pick the desired record.

New	F	
Apply Defaults	×	
Search	×	Basic
View	۲	Advanced
Reporting		

Note: The generated table will contain all possible matches, regardless of whether those incidents are **not** ready for transmission, are **needing** to be transmitted, or are those that **have already been** transmitted.

Once the **Incident** form appears, any screen on that form can be updated. When finished updating, choose the **Save** icon on the Toolbar to save the record.

Using the VIEW option to modify records

The View option on the Incidents Menu creates two types of record lists.

🚳 Alabama ePCR - Incident Search				
Incidents	Administration	n <u>P</u> references <u>T</u> ransmission		
New Apply Sean	/ Defaults +	- 🗎 🖨 🗡		
View Repo	orting	Needs Transmission Needs Review		

The **Needs Transmission** list contains a list of all records where the **Incident Needs Transmission** check box is checked **ON**. These records will be included in the next transmission to the State server.

The **Needs Review** list contains a list of all records which have been transmitted and have come back with a status other than Successful. These records will need to be corrected before resending.

Choose either option and a table will be produced containing Incident records. Double-click anywhere on a record and the corresponding Incident form will appear. At this point, one can modify any screen's contents. Choose the **Save** icon on the Toolbar and all the modifications throughout the form are saved.

THE ADMINISTRATION MENU

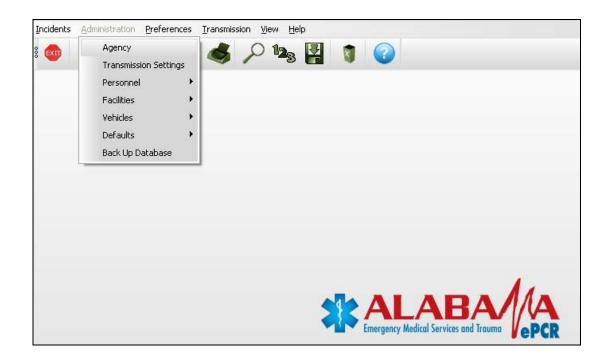


Defining an Agency

The Agency form has only one record. This record defines the environment of the Provider. It contains information about the Provider's location and geographic boundaries, its history, its contact info, and its scope of work performed. This record is built over eight screens in the Agency form.

The elements of the Agency form are **Agency Information**, **Other Agencies**, **Statistics**, **Agency Contact**, **State**, **Protocols**, **Procedures**, **and Medications**.

To access the Agency form, go to the **Administration** menu and choose **Agency**:



Note: The Administration records must be complete and accurate before any Incidents can be transferred, as tables containing information about Incident data with Vehicles, Personnel, etc. must be validated in advance via the Administration forms.

Agency Information

cidents <u>A</u> dministration <u>P</u> r	references Iransmission View Help
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Agency Information Other A	gencies Statistics Agency Contact State Protocols Procedures Medications
Agency Information	
National Provider Identifier	199657858
EMS Agency Number	1002889
EMS Agency Name	Slate Ambulance Service
Primary Type of Service	Paramedic Interc 💌
Level of Service	EMT-Paramedic
Organizational Type	Private, Non_Hospital
Organization Status	Mixed
Time Zone	GMT-06:00 Central Time
Observe Daylight Savings	Yes
Station Name Stati	ion Number Station Zone 🕂 🛟
	×
<u><</u>	
Station Name	

The **Agency Info** screen defines the general characteristics of the Agency.

Other Agencies

🚺 Alabama ePCR -	Agency Informati	on		
Incidents <u>A</u> dministration	n <u>P</u> references <u>T</u> r	ansmission ⊻iew <u>H</u> elp		
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Agency Information Ot	her Agencies Statis	tics Agency Contact 1	State Protocols Procedures I	Medications
Other Agencies				
Other Agencies i	Other Agency St	Other Agency D		
Bedrock Ambulance			~	
Other Agencies in Are	a			
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The **Other Agencies** screen lists other providers in the area.

Statistics

Alabama ePCR - Agency Information	
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	atistics Agency Contact State Protocols Procedures Medications
Statistics	
Statistical Year Total Service Ar	Total Service Ar 911 Call Volume EMS
<u><</u>	
Total Service Area Size	EMS Transport Volume/Year
Total Service Area Population	911 Call Volume/Year
Statistical Year	EMS Dispatch Volume/Year
	EMS Patient Contact Volume/Year

The **Statistics** screen contains information on the volume of activity coming through the Agency.

Agency Contact

🚺 Alabama ePC	CR - Agency Information
Incidents <u>A</u> dministr	ration <u>P</u> references Iransmission <u>Vi</u> ew <u>Help</u>
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Agency Information	Other Agencies Statistics Agency Contact State Protocols Procedures Medications
Agency Contact	
First-Mi-Last	Juan 💽 💽 Williamson
Address	3600 Howard Avenue
City-ST-ZIP	Decatur 💽 AL 💌 35601 💌
Phone Number	(256) 560-900 💌
Fax Number	(256) 560-912 💌
Email Address	info@slate_ambulance.com
Web Address	slate_ambulance.com
Device Serial Nur	imber
-	

The **Agency Contacts** screen contains information about the Agency's point of contact.

State

		gency Inform		- alto		
lents	Administration		Transmission Vie			
IJ			SP	¹ 2 ₃	4 🐧 🕜	
ency Ir	formation Oth	er Agencies St	atistics Agency C	ontact St	ate Protocols Procedures Medication	[21
- Info A — State	bout States of C es of Operation)peration			Licensure	
EMS	Agency St	State Status	State Date	>	State Certificatio Cert. Level Status	Cert. Level Date 🛟
				~		×
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-	of Operation				State Certification Licensure Levels	
				1	and the second second second second	<u>v</u>
	ate Status (Chec				Cert. Level Status (Check for Acive)	
Active	or Inactive Date	B	<u> </u>		Active or Inactive Cert. Level Date	-
and the second second	nties of Operatio	the second s	4	-		
EMS	Agency Co	County Status	County Date			
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County	y of Operation		•			
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	or Inactive Dati			1		
ACGAG	OF INACUVE Date	5				

The **State** screen shows the coverage area and the level of certification for the Agency.

Protocols

ency Information 10	696 - C.	tistics Agency Con	tact State	Protoc	ols Proce	dures
Protocols	Protocol Status	Protocol Date		4		
Head Trauma		1		v		
Pediatric Multiple Tra	<u>a</u>		<u>_</u>			
				×		
Protocols Head Tr	auma		•	- Vilanely		
Personnel Level		Level Date	1	₽		
MT-Paramedic				T .		
				-		
				10.05		

The **Protocols** screen creates a table of valid courses of medical treatment that can be executed and a table of the skill levels which can administer that particular protocol. The screen contains one subtable (Protocol Levels) dependent on another (Protocols).

Build a **Protocol** record by entering a type of protocol along with the protocol status and its date. Then go to the Protocol Level table and build a record with each skill level that can administer that course of action.

Procedures

dents <u>A</u> dministration	n <u>P</u> references <u>T</u> r	ansmissi	on ⊻iev	v <u>H</u> elp			
	BB	2	01				
G G		9	~	-3 G			
gency Information Otl	her Agencies Statis	tics A	nency Co	ntact State	Protocols Procedures	Medications	
goney michildaen ea			301103 001		11000000 11000000	In Calculation of	
Procedures / Persor	wal Allawad						
Flocedules / Feisor	inei Alloweu		-		-		
Procedures	Procedure Status	Pro 🗸		Procedure	Airway-Bagged		+
Airway-Bagged			v				4
Airway-Change Track						nitted to Use the Procedure	5
Airway-Cleared, Oper					EMT-Paramedic		v
Airway-Combitube							
Airway-CPAP							
Airway-EOA/EGTA							
Airway-Intubation Col							*
Airway-Intubation Col	1	- G				Mark .	•••
Airway-Laryngeal Ma				Level Permi	tted for Procedure	EMT-Paramedic	+
Airway-Nasal						Jacob and and and	-
Airway-Nebulizer Tre		199					
Airway-Needle Cricot	i i						
Airway-Orotracheal Ir							
Airway-PEEP							
Airway-Rapid Sequer							
Airway-Respirator Op	1	(i)					
Airway-Suctioning							
Airway-Surgical Crico							
Airway Ventilator	54		/				

The **Procedures** screen lists the valid medical procedures the Agency is authorized to perform. Like the **Protocols** screen, this screen contains one subtable (Level Permitted for Procedure) dependent on another (Procedures).

Build a **Procedure** record by entering a type of procedure, then go to the Procedure Level table and build a record with each skill level that can perform the aforementioned technique.

Medications

A REAL PROPERTY AND A REAL			nation (Samue					
Incidents	Administration	<u>Preferences</u>	Transmission	<u>V</u> iew <u>H</u> elp				
e 💿	8 %		\$ 5	123	7	2		
Agency Ir	nformation 0th	ner Agencies 9	itatistics Agenc	y Contact 9	itate Protoco	ols Procedures	Medications	
Medic	ations / Person	nel Allowed						
	1003	dications	3	👌 Med	lication	Frog Spit		
Frog S	pit		<u> </u>	e			Permitted to Us	e the Medica
						EMT-Basic		v
								8
				Pers	onnel Level	EMT-Basic		-
<								
				•				

The **Medications** screen lists the valid medications the Agency is authorized to administer. Like the **Protocols** and **Procedures** screen, this screen contains one subtable (Personnel Level) dependent on another (Medications).

Build a **Medications** record by entering a type of medication, then go to the Medication Level table and build a record with each personnel level that can administer the designated medication.



Other Administration Menu Options

Defaults

Back Up Database

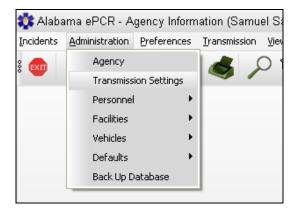
In addition to the **Agency** form, there are many additional options on the **Administration** menu:

.

- > Transmission Settings
- > Personnel
- > Facilities
- > Vehicles
- > Defaults
- > Back Up Database

Maintaining Transmission Settings

From the Administration Menu, choose Transmission Settings:



Incidents <u>A</u> dministrati	on Preferences Iransmission View Help
: 🚥 📙 🏅	• 🔓 🔒 🥩 🔎 🎭 🛃 👔 🕜
Server User	I_am_a_provider
Server Password	****
Server URL	my_server_name
Update Script	emsisupdate.exe
Transmit Script	emsistrans.exe
Demographics Script	emsisdemographics.exe

The **Transmission Settings** form defines the elements that allow for the software and data updates within the **Alabama ePCR** community. This information should be loaded the first time **Alabama ePCR** is used.

The above picture is only an example. The local system administrator will provide the specific information for the local Provider before installation of this product.

Note: See **Defining the Transmission Settings** in the Introduction for more details about this form.

Maintaining Personnel

From the **Administration Menu**, choose **Personnel**, then **New** to create a new employee or **View All** to access the entries in the Personnel table.

🚺 Alaba	ma ePCR - P	ersonnel List	t	
Incidents	<u>A</u> dministration	Preferences	Transmission	⊻iev
8 ex m	Agency			Dí
	Transmiss	ion Settings		_
	Personnel		New	1.
	Facilities	•	View All	н.
	Vehicles	•		
	Defaults	+		
	Back Up D	atabase		
			-	

acidents Administr	ation Preferences Transmissio	n View Help			
	🍌 🗎 🔒 🤞 .	123 24	1		
Personal Informati First-Mi-Last Jim Address 2000	🖌 🕅 🖌 Joh	nson	Demographics Date of Birth Gender	12/31/1959	
100	Clover Lane		and a second second	Male	
Zip/City/ST 350	16 🖌 Arab	🔹 AL 💌	Race	White	•
Work Phone (256) 586-2321 📃		Ethnicity	Not Hispanic or Latino	•
Home Phone (256) 586-8749 💌		State ID	2000	
Email jikjoł	inson@onestop.com	•	Initial Cert Date	12/31/1999 18:00	
Current Certificatio	ns				
: Certification/Licer	s nal Registry Credenl EMS Curre	nt Certificatio	Cert Date	12/31/2008	
EMT-Paramedic	Yes 12/31/200		State Level	EMT-Paramedic	-
				1	
			NR Credentialed	Yes	-
204-11				Yes	-
<		> 🗙	NR Credentialed Cert/Licensure Level		•
System User Infor		2			•
System User Infor		2		[•
System User Infor System Username	nation	2	Cert/Licensure Level	ator	<u> </u>
System User Infor System Username	nation jijohnson	2	Cert/Licensure Level	ator	• •
System User Infor System Username	nation jijohnson sexexxex	2	Cert/Licensure Level	ator	•
System User Infor System Username	nation jijohnson sxxxxxxxx Create User Login		Cert/Licensure Level	ator	x
	nation jijohnson sxxxxxxxx Create User Login		Cert/Licensure Level System Administr Incident Administ Incident Review Update User	ator	• •

The **Personnel** form contains each employee's personal information as well as employment status, certifications, and system user information.

Maintaining Facilities

From the **Administration Menu**, choose **Facilities**, then **New** to create a new facility or **View All** to access the entries in the Facility table.

ncidents	Administration Preferences	Iransmission View Help
extr	Agency Transmission Settings Personnel	💰 🔎 🖎 🚰 🧃 🕝
	Facilities	New
	Vehicles 🕨 🕨	View All
	Defaults 🕨 🕨	
	Back Up Database	

💐 Alabama ePCR	(Samuel Sample)
Incidents <u>A</u> dministra	tion <u>P</u> references <u>T</u> ransmission <u>V</u> iew <u>H</u> elp
: 🚥 📙 🎽	o 🗎 🖨 🔑 ¼ 📳 👔 🕝
The Pitter Manager	
Facility Name	Ozark Rest Home
Facility Type	Nursing Home
Facility Number	99001 🗨
Address 1	134 Pecan Lane
Address 2	
City/State/Zip	Guntersville 💌 AL 💌 35976 💌
County	Marshall
Status Date	09/13/2006 16:06 🔽 Facility Status (Checked for Active)

The **Facilities** form contains information about the various facilities used by the agency. Enter the Facility Name, Facility Type, Address info, Status Date, and Facility Status.

Maintaining Vehicles

From the **Administration Menu**, choose **Vehicle**, then **New** to create a new Vehicle record or **View All** to access the entries in the **Vehicle** table.

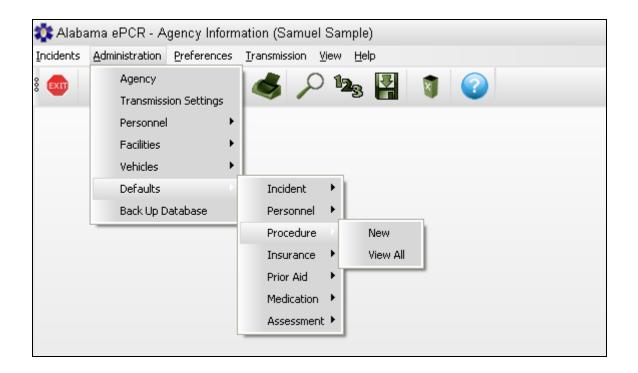
🎎 Alaba	ima ePCR - Vehicle List (S	amuel Sample)
Incidents	Administration Preferences	Iransmission View Help
8 🗪	Agency Transmission Settings Personnel Facilities	💰 🔎 🧏 👔 🕜
	Vehicles Defaults Back Up Database	New View All

ncidents <u>A</u> dministrat	ion Preferences Iransmission	n ⊻iew <u>H</u> elp
🇆 🔒 🎖	o 🖻 🔒 💰 ,	P 🞭 📳 👔 🕝
Vehicle Information Unit/Vehicle Number	182	Historical ar Miles/Hours Accri (Innual Vehicle Hour
Unit Call Sign	Mr. Speedy	v 1
Vehicle Type	Ambulance	
Vehicle Initial Cost	85000	< > ×
Vehicle Model Year	2005	Year Accrued
Status Date	09/12/2006 19:00	Annual Miles
🗹 Vehicle Status (Ch	neck if active)	Annual Hours

The **Vehicle** form contains information about the vehicles used by the Agency. Enter the vehicle's current information as well as its historical information.

Maintaining a Form's Default Information

Creating and maintaining default information on forms is an administrative function. From the **Administration Menu**, choose **Defaults**. A submenu will ask for the type of default to add or to view.



There are numerous Default forms. In this example, **Procedure** is selected. All the default types have the same two submenu options.

💱 Alabama ePCR - Defaults (Samuel Sample)	
Incidents Administration Preferences Iransmission View Help	
: 🚳 📙 🏷 🗎 🔓 🥔 🔎 🎭	
Prior to EMS No Incident Procedure Airway-Suctioning Procedure Authorization Protocol (Standi Authorizing Physician Jeffrey Sagarin Crew Members ID	Number of Attempts Improved Procedure Successful Improved Procedure Complication None Response to Procedure Improved

Building a new Procedure default record (*Defaults* \rightarrow *Procedure* \rightarrow *New*) helps users who have to input the same grouping of data frequently. Creating a template with common information that can be pulled into an Incident form can be a keystroke saver.

If modifying an existing Procedure default record, start by looking at a table of existing defaults. This selection (*Defaults* \rightarrow *Procedure* \rightarrow *View All*) will collect all the previously generated defaults. Double-clicking on the desired record will open the Procedure default for modification.

Whether creating a new default or modifying an existing one, enter the fields to be defaulted. Next, choose the **Save** icon on the Toolbar. If successfully saved, an Entry Defaults window will appear:

Entry D	Defaults Information	×
Name	Standard Airway-Suctioning	
	Menu Option (if Applicable)	
	C Active	
	OK Cancel	

In the above example, the default known as Standard Airway-Suctioning Assessment was modified. (If building a default for the first time, the Name field will be blank and the user creates an appropriate name for the default.)

If the default being addressed is an Incident default and the user wants it added to the list of defaults under *Incident* \rightarrow *Apply Defaults*, the **Menu Option** check box should be checked on. Otherwise, leave it blank.

When finished with the default, select **OK**. To end the process without saving, choose **Cancel**.

Backing Up Data

🔹 Alaba	ıma ePCR - N	ew Incident		
Incidents	Administration	Preferences	Iransmission	<u>V</u> iew ļ
8 EXIT	Agency		6 5) 1 _{2,5}
_	Transmiss	Transmission Settings		
	Personnel	•		
	Facilities	•		
	Vehicles	•		
	Defaults	•		
	Back Up D	atabase		

Local sites have the option of creating a backup of their Incident data. Select **Back Up Database** from the **Administration** Menu.

The backup is designed to run on the PC where the application resides. As a result, users who access **Alabama ePCR** from a different machine from their own will get this pop-up screen when they attempt to perform the backup:

Alabama ePCR 🛛 🔀
Backup Stopped. Please run backup on server.
OK

Otherwise, a pop-up screen will ask what to name the file that results from the backup. Select OK and the backup will finish.

MISCELLANEOUS FEATURES



Exporting Alabama ePCR Tables

A user can create a table of records, and then copy the records to a file outside of **Alabama ePCR** to use them in another application such as **EXCEL** or **Access**. The table can be the result of a search (such as all burn victims), or it can be the output of a menu option (such as the list all the Vehicles in an Agency).

In the following example, a user wants to take all the current information on Facilities and move the results to an **EXCEL** spreadsheet.

First, create a table of all the Insurance Providers by choosing the **Administration Menu**, then **Facilities**, then **View All**. The result is:

Other Destinations	Destination Type	Other Destination Date	Destination Facility Number	Address 1	ddress	City
Ozark Rest Home	Nursing Home	09/13/2006	99001	134 Pecan Lane		Guntersvil
Living Will	Morgue	01/01/2006	99002	1456 Dark Shadows Parkway		Tuscumbia
Anchors A Way Station	Nursing Home	02/07/2006	99003	3400 US 11		Gadsden
Jim Dandy Rest Home	Nursina Home	01/03/2007	99004	3431 Lincoln Highway		Auburn

Setting up the Export

Once the table is built, selecting the **Export** icon on the Toolbar will produce the File Export pop-up window with a check box for each possible field in the table its left side as well as a number of user buttons on its right:

File Export	
Choose the Fields you want to Export:	• 🗙
 ♥ Other Destinations ♥ Destination Facility Number ♥ Destination Type ♥ Other Destination Date ♥ Address 1 ♥ Address 2 ♥ City ♥ County ♥ State ♥ Zip 	Select All Clear Continue Cancel Save Selection Order Columns Move Up Move Down

Select **Cancel** at any point in the process to end without exporting data.

Notice that all the check boxes are preset to **On**. In this example the user does not need the fields for **Destination Type**, **Other Destination Status**, **Address1**, **Address2**, **and Zip**. Turn off the fields that aren't going to be part of the output file by unchecking them.

Note: The **Clear** button sets all fields to **Off**. The **Select All** button sets all fields to **On**.

When a field is checked on, it rises to the top of the list; unchecked fields fall to the bottom.

As a result of checking off the five fields, they fall to the bottom of the list and the screen now looks like this:

File Export	
Choose the Fields you want to Export:	• X
Other Destinations	Select All
✓Destination Facility Number ✓Other Destination Date	Clear
✓ City	Continue
County	Continue
▼State ■Zip	Cancel
Address 2	Save Selection
Address 1	
Other Destination Status	
	- Order Columns-
	Move Up
	Move Down
1	

The user now decides that they want the Destination Type as the first field in the record. The **Move Up** and **Move Down** buttons will rearrange the order of the checked fields. After highlighting the Destination Type field and selecting the **Move Up** button, the result is the following:

File Export	
Choose the Fields you want to Export:	• X
✓Destination Type	Select All
 ✓ Other Destinations ✓ Destination Facility Number 	Clear
✓Address 2 ✓County	Continue
✓State	Cancel
City	Save Selection
Address 1 Other Destination Date Other Destination Status	
	Order Columns Move Up Move Down

When the File Export window selections are correct, select **Continue** to proceed.

Selecting an Output File and Folder

When selecting **Continue** after building an export, a Windows pop-up appears that asks for a file name and destination folder. This user decided on the folder *Importing and Exporting Files* and the file *Facility List – April 20.*

Open					? 🛛
Look in:	🗀 Importing and	d Exporting Files	•	🗢 🖻 💣 🛛	•
My Recent Documents Desktop My Documents					
My Computer					
My Network Places	File <u>n</u> ame: Files of <u>typ</u> e:	April 20 Facility L Comma Separate		•	<u>O</u> pen Cancel

Select **Open** to create the Export file or **Cancel** to abort the process. After the file is created, **Alabama ePCR** will generate a confirmation:



The output is a .CSV file of five lines – a header record followed by the four entries. Each field is in double quotes and is separated by commas:

"Other Destinations", "Destination Facility Number", "Destination Type", "City", "County", "State" "Ozark Rest Home", "99001", "Nursing Home", "Guntersville", "Marshall", "AL" "Living Will", "99002", "Morgue", "Tuscumbia", "Colbert", "AL" "Anchors A Way Station", "99003", "Nursing Home", "Gadsden", "Etowah", "AL" "Jim Dandy Rest Home", "99004", "Nursing Home", "Auburn", "Lee", "AL"

Saving an Export selection for future use

If the user needs to generate this export frequently, the File Export choices can be saved for future use.

File Export	
Choose the Fields you want to Export:	- X
 ✓ Destination Type ✓ Other Destinations ✓ Destination Facility Number ✓ Address 2 ✓ County ✓ State Zip City Address 1 Other Destination Date Other Destination Status 	Select All Clear Continue Cancel Save Selection
	Order Columns Move Up Move Down

Return to the example. If the Facilities request is a recurring one, choose **Save Selection**. A naming pop-up window will appear:

Name Q	Jery		×
Facilities	Listing		
	ОК	Cancel	

Select **OK** to save, or else **Cancel** to end the process without saving.

Next time the user chooses the **Export** icon on the Toolbar, they can opt to choose from a menu of saved selections. Click on the drop-down list at the top of the window to display the previously saved items. Highlighting the requested field will load the specific fields in the specific order.

This feature is especially helpful with Incident data because of the very large number of fields in that table.

File Export		
File Export Choose the Fields you want to Export: © Other Destinations © Destination Facility Number © Destination Type © Other Destination Status © Other Destination Date © Address 1 © Address 2 © City © County © State © Zip	Facilities Listing MVA Sitting in R Wild Goose Cha	Continue Continue
		Move Down

To delete an entry in the list, highlight the item and select the red X in the upper-right corner of the window. The result is the following:

Alabama ePCR
Delete Saved Options (Facilities Listing)
<u>Y</u> es <u>N</u> o

Select **Yes** to delete the item or else **No** to cancel the request to delete.

Choosing a Form Preference

If there are multiple representations of the same Incident form, choose the best form for the situation. Go to the Preferences Menu and select Choose Forms.

Incidents	<u>A</u> dministration	Preferences	<u>T</u> ransmis	sion ⊻iew	Help	
extr		Choose	Forms	0 12	. 🛃	0
			4			-

Selecting this option brings up a screen with a drop-down list of various Incident form names. Choose the correct form name, press **OK**, and that form will become the current form layout. To reconsider changing the Incident form, press **Cancel**.

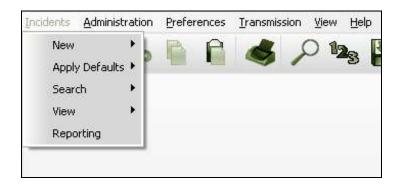
Configurat	ion		×
Incident F	orm		•
	ОК	Cancel	

The new form layout will be displayed the next time an Incident is opened.

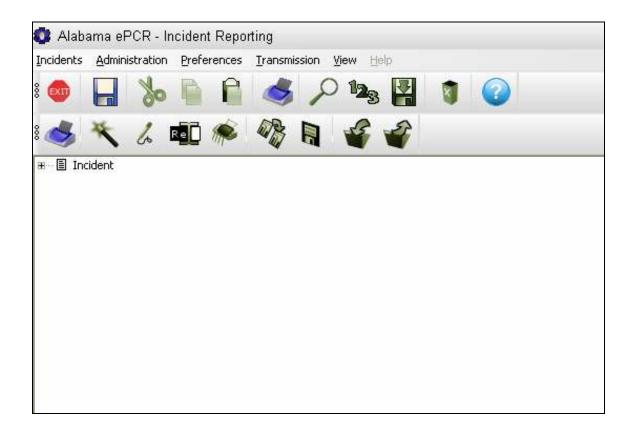
Note: When **Alabama ePCR** is used for the first time, it may prompt the user for the preferred Incident form if more than one version is available.

Generating Reports

To look at the reporting capability of **Alabama ePCR**, go to the **Incidents** Menu and choose **Reporting**.



This will produce a directory tree labeled **Incident** which enables the user to select from either graphical or numerical representations of the Incident data.



The Reporting Toolbar



Notice that a new Reporting Toolbar has been added. Moving left to right, the Reporting Toolbar icons are as follows:



Print the current report



Create a new ad-hoc report



Edit ad-hoc report



Rename ad-hoc report



Delete an-hoc report



Copy ad-hoc report



Save ad-hoc report



Import a Crystal Reports format report



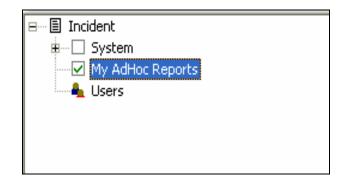
Export a report

Navigating the Reporting Tree

In the tree structure, there may be items that include a small box to the left of the item name containing either a plus or minus sign inside of the box. These items are categories that have subcategories underneath them. To expand the directory tree, click on a "plus-sign" box and the sub-categories for that entry appear. To contract the tree, click on a "minus-sign" box and the subcategories for that entry disappear.

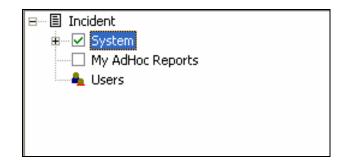
To select an item in a directory tree format, go to the item and select the associated check box by clicking the box.

In this example, the user is selecting the report category My AdHoc Reports. There are no subcategories as in the category System.



Clicking on a check box of a category with subcategories underneath will set each subcategory box to **On** as well.

In the next case, the user is selecting the report category System. The small plus-sign indicates there are subcategories beneath System and the check mark indicates all of the reports underneath have been chosen with one click.



Transmitting Records

There are two ways that Incident records are transmitted to the State. The user can either use the **Transmission Menu** to send Incidents at a time of the user's choosing, or else let **Alabama ePCR** send the Incidents via an automated process.

The process of transmitting Incidents will result in the updating of the following fields on the **Dispatch** screen:

- The Incident Needs Transmission check box will be checked off, as that record has just been sent to the State server and will be only checked on if it is amended
- The Last Transmission field will reflect the time stamp of the transmission
- The Transmission Status field will display Successful if the data transfer works properly. Otherwise, an error message is shown.

Here is an example of an Incident that was transmitted with no errors:

Transmission	Trans Status	Successful	Last Transmission	03/01/2007 09:04
		,		

The next example is of an Incident that had previously been transmitted successfully. At some point afterwards, the **Incident Needs Transmission** check box is mistakenly reset to **On**. This will create an error when this record is re-sent because the PCR number will already exist at the State level.

Transmission	Trans Status	REJECTED: PCR Num	Last Transmission	12/13/2006 10:36	
--------------	--------------	-------------------	-------------------	------------------	--

Sending Incidents via the Transmission Menu

Go to the Transmission menu and select Transmit Incidents.

Incidents	<u>A</u> dministration	Preferences	Transmission	⊻iew	Help		
8 🗪	- %		Check fo Transmit Export Import			1	?

Selecting this option will generate a pop-up window which will prompt for a date range. Alternatively, it includes all incidents marked **Ready For Transmission** when using the **Include All** check box.

In this example, a date range is given:

Transmit Data			×
Starting Date Ending Date	12/14/2006 12/14/2006	Include All	
Press begin to	transmit incidents		~
	Begin	Close	>

When the date range is selected, press **Begin** to start the transmission:

Transmit Data			×
Starting Date Ending Date	12/14/2006 12/14/2006	Include All	
Sending Data.			~
<	Begin	Close	>

If a transmission's date range is entered so that no data is found, this appears:

Transmit Data			×
Starting Date Ending Date	12/14/2006 12/14/2006	Include All	
No incidents w	ere found within the	given date range.	~
	Begin	Close	>

If a transmission contains some Incidents that cannot be transmitted, it returns this message:

Transmit Data			×
Starting Date Ending Date	08/24/2006	Include All	
Transmission c	ompleted. Please che	eck incidents for errors.	<
<u></u>	Begin	Close	>

If the data transfer is successful, the following message is generated:

Transmit Data			×
Starting Date Ending Date	12/14/2006 12/14/2006	🗌 Include All	
Transmission c	ompleted with no err	ors.	~
(Begin	Close	

After reading the output messages in the above window, select **Close** to finish the process.

Automatic Transmission of Incidents

An alternative to manually sending Incident data is for **Alabama ePCR** to send the data automatically.

Alabama ePCR will attempt to start an automatic data transfer:

- > Twenty seconds after startup
- > Every eight hours while the program is running

The system will check for Incidents that are marked for transmission. A data transfer will immediately follow if there are eligible records.

If the transmission is begun, the user will briefly see a message in the right corner of the Status Bar:



If the transmission finishes cleanly, another message appears briefly:

(Transmission completed with no	errors.
	NUM	

If there are errors in the transmission, a red icon will appear in the right corner of the Status Bar.



Clicking on the icon produces this pop-up window which displays a summary of the automatic transfer:

Auto	o Transfer Status	×
Ti Bi Co Si Vi A Ei ai	Auto Upload: 02/04/2007 12:46:11 ransmitting Incident Data undling 1 Incidents for Transmission. onnecting to Server ending Data ?xml ersion="1.0"?> <response><item><pcr_num>Not pplicable</pcr_num><status>SERVER RROR</status><message><msg>Invalid user name nd/or assword</msg></message></item></response>	
		~
	Hide	

Choose **Hide** to close the window.

Exporting NEMSIS Data

Incidents	Administ	ration	Prefe	rences	Transmission View	/ <u>H</u> elp			
8 💿		So	P	P	Check for Upo Transmit Incid			2	
					Export		NEMSIS	Incidents	
					Import	•	NEMSIS	Demographics	

To export **Incident** data, go to the **Transmission** menu, select **Export**, then select **NEMSIS Incidents.** A query builder screen with the same look as the Advanced Search screen will appear:

Record Selection	
Saved Queries Image: Save Clear Save View SQL	
 Provider Vehicles PCR Number Software Creator Software Name Software Version EMS Agency Number Incident Number Unit Number Type of Service Requested Primary Role of the Unit Dispatch Delays Response Delays Scene Delays Transport Delays Turn-Around Delays Unit/Vehicle Number Unit/Vehicle Number Unit/Vehicle Number Unit/Call Sign (Radio Number) Vehicle Dispatch Location Dispatch GPS Latitude Beginning Odometer On-Scene Odometer 	
Export	Cancel

Enter the search criteria as when searching for Incidents. Choose **Cancel** to end the process at any time, else choose **Export** when the query is built.

Note: The ability to save queries for future use is not available here.

Once the temporary query is built, **Alabama ePCR** will prompt for an output file name and a folder location to save the exported data. The resulting file will be in an XML format.

Save As					? 🛛
Save As Save jn: My Recent Documents Desktop My Documents	Dones Importing and		•	• 🗈 💣 🎟 •	
My Computer My Network Places	File <u>n</u> ame: Save as <u>t</u> ype:	Baldwin County Export Oct	4	<u> </u>	<u>S</u> ave Cancel

After choosing the file destination, the export takes place. When finished, **Alabama ePCR** will display the following:

Info		×
NEMSI:	5 Export has complete	ed.
1	ок	

Press **OK** to finish the process.

Exporting **Demographic** data is more streamlined, since no querying for a subset of data is needed. Go to the **Transmission** menu, select **Export**, and then select **NEMSIS Demographics**. This time, **Alabama ePCR** immediately prompts for an output file name and a folder location to save the XML file. When finished, the "NEMSIS Export has completed" message will be displayed, as above.

Importing NEMSIS Data

Incidents	<u>A</u> dministration	Preferences	<u>Transmission</u> <u>View</u> <u>H</u> elp		
8 🗪	2		Check for Updates Transmit Incidents Export		
			Import	NEMSIS Incidents	

To import Incident data from a third-party source, go to the **Transmission** menu, select **Import**, and select **NEMSIS Incidents**. **Alabama ePCR** will prompt the user for an input file and a destination folder location. Select the file and folder desired, followed by **Open** to import or **Cancel** to stop the process.

Open				? 🛛
Look in: My Recent Documents Desktop My Documents My Computer	Importing ar		← L	
My Network Places	File <u>n</u> ame: Files of <u>type</u> :	Jones Import File Oct 13 XML Files (*.xml)	•	<u>O</u> pen Cancel

After the import is finished, the **Alabama ePCR** system will confirm the process is successful. Select **OK** to finish:

EMSIS Provider
Import completed successfully!
ОК

The View Menu

The **View** Menu gives the user some flexibility in changing the display.

In this example, the user has two **Alabama ePCR** windows open in addition to those of the Toolbar and the Status Bar:

NHTSA Injury Matrix Aternal/Skin	atch Incident Patient Trauma/CA/M	VC Vitals/Assessments Procedures Me	ds Narrative	
eck Thorax Abdomen eck Spine Upper Ext Spine Upper Ext Injury/MVC ause of Injury Industars Seat Row Loc of Pt System Vehicular Injury Indicators Seat Row Loc of Pt System Vehicular Injury Injury Indicators Seat Row Loc of Pt System Vehicular Injury Injury Indicators Seat Row Loc of Pt System Vehicular Injury Inj	NHTSA Injury Matrix	300 - 31		
eck Thorax Abdomen Cardiac Arrest Etiology Cardiac Arr				
Image: Sprine Upper Ext Image: Sprine Upper Ext Image: Sprine Image: Sprine Image: Sprine Image: Sp		Provide and the second s		
wer Ext Unspecified wer Ext Unspecified wer first Monitored Rhythm of the Patient wer of Injury MVC use of Injury Mechanisms Vehicular Injury Indicators Seat Row Loc of Pt ss Pt in Vehicle Seat Use of Occpnt Sfty Equip Airbag Deployment	lvis	Spine		
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njury/MVC use of Injury Injury Mechanisms Vehicular Injury Indicators Seat Row Loc of Pt s Pt in Vehicle Seat Use of Occpnt Sfty Equip Airbag Deployment			-	
ause of Injury Injury Mechanisms Vehicular Injury Indicators Seat Row Loc of Pt Seat Row Loc of Pt Stimated Time of Arrest Prior to EMS Arrival String Deployment String Content String Co		1	<u>-</u>	
ss Pt in Vehicle Seat Use of Occpnt Sfty Equip Airbag Deployment	njury/MVC			
s Pt in Vehicle Seat Use of Occpnt Stly Equip Airbag Deployment				,
	vs Pt in Vehicle Seat Lise of f			

Here is what appears on the **View** menu. The check marks are for views that are currently displayed. The **Facility List** screen is hidden by the **New Incident** screen for the time being.



If the Toolbar and Status Bar are turned off and the Facility List is checked on, they will be hidden until this feature checks them back on:

ncidents	<u>A</u> dministrati	on <u>P</u> references	Transmission	<u>V</u> iew	Help	
ncidents Other De Dzark Rest iving Will	<u>A</u> dministrations estinations Home Way Station	- Facility List (Sa on <u>Preferences</u> Destination Type <u>Nursing Home</u> <u>Nursing Home</u> <u>Nursing Home</u>		⊻iew	Help Toolbar Status Bar 1 New Incident 2 Facility List	Address 1 134 Pecan Lane 1456 Dark Shadows Pa 3400 US 11 3433 Lincoln Highway

The user also has the option of reducing and expanding viewing windows by using the Windows-like buttons in the upper-right corner:

🗱 Alabama ePCR - Facility List (Samuel Sample)											_	. 🗆 X
Incidents Administrati	on <u>P</u> references	<u>T</u> ransmission	⊻iew	Help								$-\Box \times$
Other Destinations	Destination Type	Ot		Toolbar	Destination Facility Number	Address 1	ddress	City	County	State	Zip	Other Dest
Ozark Rest Home	Nursing Home	09/13/2006		Chaltere Dave	99001	134 Pecan Lane		Guntersville	Marshall	AL	35976	M
Living Will	Morgue	01/01/2006	-	Status Bar	99002	1456 Dark Shadows Parkway		Tuscumbia	Colbert	AL	35674	Y
Anchors A Way Station	Nursing Home	02/07/2006		1 New Incident	99003	3400 US 11		Gadsden	Etowah	AL	35901	Y
Jim Dandy Home	Nursing Home	01/03/2007			99004	3433 Lincoln Highway		Auburn	Lee	AL	36830	Y
			~	2 Facility List								
			-									

The Help Menu

The **Help** Menu allows access to this Users Manual and to background information on the product.



Selecting **Users Manual** allows the user to view this manual in a PDF format. Selecting **About EMSIS Provider...** produces the following:



Choose **OK** to close this window.

Note: The background information is also displayed when selecting the icon on the Toolbar.