



# How to Post, Transfer and Save in Elite



# Who is Responsible?

- ▶ The AIC for the case is responsible for having a fully complete (no less than 98%) patient report/refusal/cancelled calls posted within 12 hours of the call per VAOEMS regulations.
- ▶ We strongly advocate for no later than end of shift and prefer as soon as the call ends. There are a lot of reports that get left behind, lost, or left incomplete.

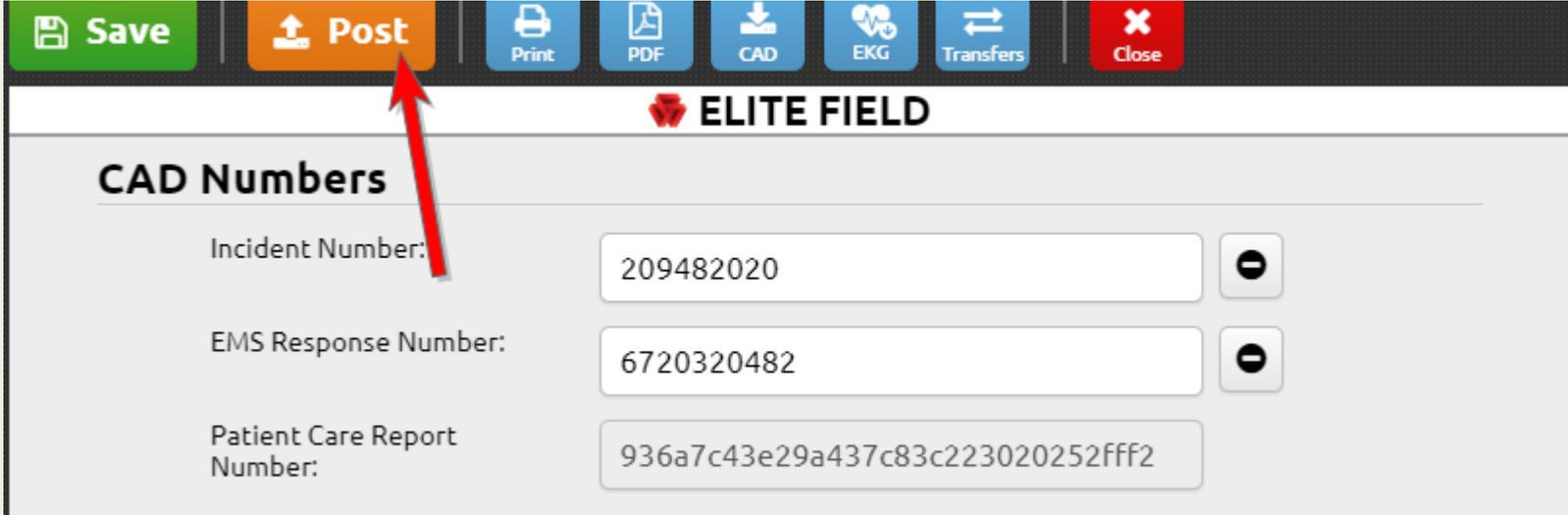


# General Post Issues

- ▶ If you post and then add new information to your report, you must repost or the online report will not be updated and the new information could be lost. It will show as posted on the EMR computer so pay attention to that!
- ▶ Ensure that you are logged into the computer when posting
- ▶ The intern cannot sign as the AIC and if you are signing, you need to ensure that all of the report information is complete and accurate before the final post.
- ▶ Try not to move the computer from one WiFi connection to another (hospital to vehicle) while posting or information (or the entire case) may be lost. Give it a few seconds to finish before moving along.

# How to Post

- From inside an incident, click Post



The screenshot displays the top navigation bar of the ELITE FIELD software. The 'Post' button, located in the center of the bar, is highlighted in orange and has a red arrow pointing to it. Other buttons in the bar include 'Save' (green), 'Print' (blue), 'PDF' (blue), 'CAD' (blue), 'EKG' (blue), 'Transfers' (blue), and 'Close' (red). Below the navigation bar, the 'CAD Numbers' section is visible, containing three input fields with their respective values and a minus sign button to the right of each field.

CAD Numbers	
Incident Number:	209482020
EMS Response Number:	6720320482
Patient Care Report Number:	936a7c43e29a437c83c223020252fff2

- From the Elite Field Dashboard, select one or more incidents

Buttons: All, None, Post, Delete

**+ New Incident** Other Forms

<b>Aug 16</b> 10:40	<b>Incident #</b> 2046163862 <b>Response #</b> 052947820 <b>PCR #</b> 6c02Fea5b330428b94067925531d9c85	<b>Kelly Tooley</b> 294 Smuchy Rd City of Lakeville 2, MN 55044	98	→
<b>Aug 16</b> 07:54	<b>Incident #</b> 36363635363 <b>Response #</b> 5658afa49a98483b85825df64ecec29	<b>Juan Carlos</b> 8564 Winston Ave City of Saint Marys Point, MN 55043	98	→

Click Post

Buttons: All, None, Post, Delete

**+ New Incident** Other Forms

<b>Aug 16</b> 10:40	<b>Incident #</b> 2046163862 <b>Response #</b> 052947820	<b>Kelly Tooley</b> 294 Smuchy Rd City of Lakeville 2, MN 55044		
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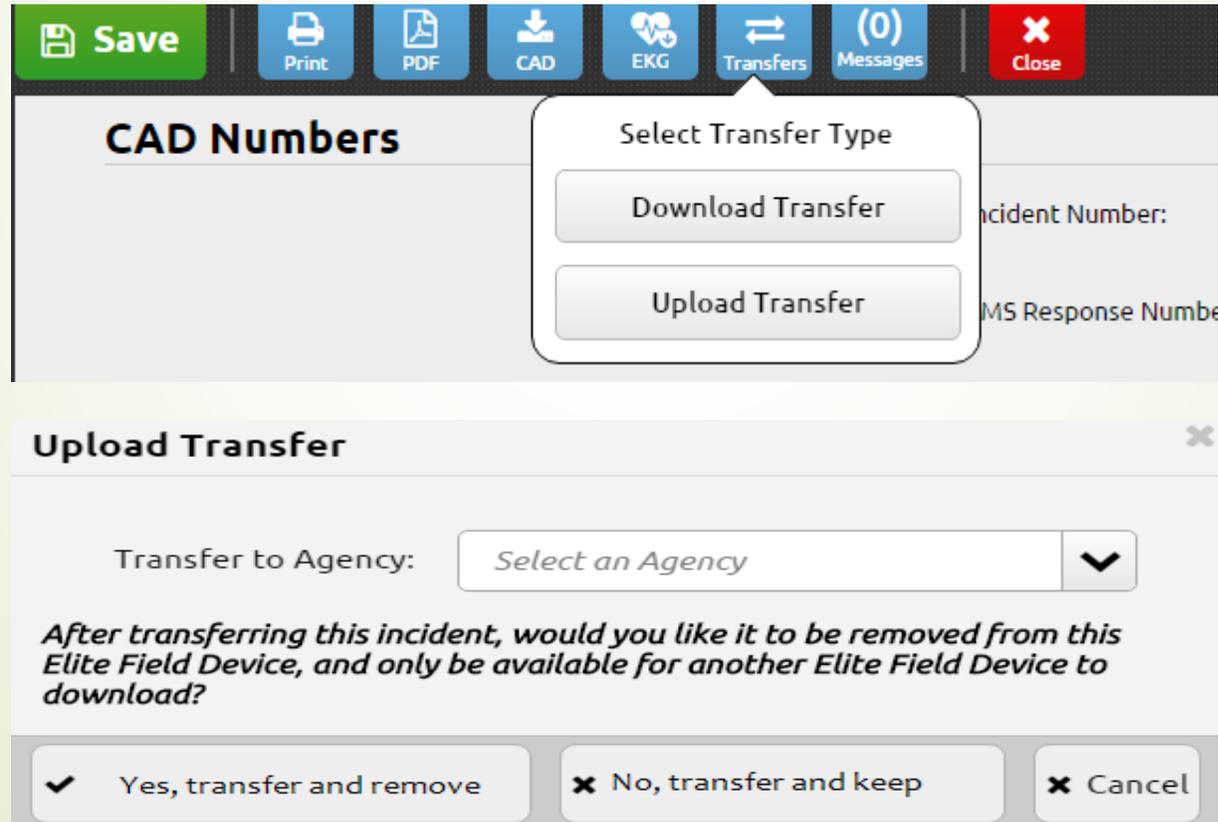


# Common Issues

- ▶ There are only a few places a report can “hide” in the system. The earlier that you attempt to complete the report, the better the chance that a missing report can be located.
- ▶ Was the case more than two weeks ago? If so, change the Unit notified date on the incident list to include the correct range. You may want to use the least amount of search criteria as possible.
- ▶ Was your name on the crew list? All parties (fire and EMS including ALS and supervisors) involved in the patient's care or decisions should be listed as crew members. If someone else is going to complete the report later or at another location, make sure their name is listed so they can access it.
- ▶ Did you include the time of dispatch before posting? If not, it goes to a specific location. You can ultimately get there but it is not easy to find. You can contact EMS HQ for retrieval.
- ▶ Did you transfer it instead? Check the transfer list to make sure.
- ▶ If you post and then add new information to your report, you must repost or the online report will not be updated and the new information could be lost. It will show as posted on the EMR computer so pay attention to that!
- ▶ Ensure that you are logged into the computer when posting
- ▶ The intern cannot sign as the AIC and if you are signing, you need to ensure that all of the report information is complete and accurate before the final post.
- ▶ Try not to move the computer from one WiFi connection to another (hospital to vehicle) while posting or information (or the entire case) may be lost. Give it a few seconds to finish before moving along.

# Transferring a report

- ▶ Temporary storage so a report can be passed along to another crew member or computer
- ▶ Must be retrieved, completed and posted by the other crew member
- ▶ From Inside the EMS incident, click transfers, unload transfer



The screenshot displays the EMS software interface. At the top, a toolbar contains icons for Save, Print, PDF, CAD, EKG, Transfers, Messages, and Close. The 'Transfers' icon is highlighted, and a dropdown menu is open, showing 'Select Transfer Type' with options for 'Download Transfer' and 'Upload Transfer'. Below this, the 'Upload Transfer' dialog box is shown. It features a 'Transfer to Agency:' dropdown menu with the text 'Select an Agency'. Below the dropdown is a question: 'After transferring this incident, would you like it to be removed from this Elite Field Device, and only be available for another Elite Field Device to download?'. At the bottom of the dialog, there are three buttons: 'Yes, transfer and remove', 'No, transfer and keep', and 'Cancel'.

# Downloading a transfer

- From inside the EMS incident, click transfers, download transfer, this is also used to transfer a call started by the fire department.

The screenshot displays the EMS interface with a toolbar at the top containing icons for Save, Print, PDF, CAD, EKG, Transfers, Messages, and Close. The 'Transfers' icon is highlighted, and a dropdown menu is open, showing 'Download Transfer' and 'Upload Transfer' options. Below this, the 'Download Transfer' dialog box is open, featuring a search bar, date span filters (06/14/2016 to 06/15/2016), unit and call sign dropdowns, and an 'Order By' section set to 'Unit Number' and 'Descending'. A table of transfer records is visible at the bottom, with a download icon next to each row.

Transfer To Call Sign	Unit Number	Incident Number	Address
ActiveCallSign	Active(QA)	Incident34922	Nothing Entered
Unit Notified	Agency		
1/18/2016 11:40:11	EMS/Fire Agency		
Transfer To Call Sign	Unit Number	Incident Number	Address

- Click the download button to download the selected incident.

**Download Transfer** ✕

Date Span: 06/14/2016 to 06/15/2016 Clear Dates Search All Columns

Unit: All ▼ Call Sign: All ▼ 1 - 5 of 5 < >

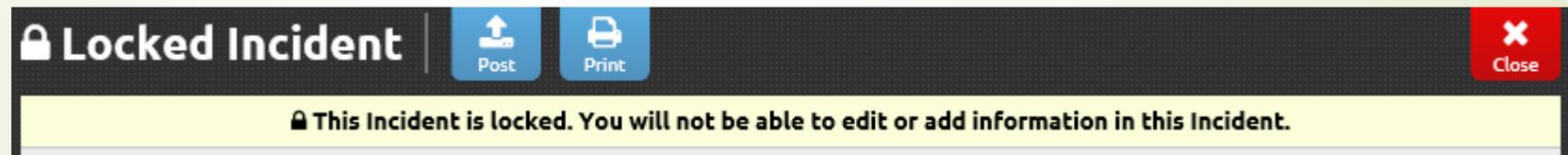
Order By: Unit Number ▼ Descending ▼

Transfer To Call Sign <b>B2827</b>	<b>Unit Number</b> <b>238947</b>	Incident Number <b>Incident34922</b>	Address <i>Nothing Entered</i>	
Unit Notified <b>1/18/2016 11:40:11</b>	Agency <b>EMS/Fire Agency</b>			
Transfer To Call Sign <b>B2828</b>	<b>Unit Number</b> <b>239834</b>	Incident Number <b>Incident34551</b>	Address <i>Nothing Entered</i>	
Unit Notified <b>1/7/2016 14:10:12</b>	Agency <b>EMS/Fire Agency</b>			

To confirm your selection and begin downloading the incident, click OK  
To cancel the download, click cancel.

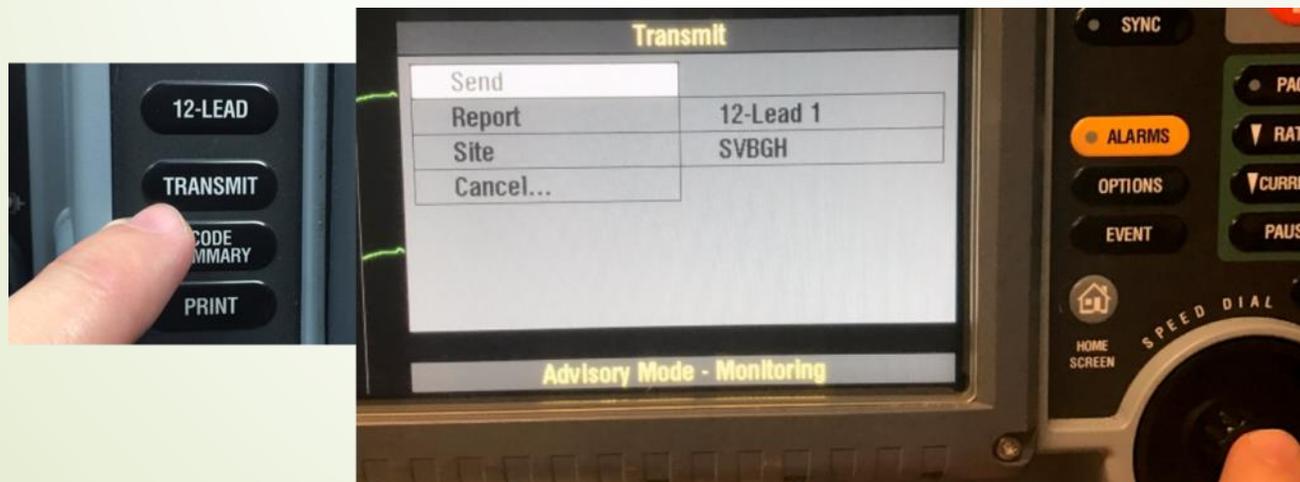
# Locking your incident

- ▶ Your report will automatically lock after 24 hours of posting
- ▶ You cannot edit a locked incident
- ▶ Locked incidents display differences to incident the incident is locked
- ▶ On the incident, the Save button is replaced with the text, “Locked Incident”, the other buttons disappear and “This incident is locked” message appears below the toolbar.



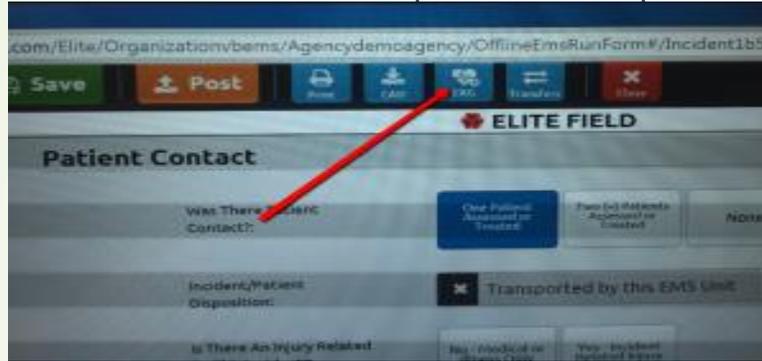
# LifePak 12 Lead Transmission and Downloads

- ▶ Transmitting 12 lead EKG's to the hospital
  - ▶ Gently connect the USB cable from the LifePak to the EMR
  - ▶ Press TRANSMIT on the LifePak and operate as normal with a HOSPITAL as the site. Then select SEND
    - ▶ Make note of the LifePak's serial number, you will need this later when downloading from ImageTrend.



# Downloading LifePak data into your report.

- Inside of the EMR patient report click the EKG button



- Select the EKG imported by device serial number (red box) then click the download icon (red arrow). The dates and times are from when the LifePak was powered on. Only the prior 24 hours of data is available

