How to Post, Transfer and Save in Elite

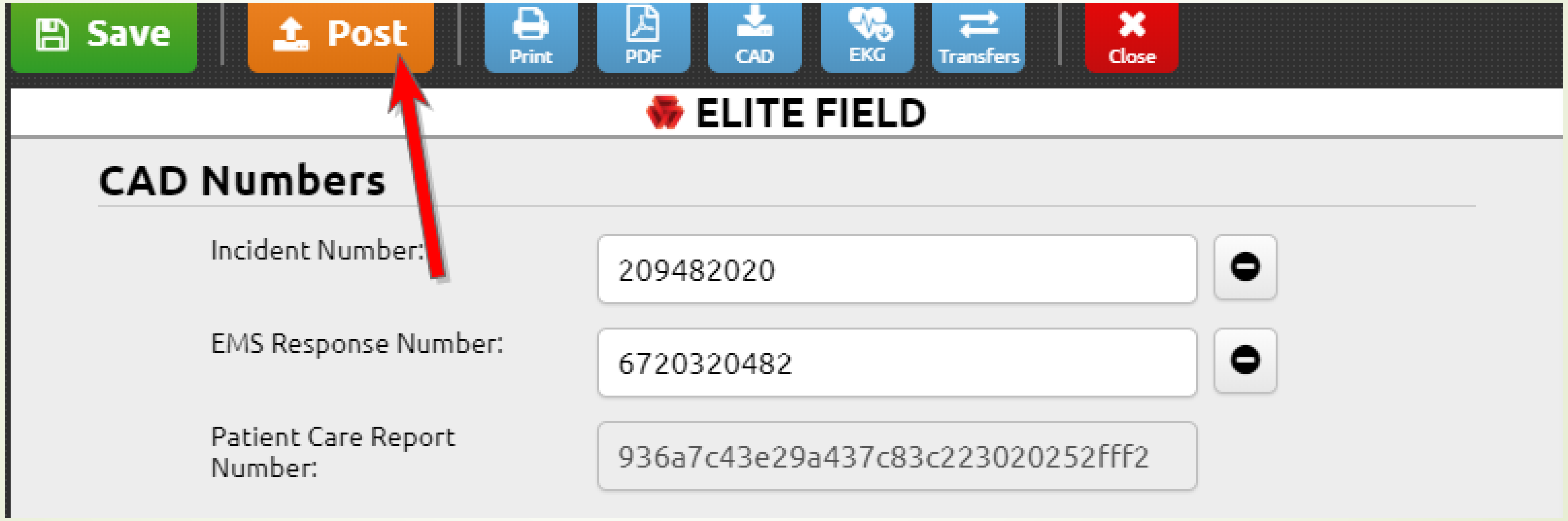
General Post Issues

- 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!
- The intern (ALS or BLS) 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.
  - Intern should be listed as "Provider Completing This Report" if they wrote it

- Try not to move the computer from one WiFi connection to another (hospital to vehicle) while posting. Give it a few seconds to finish before moving along.
- Make sure you log into the computer at the beginning of your shift and add the vehicle and crew. ***Check to make sure your WiFi is working.***
- At the end of your shift, delete crew member names from dashboard and log off to protect PHI and to prevent your name being associated with cases that are not yours.

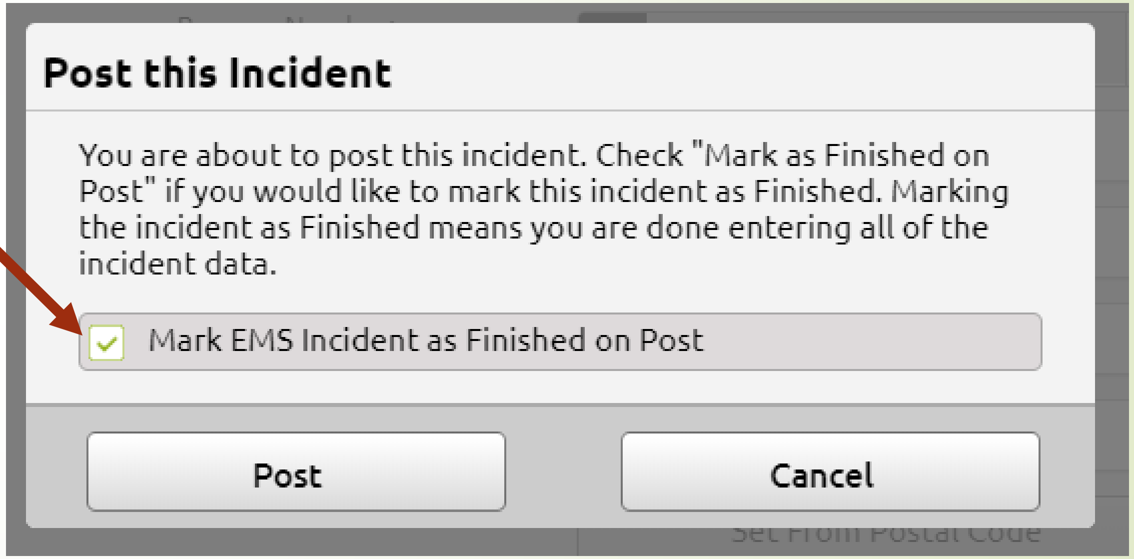
How to Post

- From inside an incident, click Post



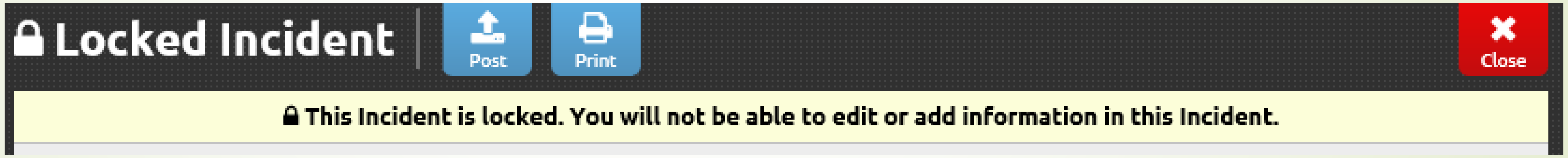
How to Post – Finish Incident

- ****NEW****
- When you select post, if you leave the box checked your report will lock upon post
- If you are finished with the case leave the box checked
- If you are not finished consider posting later when you are actually done, or un-check the box



Locking your incident

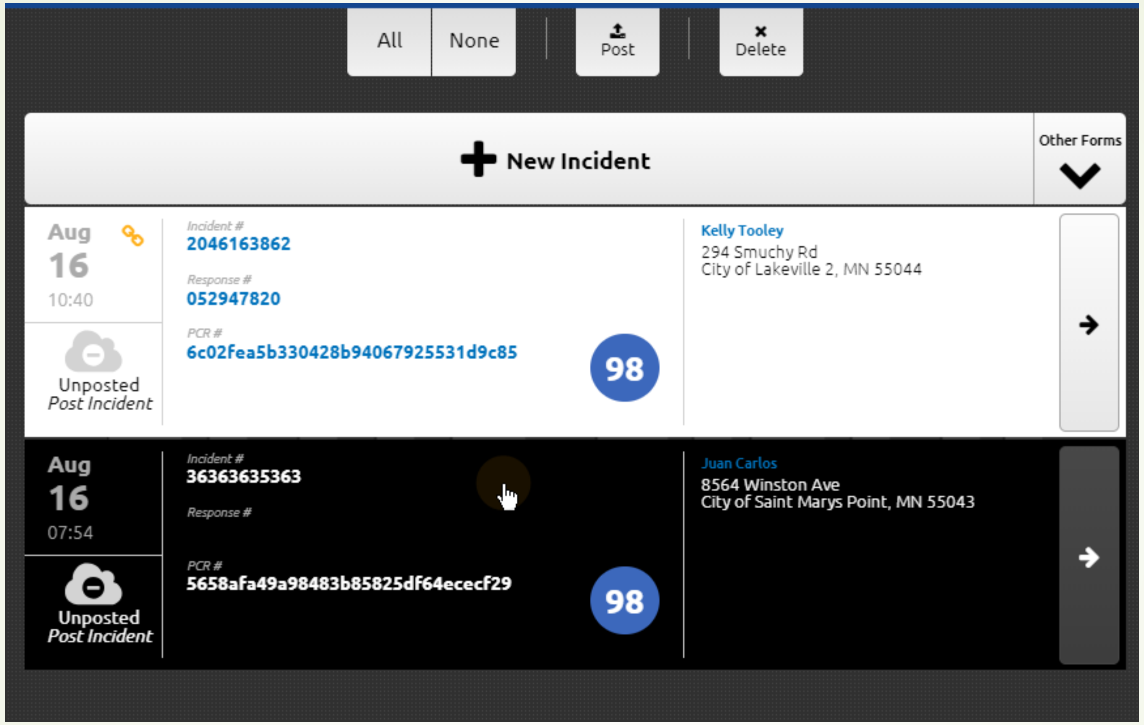
- Your report will automatically lock after 24 hours of posting if the box was left unchecked on post
- You cannot edit a locked incident
- On the incident, the Save button is replaced with the text, “Locked Incident”, the other buttons disappear and “This incident is locked” message appears below the toolbar.



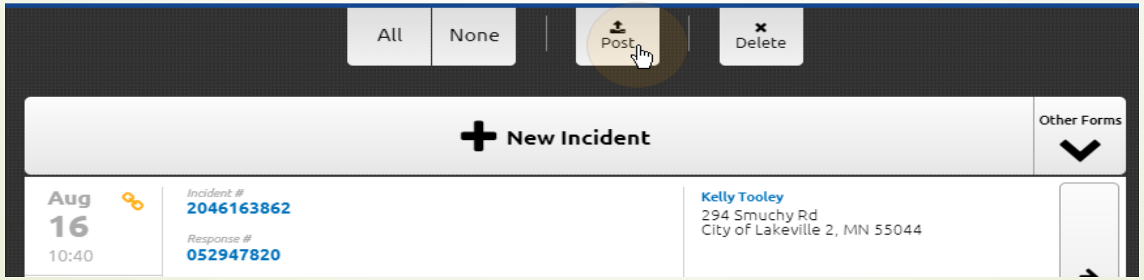
- Once your report is locked and you need to add information, please add an addendum or contact support@vbems.com with the incident number and the report may potentially be unlocked with an appropriate reason.

Posting Multiple Incidents

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



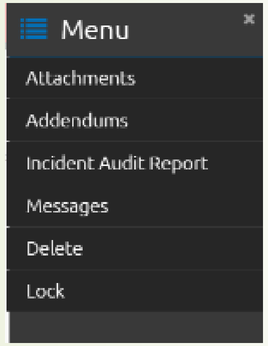
Click Post



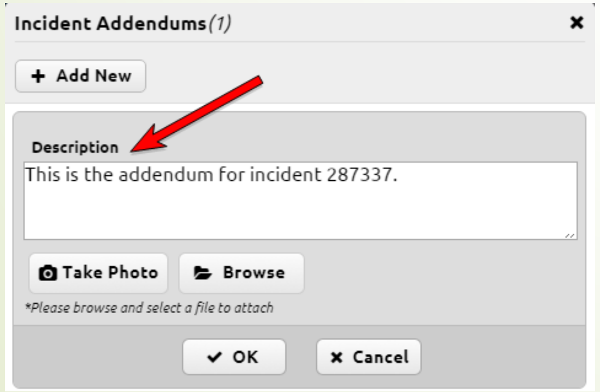
Adding Addendums

From inside your incident click the Menu button

Click on addendums



Click add new, then enter a description

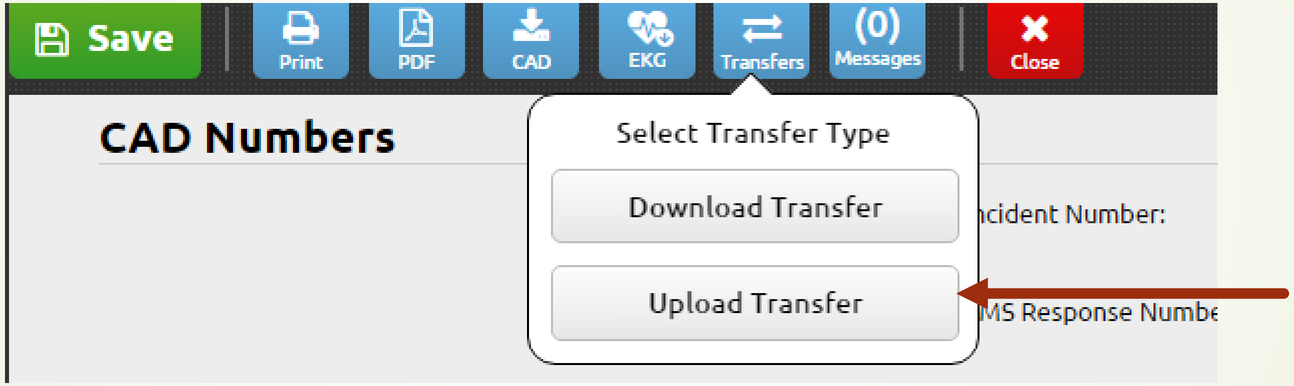


Common Issues

- 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

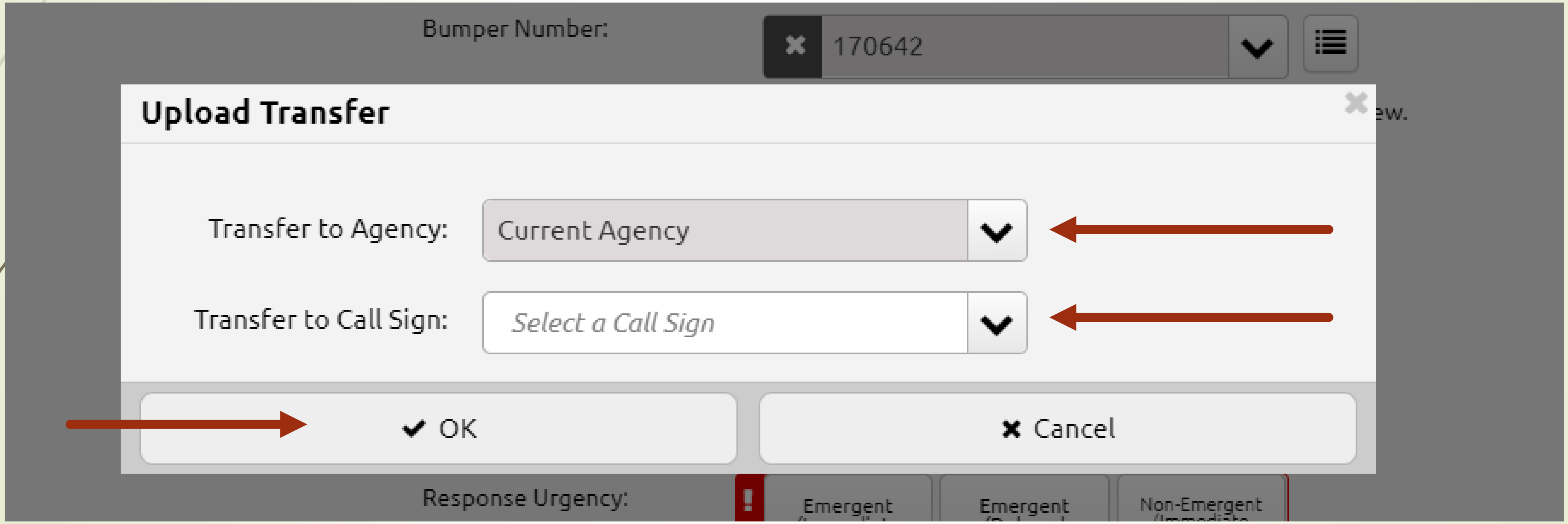
Transferring a report

- 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



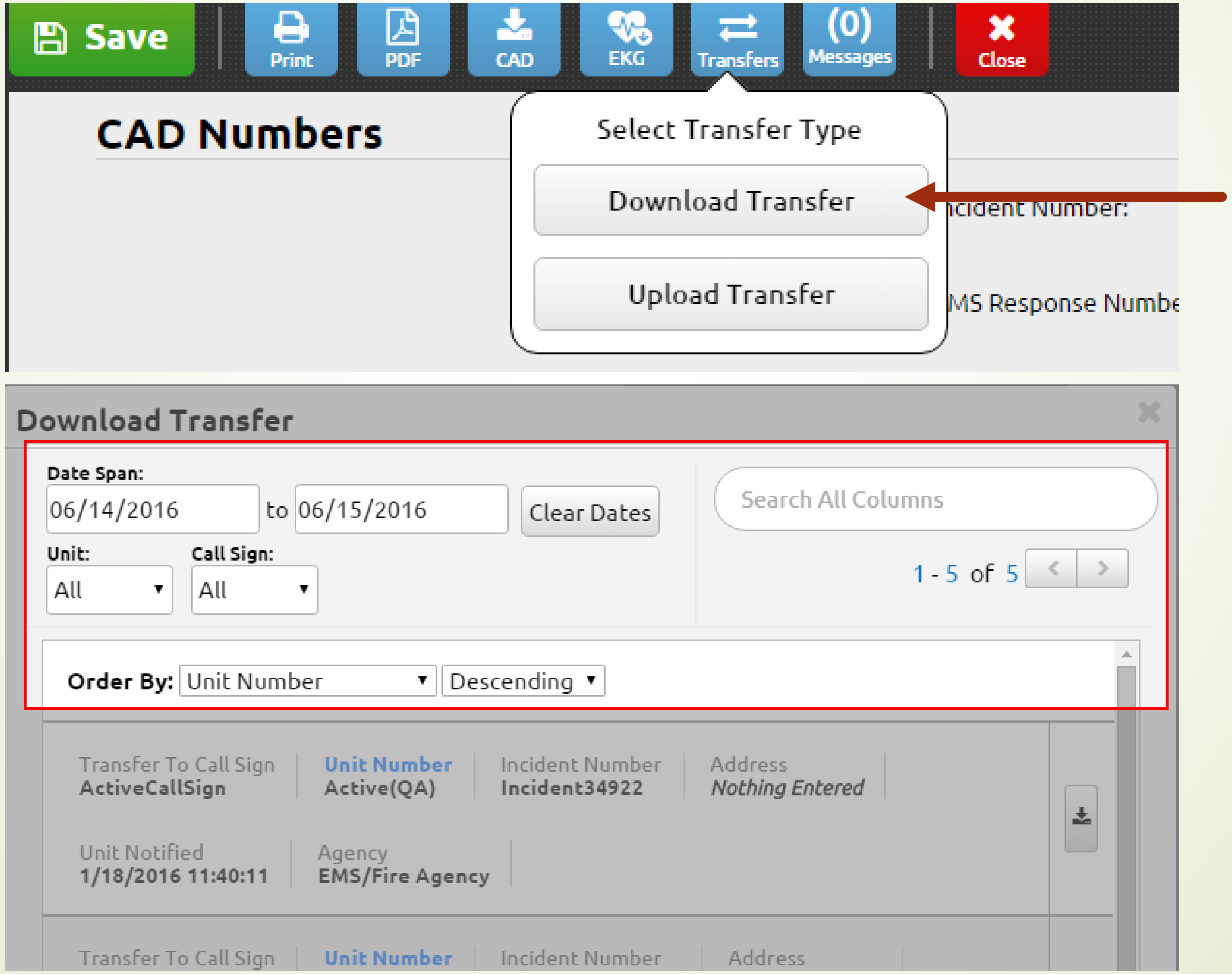
Transferring a report

- When uploading make sure to select the correct agency ("current agency" for internal transfers, "VBEMS Production" for FD transfers) and target unit for transfer from the list

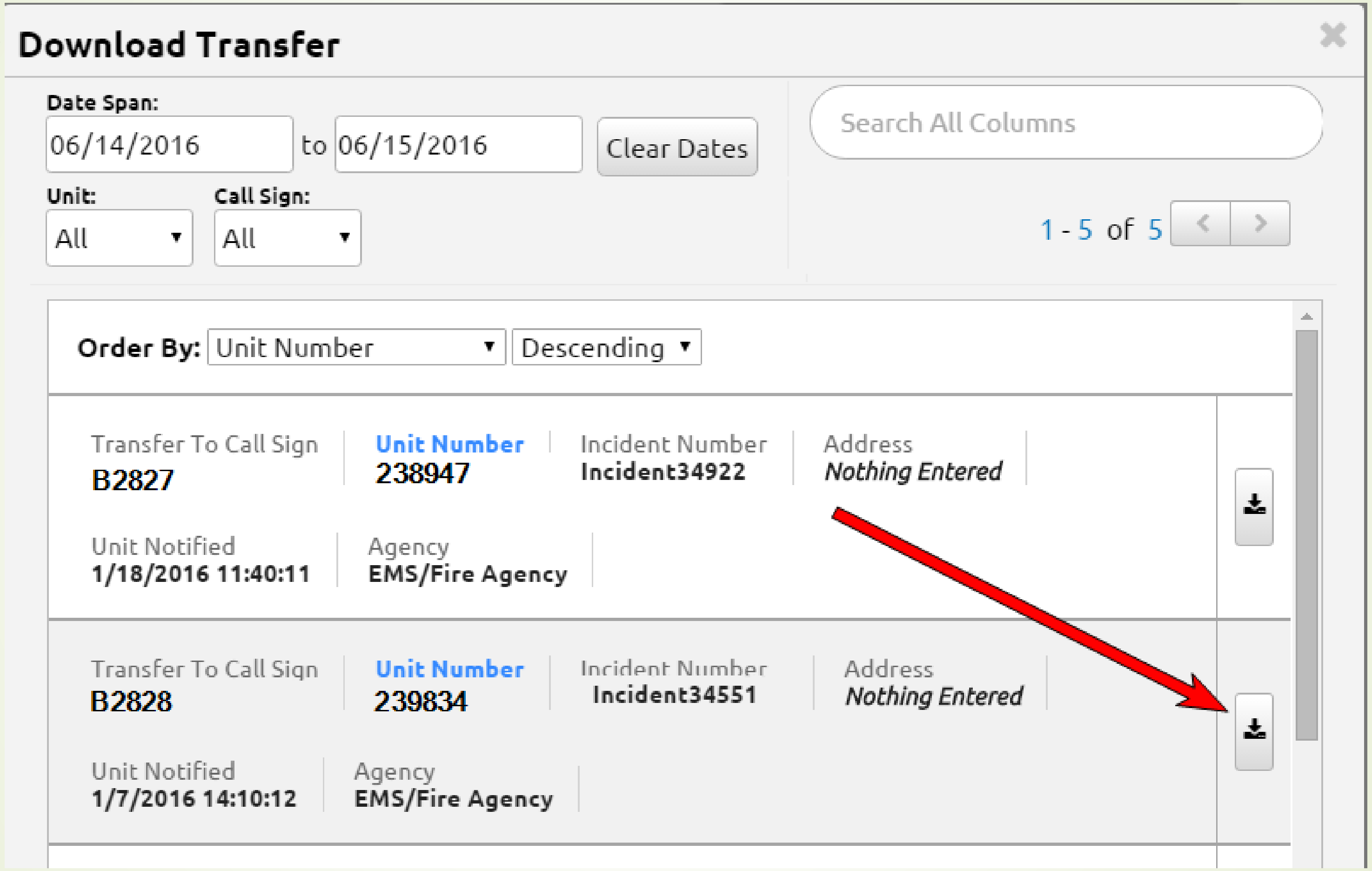


Downloading a transfer

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



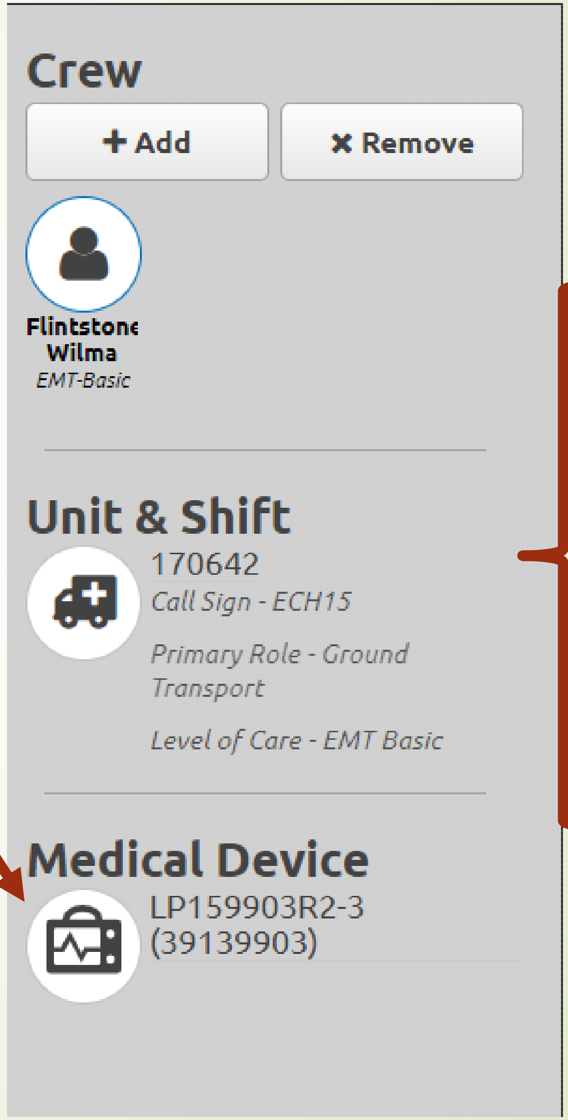
- Click the download button to download the selected incident.



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

Lifepak 15 Downloads

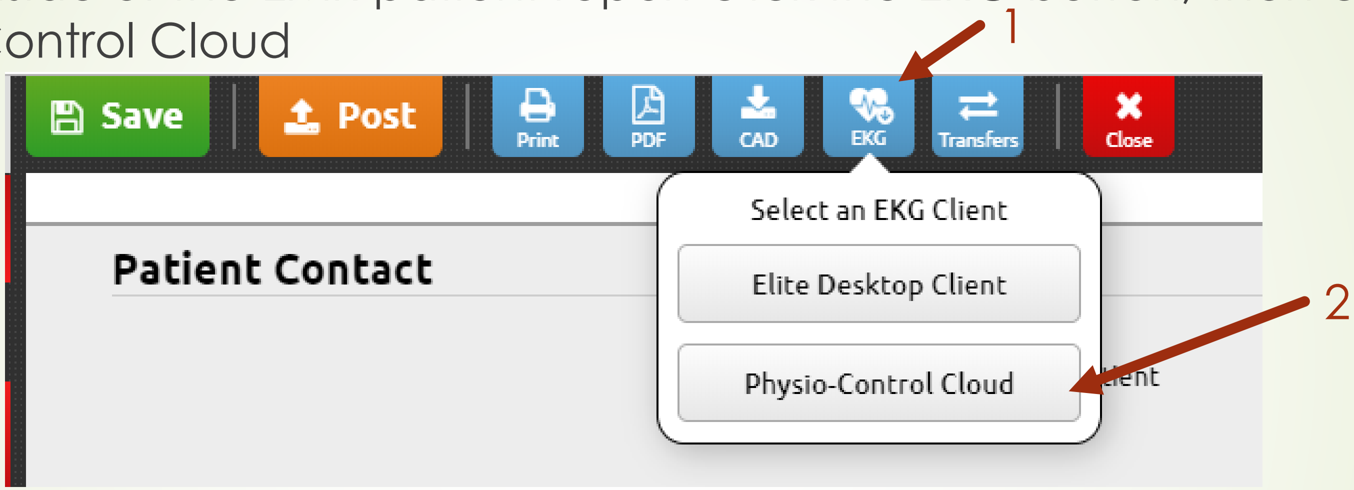
- Make sure to complete all widgets at the start of your shift
- Unit widget will make finding incident transfers easier
- Medical Device widget will make importing LP15 case information easier
- Select the serial number (from the top of the LP15) here



Your Vehicle Number will populate from the Call Sign if you fill that in first

Downloading LifePak data into your report.

- Inside of the EMR patient report click the EKG button, then choose Physio-Control Cloud



- Select the EKG imported by device serial number (red box) the 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. **If you filled the widget it will automatically filter to your LP15**