



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

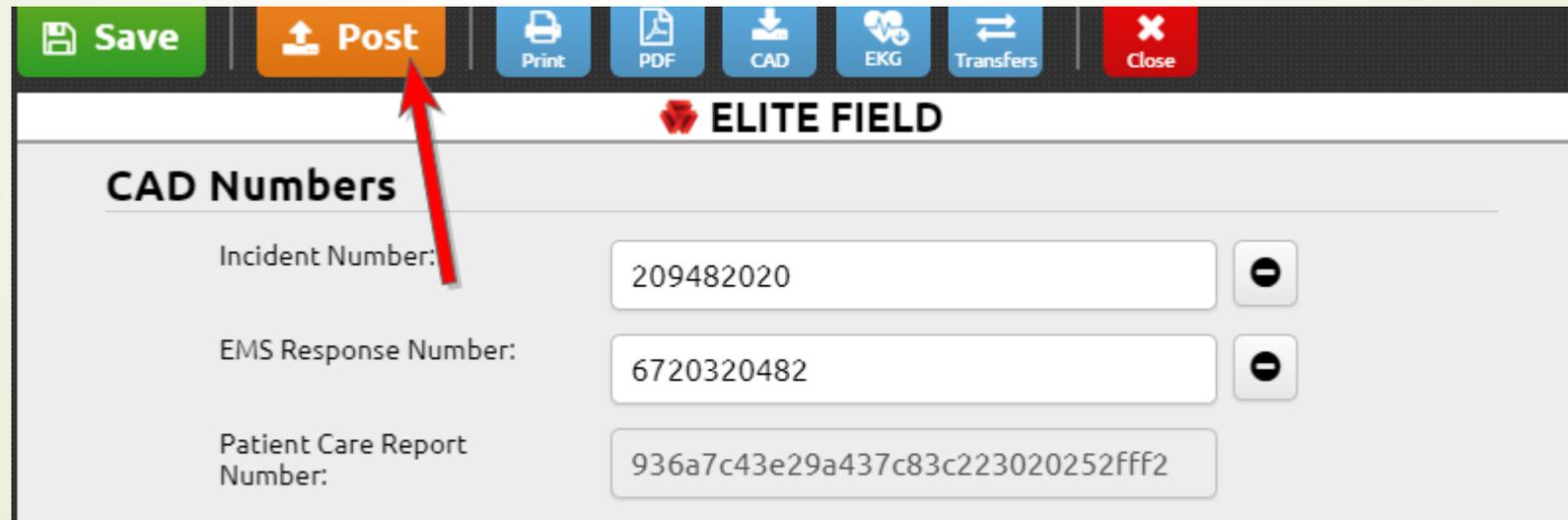


Provider Completing this Report: ▼ ☰

- ▶ 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

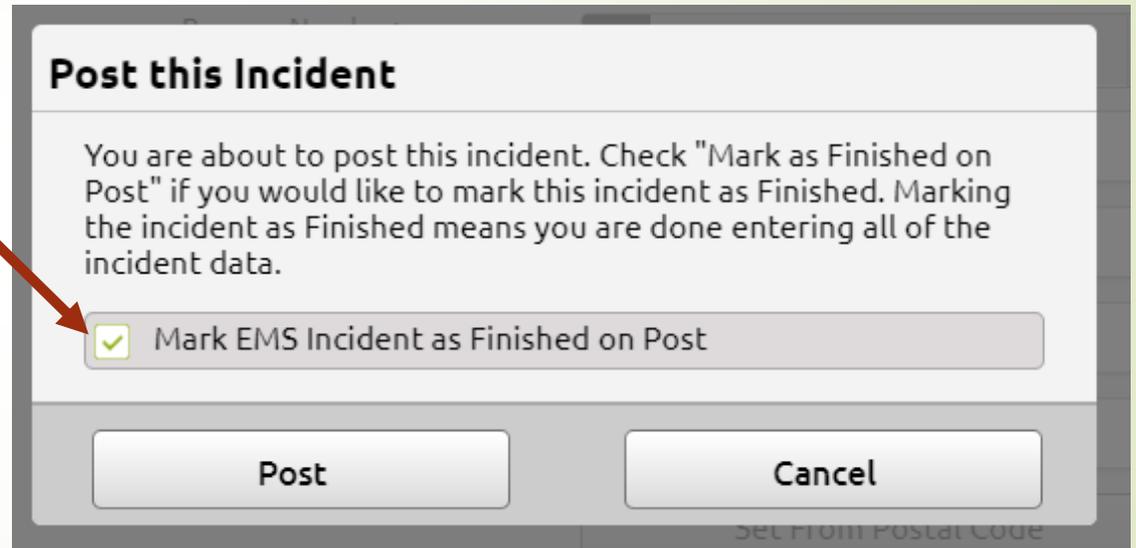


The screenshot displays the ELITE FIELD software interface. At the top, there is a dark grey toolbar with several icons: a green 'Save' button, an orange 'Post' button (highlighted with a red arrow), a blue 'Print' button, a blue 'PDF' button, a blue 'CAD' button, a blue 'EKG' button, a blue 'Transfers' button, and a red 'Close' button. Below the toolbar is a white header bar with the 'ELITE FIELD' logo and name. The main content area is titled 'CAD Numbers' and contains three input fields with corresponding labels and a minus sign icon to the right of each field:

Label	Value	Icon
Incident Number:	209482020	⊖
EMS Response Number:	6720320482	⊖
Patient Care Report Number:	936a7c43e29a437c83c223020252fff2	

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



Post this Incident

You are about to post this incident. Check "Mark as Finished on Post" if you would like to mark this incident as Finished. Marking the incident as Finished means you are done entering all of the incident data.

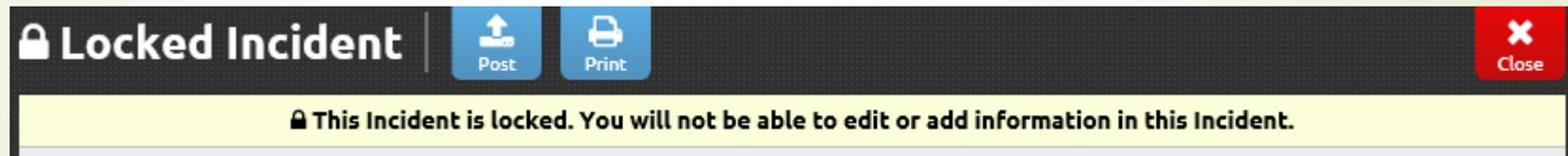
Mark EMS Incident as Finished on Post

Post **Cancel**

Set From Postal Code

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

The screenshot shows the Elite Field Dashboard interface. At the top, there are buttons for 'All', 'None', 'Post', and 'Delete'. Below these is a header bar with a '+ New Incident' button and a 'Other Forms' dropdown menu. The main content area displays two incident cards. The first card is for an incident on Aug 16 at 10:40, with Incident # 2046163862, Response # 052947820, and PCR # 6c02Fea5b330428b94067925531d9c85. The incident is assigned to Kelly Tooley at 294 Smuchy Rd, City of Lakeville 2, MN 55044. The card is marked as 'Unposted Post Incident' and has a blue circle with the number 98. The second card is for an incident on Aug 16 at 07:54, with Incident # 36363635363, Response #, and PCR # 5658afa49a98483b85825df64ecec29. The incident is assigned to Juan Carlos at 8564 Winston Ave, City of Saint Marys Point, MN 55043. This card is also marked as 'Unposted Post Incident' and has a blue circle with the number 98. A mouse cursor is hovering over the 'Post' button in the top navigation bar.

Click Post

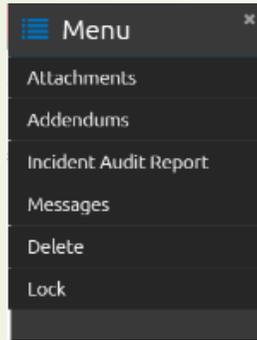
This screenshot is identical to the one above, but the 'Post' button in the top navigation bar is highlighted with a yellow circle, and a mouse cursor is clicking on it. The incident cards below remain the same.

Adding Addendums

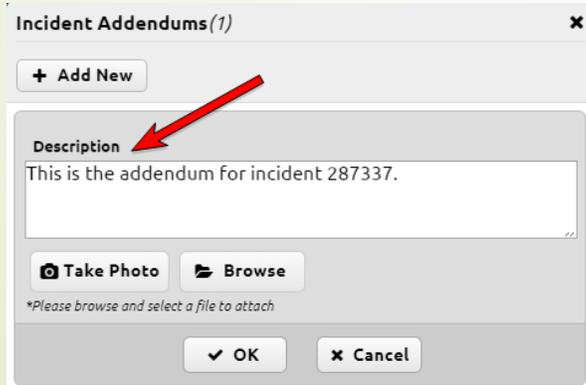
From inside your incident click the Menu button



Click on addendums



Click add new, then enter a description



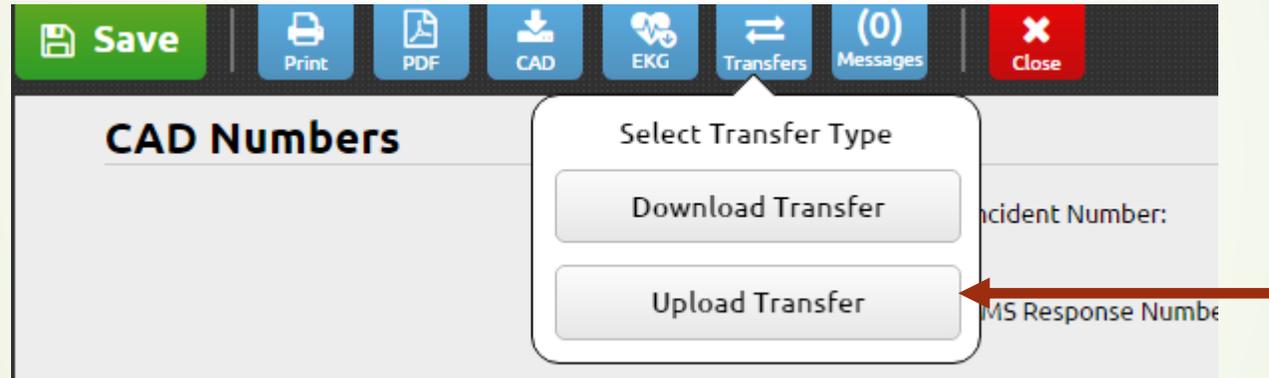


Common Issues

- ▶ 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

Bumper Number: 170642

Upload Transfer

Transfer to Agency: Current Agency

Transfer to Call Sign: *Select a Call Sign*

OK Cancel

Response Urgency: ! Emergent Emergent Non-Emergent

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 buttons for Save, Print, PDF, CAD, EKG, Transfers, Messages, and Close. A dropdown menu is open under the 'Transfers' button, showing 'Download Transfer' and 'Upload Transfer' options. A red arrow points to the 'Download Transfer' option. Below the toolbar, the 'CAD Numbers' section is visible. A 'Download Transfer' dialog box is open, featuring a search bar, date span (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 partially visible at the bottom.

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		

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

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

The screenshot displays a vertical menu with three main sections: 'Crew', 'Unit & Shift', and 'Medical Device'. The 'Crew' section includes a '+ Add' button, an 'x Remove' button, and a profile for 'Flintstone Wilma EMT-Basic'. The 'Unit & Shift' section shows a unit icon, the number '170642', 'Call Sign - ECH15', 'Primary Role - Ground Transport', and 'Level of Care - EMT Basic'. The 'Medical Device' section shows a medical device icon and the serial numbers 'LP159903R2-3 (39139903)'. A red arrow points from the text 'Select the serial number (from the top of the LP15) here' to the 'Medical Device' section. A red bracket on the right side of the 'Unit & Shift' section is labeled 'Your Vehicle Number will populate from the Call Sign if you fill that in first'.

Crew

+ Add x Remove


Flintstone
Wilma
EMT-Basic

Unit & Shift

 170642
Call Sign - ECH15
Primary Role - Ground Transport
Level of Care - EMT Basic

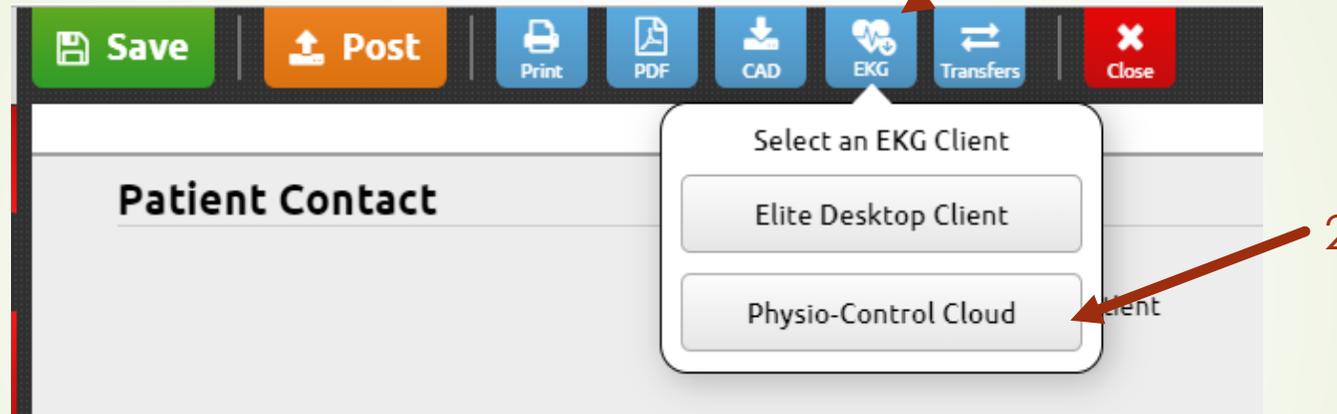
Medical Device

 LP159903R2-3
(39139903)

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) 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. **If you filled the widget it will automatically filter to your LP15**

