

DOCUMENTING EMS INCIDENTS AND COMMUNITY HEALTH VISITS





Below is a quick overview of how to document EMS incidents.

The EMS templates, whether online or offline, works the same way. There are a few differences and visual elements to tell you if you are online or offline. To view the difference, see [Compare Elite and Elite Field Incidents](#).

Facts

- The location of fields depends on the incident form template you select. Some fields may be hidden until you enter specific data or not included on the selected template.
- The red sections, panels, exclamation points and borders indicate that there is a validation error. See [Fixing Validation Errors and Warnings](#).

Field Types

- **Date / Time:** To enter the current time, select the clock  icon. To manually enter or edit the time, click into the time or date fields and use the date / time slide-out panel. See [Using the Date / Time Picker](#). To enter a Not Value or Pertinent Negative, click the *Not Value*  icon
- **Pick lists:** Fields with a lot of values display a pick list  icon. Click the pick list icon to view all the values in an easy-selection list. The pick-list is helpful when the list contains many values.
- **Buttons:** Fields with less than six values display buttons instead of a drop down list. The selected value turns blue.
- **Drop downs:** Click the drop down to select from the list of values. To enter a Not Value or Pertinent Negative, click the Not Value  icon.

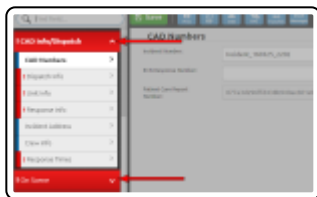
How to Document EMS Incidents and Community Health Visits

Step 1: Locate the Field

Navigate or search for a field using Find Field search box or the sections and panels along the left side of the form.

Navigate

- **Select a section**



- **Select a panel**



- **Response Times**(EMS and Community Health Only)



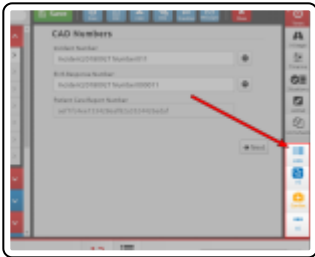
- **Mileage** (EMS and Community Health Only)



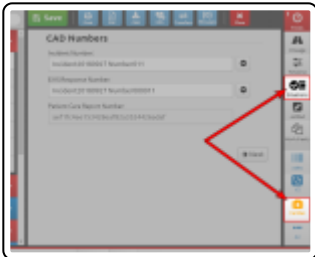
- **Timeline**(EMS and Community Health Only)



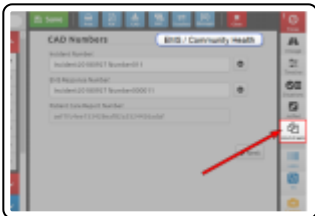
- **Power Tools**(EMS and Community Health Only)



- **Situation Tools**(EMS and Community Health Only)



- **Worksheets**



- **JotPad**(EMS and Community Health Only)



Search

1. In the Find Field box, enter the name of the field or the code.



2. Select the field.



The form opens the selected field.

Step 2: Enter the Information

Some fields, such as vitals and medications, may appear in your power tools and in a panel. You might find it easier and more efficient to document those fields in the Dynamic Power Tool or Situation Tool. Information entered into power tool automatically appears in the corresponding fields on the form upon clicking *OK* on the power tool.

Below are some examples of how to enter information into an incident. Please note, in the sections below, the fields showed in each image may not be the fields on your incident.

Patient Medications

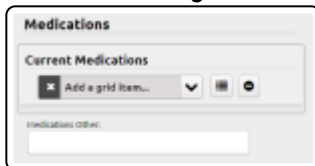
On the deploy EMS form, you can add patient medications through the Medications Power Tool or through the grids on the Medications panel in the History section. On your form template, the medication fields on your form may not be located in the same section.

Power Tool

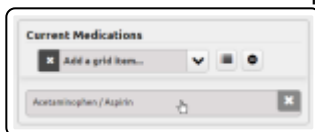
1. Open the Medications Power Tools.
2. Complete the medication fields. See [Using the Medications Power Tool](#).
3. Click *OK*.

In the Form

1. Locate the medication fields.
2. Click the *Add a grid item....* drop down.



3. Select a medication.
4. Select the medication to open the medication's comments field.



5. Click *OK*.



Patient Allergies

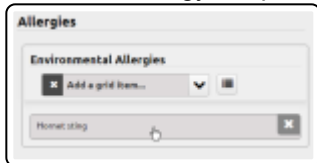
1. Locate the allergy fields.
2. Click the *Add a grid item....* for the Environmental or Medication Allergies drop down.



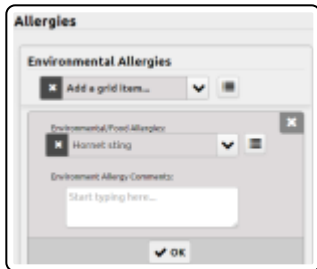
HINT: You can search for an allergy in the text box that appears after clicking the drop down or you can click the list icon. The list icon opens a large pick-list on the left side of the form.



3. Select an allergy.
4. Select the allergy to open the allergy's comments field.

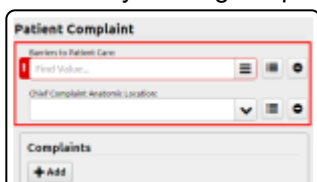


5. Click *OK*.




Patient Complaint

1. Locate the complaint fields.
2. In the Barriers to Patient Care and Chief Complaint Anatomic Location fields, select a value using the drop down or by clicking the pick-list icon.



3. In the Complaints grid, click *Add*.



4. Complete the fields as necessary.



5. Click *OK*.

Vitals

On the deploy EMS form, you can add patient vitals through the Vitals Power Tool or through the grids on the Activities section and panel.

Power Tool

1. Open the Vitals Power Tools.
2. Complete the vitals fields. For detailed instructions on using the Medications Power Tool see [Using the Vitals Power Tool](#).
3. Click *OK*.


In the Form

1. Locate the vitals fields.
2. In the Vitals grid, click *Add*.



3. Complete the fields as necessary.



 **NOTE:** To add a waveform **which you did not import from an EKG**, click *Add > Browse > Open*. Select a device mode and click *OK*.

4. When finished, click *OK* or click *Add Another* to add another vital.

Procedures Prior to Arrival

1. Locate the procedure fields.
2. In the Procedures grid, click *Add*.



3. Complete the fields as necessary.



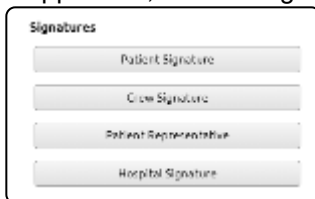
Signatures

It is possible to have two signatures in a Signatures grid; this is set up in Form Manager.

1. Locate the signature fields.
2. In the Signatures grid, click *Add*.



3. If applicable, select a signature type.



4. Complete the fields as necessary.



HINTS:


- Selecting *Type of Person Signing*, *Signature Reason* and *Language* auto-populates the paragraph.
- **Get Patient Name:** If you see this button, click to auto-populate the patient's first and last name fields.
- **Crew Member:** If you see this button, click to auto-populate the crew member's first and last name fields.
- **Signature:** Use a finger or stylus to sign. Click *Enlarge* to make the signature box larger. Click *Reset* to delete the signature.

- In the signature box, sign your name or have the appropriate person sign their name.
- Click *OK* or click *Add Another* to add another signature.

Destination or Receiving Location

- Locate the destination field.
- Select the destination.


 A screenshot of a web form showing a dropdown menu for selecting a destination. The text above the dropdown reads "Destination/Transfered To Name". The dropdown is currently empty, and there are small icons to the right of the dropdown arrow.

 **NOTE:** If configured, the Destination Availability Status field auto-populates the status of the hospital.

Narrative

- Locate the narrative field.
- Click into the narrative text box.
- Enter text or click the drop down and select a narrative option and click *Generate*.

 A screenshot of the "Narrative" form interface. At the top, there are buttons for "Enlarge" and "Clear", followed by a dropdown menu (highlighted with a red box) and a "Generate" button. Below this is a text area labeled "Patient Care Report Narrative" with a red border and a placeholder text "Start typing your narrative here...".

-  **HINTS:**
- Click *Clear* to remove all text entered.
 - Click *Enlarge* to enlarge the narrative textbox.

Contact Us

ImageTrend Inc. 20855
Kensington Blvd., Lakeville,
Minn. 55044

Main Office:

Toll Free: 888.469.7789
Phone: 952.469.1589

www.ImageTrend.com

[Submit a support ticket online at support.imagetrend.com](http://support.imagetrend.com)

EDS Support Desk (Toll Free): 888.730.3255

***ImageTrend support services are available Mon. - Fri. from 8:30am to 5:00pm CST. Support teams are notified 24/7 of all support incidents submitted online or by voicemail.*

Check out our free [onsite training](#) and [webinar training](#) options

Copyright

Copyright 2022 ImageTrend, Inc. All rights reserved.

Viewer contains copyrighted materials, which are licensed to you, the end user, for your personal use subject to the terms of the enclosed end user license agreement. You must treat this software and its contents like any other copyrighted material, such as a Portfolio or musical recording. Any other use, duplication, or distribution of this product or its contents may violate applicable U.S. or international copyright laws, and may subject you to prosecution under penalty of law.

NOTICE Unless otherwise provided by written agreement with ImageTrend, Inc., this publication, and the software sold with this publication, are provided "as is" without warranty of any kind either expressed or implied, including but not limited to the implied warranties of merchantability and fitness for a particular purpose. The entire risk arising out of the user or performance of this publication and software remains with you. In no event will ImageTrend, Inc., or any of its suppliers, be liable for any lost profits, lost savings, direct, incidental or indirect damages or other economic or consequential damages, even if ImageTrend, Inc. or its suppliers have been advised of the possibility of such damages. ImageTrend, Inc. reserves the right to modify this document at any time without obligation to notify anyone.