Grant County EMS Firehouse 5.4.98 User Manual

Last Updated 6/24/03

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| | Signal 9 Runs | |

Getting Started with Firehouse

- 1. Login to Firehouse with your username and password. If you are unsure of your username or password, contact your unit Firehouse administrator.
 - X EMS

The tool bar

may be located either on the top or left side of the screen.3. You will be presented with a blank incident report screen.

2. To begin entering an incident (chart), click on the EMS button on the toolbar.

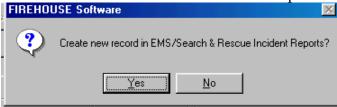
Note: All fields highlighted in yellow are required fields and **MUST** be completed. When a required field is completed, it will turn light blue. If the data entered is not correct or conflicts with the validation rules for that field, the field will turn red.

Anytime you see this button by a field, it indicates that a look up table is available. Click on the button to display the list of available options. Double click on the option you wish to select.

| 🙀 Live D | ata - FIREHOUSE Software | | | | | _ 8 × |
|---------------------------|---|---|--------------------|----------------------|--------------|-----------------|
| <u>F</u> ile <u>E</u> dit | <u>Reports</u> Tools <u>A</u> dministration | For <u>m W</u> indow <u>H</u> elp | | | | |
| - | EMS/Search & Rescue F | Report | | | | _ 🗆 🗵 |
| - | EMS Service# FDID | Alarm Date | Alarm Time | Incident Number | Occupancy ID | |
| Incident | 0332 E033 | 2 10/06/2001 | | · | | |
| 🗱 EMS | Basic Scene Additional Re | eports Incident <u>N</u> arrative <u>D</u> th | ər | | | ☐ No Patient |
| | Address Type | Number Pref | | | Туре | Suffix |
| | Street Address | | | | | |
| Occup | | | J | | | |
| Ū. | Vicinity | Address Line 2 | | | Apt/Room | /Suite |
| Inspect | Exact Location | | | | | |
| 1 | | City | | State ZIP Code | (| Census Tract |
| Staff | Supplemental Address | MARION | | IN 46953 | | |
| | Dispatched For | | Tunn of 9 | ervice Requested | | |
| Activity | Dispatched I-or | | | renvice mequested | | |
| | | | | | | |
| Training | Additional Dates | Times | Station, 9 | Shift & Alarm | | |
| * | Dispatch Notif 77 | 🗖 💠 | Station | Shift District | 911 Used | |
| Program | | | 01 | <u> </u> | | |
| | First Arrival 17 | | Aid Given | or Received | | |
| | Last Cleared 17 | 🗖 💠 : : | | JI MEDEIVED | | Details |
| Inventory | | | | | | Details |
| . | | | | 1 | | |
| Hydrant | | New Br <u>o</u> wse | Save | Delete | Print | Close |
| | | | | | | |
| Journal | | | | | | |
| Start | 🛛 🖉 🏉 🖏 🚺 👫 Live Dal | a - EIBEHOU 🕅 🕅 User Mar | nual - Microsoft W | Administator Handboo | k 🕅 🖓 🖍 |) 📋 🍕 🗧 3:35 PM |

- 4. The EMS Service # should default to 0332. If not you can type it in. The FDID should be E0332. The Alarm Date will default to the system date of the computer. You can change the date on the form if necessary. The alarm date CANNOT be a date in the future.
- 5. Enter the alarm time as the time the call was received.

- 6. The incident number **must** be a **9 digit** number. It is determined as follows:
 - Digit Value Example
 - 1-2 Current year 01 for 2001
 - 3-4 Unit # 09 for Medic 9, 14 for Medic 14 etc.
 - 5 Pt. Contact 0 for NO pt. contact. 1 if there IS pt. contact.
 - 6-9 County Run# 1467, this number is assigned by the dispatch sheet
- 7. After entering the incident number, press the tab key. You will be asked if you want to create a new record in EMS/Search & Rescue Incident Reports? Click on the Yes button.



Entering an incident report when there is patient contact

Entering data in the Basic form tab

1. You will now be given a blank form to begin entering the basic scene information located in the bottom two-thirds of the form. Do NOT enter any information under **Occupancy ID**.

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|---------------------------|---|---------------------------------|----------------|-----------------|--------------|-------------------|
| <u>F</u> ile <u>E</u> dit | <u>Reports</u> <u>T</u> ools <u>A</u> dministration For <u>m</u> <u>V</u> | <u>√</u> indow <u>H</u> elp | | | | |
| ÷ | EMS/Search & Rescue Report - EMS Service# FDID | D1-0911234 Alarm Date | Alarm Time | Incident Number | Occupancy ID | |
| Incident | 0332 E0332 | 06/01/2001 | 01:00:00 | 01-0911234 | | |
| 🔭 EMS | Basic Scene Additional Reports In | ncident <u>N</u> arrative Dther | | | | No Patient |
| 2 | Address Type | Number Prefix | Street/Highway | | Туре | Suffix |
| Occup | Street Address | | | | | |
| Ø | Vicinity | Address Line 2 | | | Apt/Room | /Suite |
| Inspect | Exact Location | | | | | |
| 1 | | City | | State ZIP Code | | Census Tract |
| Staff | Supplemental <u>A</u> ddress | MARION | | IN 46953 | | · |
| - | Dispatched For | | Type of Serv | vice Requested | | |
| Activity | | | | | | |
| الله Training | Additional Dates | Times | Station, Shil | ft & Alarm | | |
| * | Dispatch Notif 77 | | | Shift District | 911 Used | |
| Program | First Arrival | | | <u></u> | | |
| elle - | | | Aid Given or R | eceived | | |
| Inventory | Last Cleared // | | | | | Details |
| ۰. | | | 1 | | | |
| Hydrant | Ne 🔍 Ne | w Br <u>o</u> wse | Save | Delete | Print | Cancel |
| | | | | | | |
| Journal | | | | | | |
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2. Select the Address Type.

| Address Type | Used For |
|------------------|--|
| Street Address | Exact address such as a house address. Ex. 1254 S. Branson |
| Intersection | Intersection of two streets. Ex. N. Main & E. Anson |
| Rural/Directions | Ex. I-69 52 Mile Marker North bound lane |

The required data fields will change dependant upon the address type selected.

Entering a street address

- 1. Enter the address numericals in the Number field.
- 2. Click on the lookup button to display the street listing table.

| Number | Prefix | Street/Highway | Туре | Suffix | |
|--------|--------|----------------|------|--------|--|
| 123 | Ν | MAIN | ST | | |

- 3. Scroll through the list until you find the correct street/road along with the appropriate prefix and type. Click on the street/road you want, then click the OK button. You can also double click on the selection you want. You MUST select a street/road from this list. You cannot type in a street not already stored in the table. If you do not find the street/road you need, please refer to the section on adding streets/roads.
- 4. Click on the lookup button to display the listing of cities.

| City | State | ZIP Code | \frown | Census Tract |
|--------|-------|----------|----------|--------------|
| UPLAND | IN | 46989 | | · … |
| T (0 | | | \smile | |

5. Select the city by either highlighting your choice then clicking on OK or by double clicking on your choice. If the city you need is not listed, refer to the section on adding cities.

Entering an intersection address

- 1. Select the Intersection option for the Address Type
- 2. For entering the street information for both streets, follow steps 2 & 3 under Entering a street address
- 3. For entering the city, follow steps 4 & 5 under Entering a street address

Entering rural directions

- 1. Select the Rural/Directions option under Address Type
- 2. Type the appropriate information in the **Directions** field. For example "I-69 55 mile marker south bound lane."
- 3. Enter the type of call under **Dispatched For** field. This field will "remember" any entries you make and add them to the look-up table.

4. Enter the **Type of Service Requested**. If you know the code you can enter it directly without using the look-up table.

| Code | Description |
|------|------------------------------------|
| 1 | Scene |
| 2 | Unscheduled Interfacility Transfer |
| 3 | Scheduled Ineterfacility Transfer |
| 4 | Standby |
| 5 | Rendezvous |
| 8 | Not Applicable |
| 9 | Unknown |

- 5. Next enter the information under the **Additional Dates** and **Times**. If you click in the small white box to the left of the various date fields, the program will automatically fill the box with the **Alarm Date**.
- 6. Enter the **Station**. This value is your unit number. (i.e. 09 for Medic 9). Enter the District location of the run (i.e. 08 for if the run is in Medic 8's area). Leave all other fields blank. Below is a sample of a completed form.

| 👫 Live D | ata - FIREHOUSE Software | | | | | _ 8 × |
|---------------------------|--|--|----------------|-----------------|----------------|------------------|
| <u>F</u> ile <u>E</u> dit | <u>Reports</u> Tools Administration Form W | indow <u>H</u> elp | | | | |
| - | EMS/Search & Rescue Report - 0 | 1-0911234 | | | | |
| - | EMS Service# FDID | Alarm Date | Alarm Time | Incident Number | Occupancy ID | |
| Incident | 0332 E0332 | 06/01/2001 | 01:00:00 | 01-0911234 | | |
| >∦< | | | | | | No Patient |
| EMS | Basic Scene Additional Reports Inc | cident <u>N</u> arrative <u>O</u> ther | | | | |
| 台 | Address Type | | Street/Highway | | Туре | Suffix |
| Occup | Street Address | 123 N | MAIN | | ST | |
| D | Vicinity | Address Line 2 | | | Apt/Room | /Suite |
| Inspect | Exact Location | | | | | |
| <u>*</u> | | , City | | State ZIP Code | , | Census Tract |
| Staff | Cumulan unital Address | UPLAND | | IN 46989 | | |
| | Supplemental <u>A</u> ddress | TOPDAND | | 114 40303 | | · |
| | Dispatched For | | Type of Ser | vice Requested | | |
| Activity | Fall with head injury | | 1 Sce | ene | | |
| <i></i> | | | | | | |
| Training | Additional Dates | Times | Station, Shi | | 911 Used | |
| * | Dispatch Notif 06/01/2001 | . 🔽 01:00:00 | Station | Shift District | | |
| Program | First Arrival 06/01/2001 | 01:08:00 | | | | |
| ett. | | | Aid Given or R | leceived | | |
| Inventory | Last Cleared 06/01/2001 | . 🔽 01:45:00 | | | | Details |
| | | | | | | |
| E Linekanst | | | | | | |
| Hydrant | New New | v Br <u>o</u> wse | Save | Delete | Print | Cancel |
| | | | | | | |
| Journal | | | | | | |
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| | | | | | 1-0 % 42 | S V. 239 0.001 M |

You are now ready to begin entering information into the Scene form.

Entering data in Scene Form

1. After entering the information on the **Basic** form, you can now enter information on the **Scene** form. To bring the **Scene** form to the front, click on the **Scene** tab at the top left.

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|---------------------------|----------------------|----------------------|-----------------------------|--------------------|
| <u>F</u> ile <u>E</u> dit | <u>Reports</u> Tools | Administration Form | <u>W</u> indow <u>H</u> elp | |
| - | EMS/Sear | ch & Rescue Repor | t - 01-0911234 | |
| | EMS Service# | FDID | Alarm Date | Alarm [*] |
| Incident | 0332 | E0332 | 06/01/2001 | 01:00: |
| * | | | | |
| EMS | <u>Basir S</u> cen | e Additional Reports | Incident <u>N</u> arrative | <u>0</u> ther |
| 龠 | Address Ty | /pe | Number | Prefix Street/H |
| | Street Adde | | 123 | N MAIN |

The following screen will be displayed.

| 🙀 Live I |) ata - Fl | REHOUS | E Software | • | | | | | _ 8 × |
|---------------------------|----------------|-----------------|-----------------------|-----------------------------|-----------------|-----------------|-----------------|------------------|-----------------|
| <u>F</u> ile <u>E</u> dit | <u>R</u> eport | s <u>T</u> ools | <u>A</u> dministratio | n For <u>m W</u> indow | <u>H</u> elp | | | | |
| - | K EN | IS/Searc | h & Rescue | e Report - 01-0911 | 234 | | | | |
| Incident | | Service# | FD FD | | n Date | Alarm Time | Incident Number | Occupancy I | D |
| | 0332 | | EC | 332 06/0 | 01/2001 | 01:00:00 | 01-0911234 | | |
| 🔭 EMS | Basi | <u>S</u> cene | Additional | Reports Incident <u>N</u> | arrative 0ther | | | | 🗖 No Patient |
| - 20 | Loca | tion Type | | | Pro | perty Ownership | #Pati | ents/Victims Cra | ash# |
| Occup | | | | | | | | <u>-</u> | |
| Di la | Pati | ents/Victi | ims | | , | | | | |
| Inspect | | Pt/Vict# | Complete? | Name | | | Unit | Age-Yrs Age-N | 1osGender 🔄 |
| ø | | | | | | | | | |
| Staff | | | | | | | | | |
| | | | | | | | | | |
| A obiuitu | | | | | | | | | |
| Activity | | | | | | | | | |
| | | | | | | | | | |
| Training | | | | | | | | | |
| 1 | | | | | | | | | |
| Program | | | | | 1 | | | | |
| - | | | | | | | | | |
| Inventory | OP | atient/Victir | n records liste | ed | | | Add | Open | Delete |
| | | | | | | | | , |] |
| Hydrant | M | | × M | New | Br <u>o</u> wse | Save | Delete | Print | Cancel |
| | | | | | | | | | |
| Journal | | | | | | | | | |
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2. Enter the location type. Again you can use the lookup button or enter the code directly into the field.

| Code | Description |
|------|------------------------|
| 00 | Home/Residence |
| 01 | Farm |
| 02 | Mine or Quarry |
| 03 | Industrial Site |
| 04 | Street or Highway |
| 05 | Public Building |
| 06 | Recreational Site |
| 07 | Residential Site |
| 08 | Educational Site |
| 09 | Extended Care Facility |
| 10 | Hospital or Clinic |
| 99 | Not Applicable |

- 3. Do not enter anything in the Property Ownership field.
- 4. In the **#Patients/Victims** field enter the number of patients at the scene.
- 5. Click on the Add button to add patient information.

Entering Patient Information

- 1. Enter the patient's last name in the field **Last Name**. When you press the tab key to advance to **First Name**, a pop-up window will be displayed if there are any previously entered patients with the same last name. If you have transported the patient before, just highlight his/her name and click OK. All other patient information will be automatically completed. Double check the DOB on the patient you select.
- 2. In necessary enter the patient's **First Name**
- 3. Entering a middle name or initial will help in selecting a previously entered patient.
- 4. Enter the vehicle certification # in the Unit field. This is four digit number on the ambulance.
- 5. Enter the patient's address. If the address is the same as the scene, you may click on the check box and it will automatically complete the fields.
- 6. Next enter the patient's primary physician. This field will remember all previous entries and will compile a lookup table as data is entered.
- 7. Complete the fields in the **Description** area of patient information.
- 8. To add a phone number click on the + button to the right of the field.

Below is a sample of a completed patient information form.

| | ata - FIREHOUSE Software Reports Graphs Maps Tools Administ | antine France Videous II.da | | | _ 8 × |
|---------------|--|---------------------------------|------------------------------|----------------|-----------------|
| | Mepons <u>Graphs</u> Maps Tools Administ | | _ | _ | _ 🗆 X |
| 5 Incident | Patient/Victim Information - EMS | /Search & Rescue Incident | 03-1410441 | | × |
| * | Last Name | | liddle | Suffix Unit | Pt/Vict# |
| EMS | Smith | Robert | | 0558 | |
| | Basic Response Scene Clinical | Disposition & Transport Patient | <u>Narrative</u> | | |
| Occup | Patient Account# | | Description Date of Birth | | |
| Ż | | Billing/Guardian Information | | | ender Male |
| Inspect | -Residence Address | | Age-yrs mos | | eight |
| A | Street | | 39 🕀 🛛 7 🖶 | | |
| Staff | 123 N. MAIN St. | | Race | Ethnicity | |
| - 19 | | Apt/Rm | 1 White | | |
| Activity | City | State ZIP Code | Driver's License # | Social Sec | surity No. |
| | UPLAND | IN 46989 . | | 111-23-4 | 567 |
| Training | Primary Physician | | Phone Numbers | | |
| Program | Dr. Hill | | | hone Number Ex | tension 🔺 + |
| | | | | | |
| Journal | Insurance? | 1 | 1 | | |
| | O <u>Y</u> es O <u>N</u> o O <u>U</u> nk OI | N/A Details | | | |
| | | | | 1 | |
| | Add From Add From <u>Occupancy</u> Involvement | Print Patient | New Save | e Delete | Close |
| | | | | | |
| 🋃 Start | | 🗗 Live 🔄 Applica 💈 | ชี] User M | ₿₽₽₽₽₽ | 💷 🔃 💭 💭 2:19 PM |
| | | | | | |

9. Next, click on the Response file tab.

| Basic | <u>R</u> esponse | <u>S</u> cene | <u>C</u> linical | Disposition & Transport | Patient <u>N</u> arr | ative <u>O</u> ther |
|-------|------------------|---------------|------------------|---------------------------------|----------------------|---------------------|
| _Pati | ent Accoun | t# | | | | Description |
| | | | | | . 1 | Date of Birth |
| | | | | <u>B</u> illing/Guardian Inform | nation | 10/29/1963 |
| | | | | | | |

10. This is the screen where you enter all of your times from the dispatch slip. When entering times be sure

to enter 01:00 for 1:00. Remember when you see this button _____, you may click on it to look up valid values for that particular field. A completed Response screen might look like this.

| Patient/Victim Information - EMS/Search & Rescue Incident# 01-0911234 | | | | | | | | |
|---|---------------------|----------|------------|----------------------|------------------|----------|--|--|
| Last Name | First Name | | Middle | Suffix | Unit | Pt/Vict# | | |
| Smith | Robert | | | | 0656 | 1 🕂 | | |
| Basic [Response] Scene Clinical | | | | ther | | | | |
| Dates | <u>Alm</u> | Times | ALS | | <u>Alm</u> | | | |
| Unit Notified 06/01/2001 | | 01:00:00 | Arrival | 06/01/2001 | | 01:20:00 | | |
| Unit Enroute 06/01/2001 | | 01:05:00 | Respons | e Code to Scene | | | | |
| Cancelled // | □ | :: | | Emergency | | | | |
| Arrived Scene 06/01/2001 | | 01:08:00 | Lights & S | Siren To Scene | | | | |
| Arrived Pt/Vict 06/01/2001 | | 01:08:00 | | | | | | |
| Enroute to Dest 06/01/2001 | | 01:15:00 | 2 | 2 No Lights or Siren | | | | |
| Arrived Dest 06/01/2001 | | 01:30:00 | Unit M | ileage otal Miles | Loaded M | iles | | |
| Cleared 06/01/2001 | | 01:45:00 | | 0.00 | | 0.00 | | |
| Back in Svc 06/01/2001 | | 01:45:00 | | Respon | se Time Analysis | | | |
| Add from Decupancy Add from h | n <u>v</u> olvement | | New | Save | Delete | Close | | |

11. Once completing the response information, click on the Scene tab to bring that form forward.

| <u>B</u> asic | <u>R</u> esponse | <u>S</u> cene | <u>C</u> linical | Disposition & Transport | Patient <u>N</u> arr | ative | <u>0</u> ther |
|---------------|------------------|---------------|------------------|---------------------------------|----------------------|-------|---------------|
| _Patie | ent Account | ŧ. | | | | _De: | scription |
| | | | | | . 1 | Date | e of Birth |
| | | | | <u>B</u> illing/Guardian Inform | nation | 10. | /29/1963 |
| | | | | _ | | | |

- 12. Enter the appropriate information in the Initial Observed Condition field.
- 13. Tab to the **Injury or Illness** field and use the pull-down arrow to select the proper option. The option chosen will determine the required fields in the clinical section.
- 14. Be sure to list a **Chief Complaint** as well as complete all appropriate fields. Entering data in the **Chief Complaint** field will add the entry to a look up table for future reference.
- 15. Complete the **Signs & Symptoms** section. To add an entry click on the + button, then click on the button under the ?. This will display a list of possible options to enter.

| Signs & Sym | ptoms | |
|-------------|----------------------------|-------|
| Code | Description | ▲ + I |
| Þ | | ++ |
| | $\mathbf{\mathbf{\nabla}}$ | |
| | | 个 |
| | | ▼ ↓ |
| n 11 c | | |

Below is a sample of a completed scene form

| EMS/Search & Rescue Patient/Victim Informa | | Rescue Incider | t# 01-0911 | 234 | | | |
|---|---------------------------|-------------------|-----------------------|---------------|---------------|----------------------|------------|
| ast Name | First Name | | Middle | | Suffix | Unit | Pt/Vict |
| Smith | Robert | | | | | 0656 | 1- |
| asic <u>R</u> esponse <u>S</u> cene | Clinical Disposition 8 | Transport Patie | ent <u>N</u> arrative | <u>O</u> ther |] | | |
| Patient/Victim | | | Safety E | quipment | Worn or D | eployed? | |
| Initial Observed Condition | | Injury or Illness | | • <u>N</u> o | C <u>U</u> nk | C N/ <u>A</u> | Details |
| | | | Chief Co | mplaint | | | |
| Injury Intent/Other Factors | | | Head inj | ury due to | a fall | | |
| | | | Signs & | 5ymptom | \$ | | |
| Aid Given to Patient/Vi | -ti- Drive to Assiss12 | | Code | ? | Description | | + |
| Ald diven to Fallent/vi | cum Fhor to Amyar | | 17 | | Injuries | | ++ |
| C⊻es ⊙ <u>N</u> o CL | <u>J</u> nk C N/ <u>A</u> | Details | ▶ 06 | | Chest Pain | | |
| | | | | | | | ^ |
| Scene Factors Affectin | g Response/EMS Ca | re? | | | | | ▼ ↓ |
| | 1/A | Details | -Req'd- | Compl | | | |
| | | | | | Ve | ehicle Accident/E | xtrication |
| Human Factors Affectir | ng Response/EMS Ca | re? | | | | | |
| ©⊻es ⊙ <u>N</u> o | | Details | | | | Searc <u>h</u> /Reso | sue |
| | | 1 | | 1 | | | 1 |

16. Next select the Clinical tab

| Basic Response Scene Cli | inical Disposition & Transport | Patient <u>N</u> arrative |
|--------------------------|---------------------------------|---------------------------|
| _Patient Account# | | Description |
| | | Date of Birth |
| <u> </u> | <u>B</u> illing/Guardian Inform | ation 10/29/1963 |
| | | |

- 17. Under the **EMS Provider Level**, enter a "D" for the **Initial** level.
- 18. Enter the highest level provided, "D" for EMT-D or "P" for Paramedic **NOTE:** You MUST enter "P" if you had paramedic assistance.
- 19. Complete the onset date and time.
- 20. Select the appropriate options for Provider Impression and Mechanism of Injury/Nature of Illness

21. Click on the best option for **Past Patient History & Alerts**. If you click on the "Yes" option, a pop-up screen will open allowing you to indicate past medical history.

| 🕌 Past | Medica | l Hi | story/A | erts - I | Pt/Vi | ct Nai | ne: Sm | ith | | | × |
|----------|---------------|--------|-----------|----------|-------|--------|--------|-----|------|----------------|-------------------------|
| Code | | 2 D | escriptio | n | | | | | | * | (+) |
| | | | | | | | | | | | ++ |
| | \rightarrow | 4 | | | | | | | | | - |
| | | + | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| - | | + | | | | | | | | | <u> </u> |
| Notes fo | r Highligh | nted (| Code | | | | | | | $[\mathbf{Y}]$ | Ψ |
| | | | | _ | | | _ | | | | A |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | $\overline{\mathbf{v}}$ |
| | | | | | | | Save | 1 | Can | امد | 1 |
| | | | | | | | Jave | | Can | Jer | |

- 22. To add an entry, click on the + then the under the ?. If you wish to enter comments about a particular entry, highlight that entry and then type in the box below.
- 23. After entering all of the history you **must** click on the **Save** button. When the save operation is complete the window will close.
- 24. If required, click on the **Injury Matrix** button (It will be red if it is required). This will display the injury matrix, similar to the paper charts.

| " 🔣 Injury Matrix - Pt/Vict Nar | Injury Matrix - Pt/Vict Name: Smith | | | | | | | | | | |
|---------------------------------|-------------------------------------|------------|------|--------------|-----------------|----------------------|---------------|------------|------|---------------|-----------------|
| F | Abrasion | Amputation | Burn | Blunt Injury | Crushing Injury | Dislocation/Fracture | Gunshot Wound | Laceration | Pain | Puncture/Stab | Tissue Swelling |
| - Head | | Г | Γ | Γ | Г | Г | Γ | Γ | | Г | Γ |
| Face | Γ | Γ | Γ | Γ | Г | Γ | Г | Γ | | Γ | Γ |
| Face Face Neck | Γ | Γ | Γ | Γ | Γ | Г | | | V | Г | |
| Chest | Г | Г | Г | Γ | Г | Г | Г | Γ | V | Г | Γ |
| a Back | Г | Г | Г | Γ | Г | Г | Г | Γ | | Г | Γ |
| Abdomen | Г | Г | Г | Г | Г | Г | Г | Γ | Γ | Г | Γ |
| Pelvis/Genitalia | Г | Г | Γ | Γ | Г | Г | Г | Γ | | Г | Γ |
| Upper Extremity | Г | Г | Γ | Γ | Г | Г | Г | Γ | | Г | Γ |
| n Lower Extremity | | Γ | Γ | | Γ | Γ | Γ | Γ | Γ | Γ | Γ |
| | | | | | Sa | ve | | Delete | | Close | • |
| m Liceupancy Add from Invol | vement | | | | ew | | save | | Uer | ere | |

- 25. Click on the appropriate boxes, indicating where the injuries are located. Click on the **Save** button to save the information. The **Cancel** button will change to **Close** once the save operation is complete. Click on the **Close** button to close the window and return to the **Clinical** screen.
- 26. Next you need to enter the information required under Assessments and Treatments button. This is the section where you enter vitals. When you click on the Assessments and Treatments button, a small pop-up window will appear listing several options. Use the Procedure button to list equipment used (i.e. oxygen, backboard, combitube, etc.) Use the Medication button if pt. was given BLS meds.

| Add Record | × |
|---|---|
| Select the type of record you want to add | |
| <u>V</u> itals/Assessment | |
| Procedure | |
| Medication | |
| Cancel | |

27. Click on the **Vitals/Assessment** button to display the form for entering patient vitals. Below is a sample. After completing the basic page, click on the **Secondary** tab.

| KEMS Patient Assessment/Vitals - Pt | /Vict Name: Scheidt | × |
|-------------------------------------|----------------------------|---------------|
| Date Time | Assessment by Staff ID | |
| 07/01/2003 00:04:00 | 144 W | ELCH, EDWIN R |
| Basic Secondary Notes | | |
| General | Breathing | Lung Sounds |
| Level of Consciousness | Respiration | Left |
| 1 Alert | 1 Normal | 02 Clear |
| Airway | Respiratory Rhythm | Right |
| 1 Patent | 1 Regular | 02 Clear |
| Posture | Respiratory Effort/Quality | |
| 1 Supine | 1 Normal | |
| Circulation | | |
| Pulse | Pulse Rhythm | Pulse Quality |
| 1 Normal | 1 Regular | 1 Normal |
| _Skin Perfusion | Capillary Refill | Pitting Edema |
| 1 Normal | 0 + secs Not Assessed | 0 + secs |
| | - I Unknown | Unknown |
| Bleeding | Pupils | |
| Status | Left | Right |
| 1 None | 1 Normal | 1 Normal |
| | | |
| Default Values from Previous Entry | New Save | Delete Close |

28. The B/P, pulse etc. are entered under the **Secondary** tab. Below is an example of a completed form. Remember you can click on the button to display valid options.

| KEMS Patient Assessment/Vitals - I | Pt/Vict Name: Smith | | | × |
|---|--|-------------|---------------------|-------------------------|
| Date Time | Assessment by Staff ID | | | |
| 06/01/2001 01:20:00 | 144 | WELCH, | EDWIN R | |
| <u>Basic</u> <u>Secondary</u> <u>N</u> otes | | | | |
| | lespirations | Temperature | | |
| 80 I Unknown | 24 🕂 🔽 Not Assessed | 888.88 | | lot Assessed Inknown |
| Blood Pressure | ☐ Not Assessed tion/Doppler ☐ Unknown | Pa02 | | lot Assessed Inknown |
| Skin Parameters | | | | |
| Appearance | Color | Temp | perature | |
| 1 Normal | 3 Ashen | 1 | Warm | |
| Glasgow Coma Scale | | | | |
| Eyes Open 🗖 Unknown | Motor Response 🛛 🗖 Uni | known Verba | al Response | 🗆 Unknown |
| Open Spontaneously | Obeys Commands | Orier | nted/Appropriate Sp | eech 🔽 |
| Scores | Cardiac | | | |
| Glasgow Revised Trauma | Rhythm Interpretation | | | |
| 15 12 | | | | |
| | | | | |
| Default Values from Previous Entry | New | Save | Delete | Close |

- 29. If there needs to be additional comments directly related to the vitals, these can be made under the notes tab. After everything is entered click on the save tab.
- 30. After the save function is complete, click on the close tab. After clicking on the close tab the screen will look like this.

| Add Record | × |
|---|---|
| Select the type of record you want to add | |
| <u>V</u> itals/Assessment | |
| Procedure | |
| Medication | |
| Cancel | 1 |

31. Click on the **Procedure** button to enter **ALL** procedures performed. For example C-spine, O2 etc.32. Click on the **Medication** button to enter any medications given.

33. Next, click on the **Disposition & Transport** tab.

| Realign Antion Patient Article Information | EMS/Search & Rescue | Incident# 01-0911234 |
|--|----------------------------|---|
| Last Name | First Name | Middle |
| Smith | Bebert | |
| Basic Response Scene Cli | nice Disposition & Transpo | Patient <u>N</u> arrative <u>O</u> ther |
| Patient Disposition | | Transport Mode of Transport |

34. Below is a sample of a completed form.

| Patient/Victim Informatic _ast Name | on - EMS/Search & Rescue I First Name | ncident# U3-141U441 Middle | Suffix | Unit | Pt/Vict# |
|---|--|-------------------------------------|--------------|--------------|----------|
| Smith | Robert | | | 0558 | |
| <u>Basic R</u> esponse <u>S</u> cene | <u>Clinical</u> <u>Disposition & Transport</u> | Patient <u>N</u> arrative | her | | |
| Patient Disposition | | Transport Mode of Transport | | | |
| 7 Not Applicable or F Patient Status | Patient Fransported | Initial Destination/F | acility Code | | |
| 2 Remained Same | | 5275 | Marion Gener | ral Hospital | |
| Pulse on Transfer | | Diverted To | | | |
| Pulse on transfer | | | | | |
| Alert Criteria | | Destination Determ | | | |
| Advanced Directive | | Attending Physician | | | |
| | | | | | |
| | | Tiered Respons Agency Tiered Wit | | | |
| Add From Add Fr Occupancy Involvem | | New | Save | Delete | Close |

35. To enter a valid code for **Initial Destination/Facility Code** use the lookup button. When the lookup window is displayed, click on the **Description** bar to display the facility codes in alphabetical order.

| Lookup - | ransport Destinations/Facilities | | |
|-----------|---|----------|----------------|
| Code | Description | | Find |
| 0001 | | | _ |
| 0002 | Medical Office/Clinic | | |
| 0003 | Extended Care Facility | | New |
| 0004 | Hospital | | |
| 0005 | Other EMS Responder (Ground) | | <u>E</u> dit |
| 0006 | Other Ems Responder (Air) | | |
| 0007 | Morgue | | - |
| 0008 | Not Applicable | | Delete |
| 0100 | Adams Co. Mem. Hosp. Skilled Nursing Unit | | |
| 0105 | Golden Meadows Home | | |
| 0110 | Albany Health Care, Inc. | | Merge |
| 0120 | Alexandria Convalescent Center | | |
| 0125 | Alexandria Residential Center | | |
| 0130 | Columbia city community Care Center | | <u>G</u> roups |
| 0140 | Allison Healthcare Corp. | | |
| 0150 | Alpha Home (The) | | |
| 0160 | Altenheim Community | | |
| 0164 | Amber Manor Care Center | | |
| 0165 | Harrison Healthcare Corporation | | |
| 0170 | Americana Healthcare Center | • | |
| Show Hidd | en Codes | Ă | ОК |
| | | | |
| | | v | Cancel |

- 36. Scroll down to find the facility and double click to select it.
- 37. When all the information is completed click on the **Patient Narrative** tab to enter the narrative.
- 38. Once the patient narrative is completed, click on the **Other** tab.

| I I I I I I I I I I I I I I I I I I I | - F, | | | | |
|---------------------------------------|---------------------------|---|--------|------|----------|
| Patient/Victim Information - E | MS/Search & Rescue | Incident# 01-0911234 | | | × |
| Last Name | First Name | Middle | Suffix | Unit | Pt/Vict# |
| Smith | Robert | | | 0656 | |
| Basic Besponse Scene Clinic | al Disposition & Transpor | rt Patient <u>N</u> arrati re ⊡t ⊁ | ner | | |
| | | | | e (| |

39. You must make two entries under **Report Authorization**. One for Officer in Charge and Member Making Report.

| Smith | | First Name Robert | Middle | Suffix | Unit 0558 | Pt/Vict |
|---------------|--------------------|--------------------------------------|--|----------|--------------|--------------|
| | 1 | | 1 1 | | | |
| asic <u>R</u> | esponse <u>S</u> o | ene Clinical Disposition & Transport | Patient <u>N</u> arrative <u>Other</u> | | | |
| | | | Report Authorization | ns | Copy from | NFIRS Report |
| Req'd | Compl | | Type Name | | Rank Assig | nment 🦯 |
| | | <u>U</u> ser Fields | | | | |
| | | Attac <u>h</u> ments | | | | |
| | | Special Studies | | | | |
| | | Record Lock Status | | | | • • |
| | | | | | | |
| | | Record Modification History | | Add | Edit | Delete |

40. To add an entry, click on the Add button. This window will be displayed.

| 👾 Report Authorization | | | | × |
|--------------------------|----------------------|-----------------------|-------------|-------|
| Authorization Type | | De | ate | Time |
| | | 0 | 7/07/2003 | 17:33 |
| Staff ID | | | | |
| 144 | WELCH | I, EDWIN R | | |
| Rank | | | Assignme | nt |
| PM Par | amedic | | | |
| 🗖 Add or update Member M | aking Report authori | zation with this same | information | |
| | New | Save | Delete | Close |
| | | | | |

- 41. Under Authorization Type enter "OC" for Officer in charge.
- 42. Enter the date and time of the report.
- 43. Select the **Staff ID** of the person making the report. This will usually be the head EMT on the run.
- 44. If the officer in charge is the same individual who is making the report, check the box in the lower left hand corner and an entry for member making report will be added automatically with the individual listed as officer in charge
- 45. Click the **Save** button to save the entry.
- 46. If the individual is different than officer in charge, click the New button to display a blank form.
- 47. Under Authorization Type enter "MM" for member making report.
- 48. Repeat steps 41 43.

- 49. Once the save procedure is complete, click on the Close button.
- 50. Next, click on the **Save** button at the bottom of the screen. The spell checker will check the patient narrative for misspelled words.
- 51. When the save operation is complete, click on the close button.
- 52. You will be returned to the main incident reporting screen.

Responding Personnel

To report the personnel who were on the run, follow these instructions.

1. At the main incident reporting screen, click on the Additional Reports tab.

|)ata - | FIREHOU | SE Software | ; | | | | | | | _ | - 8 × |
|-------------|---------------------|---------------|---------------------|------------------------|---------------|-----------------|------------|---------|------------|----------------|---------|
| <u>R</u> ep | oorts <u>T</u> ools | Administratio | n For <u>m W</u> in | dow <u>H</u> elp | | | | | | | |
| 8 | EMS/Sear | ch & Rescue | e Report - 01 | -0911234 | | | | | | _ | . 🗆 🗵 |
| EM | 1S Service# | FDI | ID | Alarm Date | | Alarm Time | Incident N | lumber | Оссир | ancy ID | |
| 03 | 332 | E0 | | 06/01/2001 | | 01:00:00 | 01-0911: | 234 | | | |
| B | asic <u>S</u> cen | Additional | Reports Incid | lent <u>N</u> arrative | <u>0</u> ther | | | | | 🗖 No | Patient |
| Lo | ocation Type | | | | Pro | perty Ownership | | #Patien | ts/Victims | Crash# | |
| | 00 | Home/R | esidence | | | | | | 1 ÷ | | |
| P- | atients/Vic | tims | | | | | | | | | |
| | Pt/Vict# | Complete? | Name | | | | Unit | | Age-Yrs | Age-Mos Gender | |
| | 1 | Y | Smith, Robert | | | | 0656 | | 37 | 7 Male | |
| | | | | | | | | | | | |

2. Click on the Personnel & Activities.. button. The following screen will be displayed.

| 🐁 Staff Activity | | | | | |
|----------------------------------|---------------------|--------------|------------------------|-------------------------|---------------|
| Start Date Default Activity Code | | | | nd Date | End Time |
| | | 0 | 1:00 | 6/01/2001 | 01:45 |
| Basic Notes Other | | | | | |
| Activity Description | Location | _Inc | ident-Related Ac | tivity | |
| | | FDI | | | nt Number |
| , Default Values | Activity Type | | 332 06/01/ | 2001 01-09 | 11234 |
| Station Shift Unit | Fire Res | scue 🔽 🖸 | Count this activity as | s part of incident resp | onse |
| 08 | I Medical I Oth | er –Pau | vroll Calculation- | | |
| Hours Worked Credit Points | | - | | y Scale 👘 Cre | edit Both |
| 0.75 🗧 0.00 🗧 | Attendance Required | | 0.75 🕂 🛛 | 🗖 So | ale = Hr Rate |
| | | | 1 | Activity Summ | nary |
| Participant Code | Hours Points | Hours Paid 📩 | Add | Tabal | |
| | | | Add <u>G</u> roup | Total Participants | 0 |
| | | | | - | |
| | | | Open | Total Hrs Worked | 0.00 |
| | | | Edit Gro <u>u</u> p | WUIKBU | , |
| | | | Delete | Total Absent | 0 |
| | | ► | Delete | | |
| | | | | 1 | 1 |
| | | Save | Delete | Print | Cancel |

- 3. In the **Default Activity Code** enter "MX".
- 4. Click on the Add button add personnel to the run chart. The screen to add personnel will be displayed.

| 🍓 Participant Detail - Medical Al | Scene | | | × |
|-----------------------------------|--------------------|--------------------|-----------------|-----------|
| Staff ID | | | | |
| | | | | |
| | | | | |
| Basic Notes Other | | | | |
| Activity Code | | | | vity Type |
| MX Medical At | Scene | | Fir | e |
| Position | | | M 🔽 | edical |
| | | | E Re | escue |
| | | | _ Ot | her |
| Station Shift Unit | Hours W | | | |
| | | 0.75 🛨 | 1.00 🛨 🗖 Dr | iver |
| Payroll Calculation | | | | |
| Hours Paid Pay Scale | Credit Br | oth Hours Paid and | Pari Scola | |
| 0.75 | | | | |
| | Use Pay | Scale as the Hour | y Hate | |
| Attendance Required | | | | |
| Attendance Status F | leason for absence | | | |
| Attended | | | Incident Action | s Taken |
| | | | | |
| | | 1 | 1 | |
| | New | Save | Delete | Close |
| | | | | |

- 5. Enter the ID number for the first person in the **Staff ID** field or use the lookup function to select the individual from the roster.
- 6. Click on the **Save** button.
- 7. After the save function is complete, click on the **New** button to display a blank form to enter the next individual.
- 8. Repeat steps 5 6 until all personnel are listed. When everyone is listed, click on the **Close** button.
- 9. When you are returned to the Staff Activity screen, click on the Save button at the bottom of the screen.
- 10. When the save operation is complete, this screen will be displayed. Click on the **Close** button to return to the main screen.

| 🕌 Incident A | Activities | - Incident# -000 | | | | | × |
|--------------------|-----------------------|---------------------------------|---------------------|-------------|-------------------------|---------|--------------------|
| Date 06/01/2001 | Time 01:00 | Description Medical At Scene | Station Shift 08 | Unit FMR | 0 Response Code X MX | Hours 📥 | Add |
| | | | | | | | Op <u>e</u> n |
| | | | | | | | Dele <u>t</u> e |
| 1 | | | | | | V | |
| 1 Staff Activit | ies record I | isted | | | | (| Close |
| | | New | Br <u>o</u> wse | Save | Delete | Print | Close |
| | | | | | | | |
| 🌌 🏉 😂 | ן <mark>קן</mark> Liv | e Data - FIREHOL | I 🖲 User Manual - | Microsoft W | | 23 | 🌘 🆕 🍕 🗧 11:55 AM - |

- 11. When you are returned to the main screen, click on the **Save** button to save the entire incident. If there are any errors, i.e. required information missing, you will receive an error message alerting you as to what is missing. Correct those errors and save the incident.
- 12. After the save operation is complete with no errors, click on the Close button to close the form.
- 13. Exit Firehouse and shut down the laptop.

Entering a Chart for a Refusal

- 1. Follow steps 1 7 for starting and logging into Firehouse. (Pgs. 1-2)
- 2. Complete the report as you would if you were transporting the patient with the following exceptions. Complete a patient narrative documenting all that transpired including refusal information. Also complete the entries for member making report and officer in charge.
- 3. Under the **Response** tab you only need to complete the required date and time fields.
- 4. Under the **Disposition & Transport** tab for patient information, complete the form as shown below.
- 5. Have patient sign the refusal form provided by GCEMS.

| ast Name | First Name | Middle | Suffix | Unit | Pt/Vict# |
|--|------------------------|---------------------------------------|---------------|------|----------|
| Doe | Jane | | | 0656 | 1 🛨 |
| Basic Response Scene Clinical | isposition & Transport | Patient <u>N</u> arrative | | | |
| Patient Disposition | | Transport Mode of Transport | | | |
| 2 Refusal | | Initial Destination/Fac | ilitu Code | | |
| 2 Remained Same | | | | | |
| Pulse on Transfer 1 Pulse on transfer | | Diverted To | | | |
| | | Destination Determine | id By | | |
| | | | | | |
| | | Attending Physician a | t Destination | | |
| | | | | | |
| | | Tiered Response Agency Tiered With | | | |
| | | | | | |

6. Be sure to document all information.

Charting a Signal 9 run with no patient contact

- Follow steps 1 7 for starting and logging into Firehouse. (Pgs. 1-2)
 Remember to use 0 as the 5th digit in the incident number. (Pgs. 2-4)
- 3. Follow steps 1 6 for completing the **Basic** tab.

| 4. Click on the No Patient box |
|---------------------------------------|
|---------------------------------------|

| 3.4. | EMS/Search & Rescue Report - 01-0810087 | | | | | | | |
|----------|---|--------------------|----------------------------|-----------------------|-----------------|--------------|-----------|--|
| ÷ | EMS Service# | FDID | Alarm Date | Alarm Time | Incident Number | Occupancy ID | | |
| Incident | 0332 | E0332 | 06/01/2001 | 01:00:00 | 01-0810087 | | | |
| 🗱 EMS | Basic Scene / | Additional Reports | Incident <u>N</u> arrative | ther | | | No Patien | |
| a | Address Type | | _ | Prefix Street/Highway | | Туре | Suffix | |
| Occup | Intersection | <u> </u> | Intersection of | S 10TH | | ST | | |

- 5. Next, click on the Additional Reports tab.
- 6. Click on the **Responding Units** button. This window will be displayed.

| Responding Units - Incident# -000 | | | | | | | | |
|-----------------------------------|----------------|----------|-------------------|------|--------|-----------|-------------------|--|
| Arrival Date | Arrival Time | Unit | Name | | | F M R 0 📥 | Add | |
| | | | | | | | Add <u>G</u> roup | |
| | | | | | | | Op <u>e</u> n | |
| | | | | | | | Delețe | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| • | | | | | | ▼ ▶ | | |
| 0 Respondin | g Units record | s listed | | | | | Close | |
| M M | ► ► | New | u Br <u>o</u> wse | Save | Delete | Print | Cancel | |

7. Click on the **Add** button to add your unit.

| 🐨 Unit Response Detail - Incident# -000 🛛 📉 | | | | | | | | | | |
|---|-------------|--------------|----------|---------------|----------------------------|---------|--|--|--|--|
| Unit Code | | | | Resource Type | | | | | | |
| | | | | | | | | | | |
| Basic Personnel Usage Notes | | | | | | | | | | |
| Response Code | | | | | | | | | | |
| | | | E Fi | re 🔽 Medic | al 🗖 Rescue | C Other | | | | |
| | | | | | | | | | | |
| -Response Da | tes & Times | | | | | | | | | |
| | Date | <u>Alarm</u> | Time | | Operated ncident) | 0.33 🗧 | | | | |
| Unit Notified | 06/01/2001 | | 01:00:00 | | Traveled (This | 0.00 ÷ | | | | |
| Unit Enroute | 06/01/2001 | | 01:00:00 | Incide | nt) L | | | | | |
| Cancelled | 11 | | :: | | | | | | | |
| Arrival 06/01/2001 | | | 01:10:00 | | Response Time Ar | nalysis | | | | |
| Cleared 06/01/2001 | | | 01:20:00 | | Unit <u>A</u> ctions Taken | | | | | |
| Back in Svc | 06/01/2001 | ··· 🔽 | 01:20:00 | | | | | | | |
| | | | | | | | | | | |
| | | | New | Save | Delete | Close | | | | |

- 8. Enter your truck number for the Unit Code
- 9. Click on the Save button then the Close button when the save operation is complete.

- 10. When returned to the **Responding Units** screen, click on the **Close** button. You will be returned to the **Additional Reports** form.
- 11. Click on the **Personnel & Activities** button and follow steps 3 –13 for entering responding personnel.

Adding streets to the look up table

1. If a street is not listed in the look up table, click on the new button to add it to the list. Before adding a street, be very sure that it is not listed with a prefix (i.e. N or W).

| | | lescue Repor | | | | | | |
|---------|----------------|--------------|------------|----------------|-----------------|---------------|-----------------|----------------|
| EMS Sei | | FDID | Ak | arm Date | Alarm Time | Incident Num | ber Occupancy I | |
| Look | up - Street N | ames | | | | | | |
| Prefix | Street | | Туре | Suffix Distric | t Census County | Township Zone | | <u>F</u> ind |
| W | 17TH | | ST | | | | | <u></u> |
| | 18TH | | ST | | | | | |
| W | 1900 N-48 | | | | | | (| <u>N</u> ew |
| W | 19TH | | ST | | | | | |
| W | 1ST | | ST | | | | | <u>E</u> dit |
| W | 200 | | | N S | | | | |
| W | 200 | | о т | 5 | | | | |
| W | 20TH | | ST | | | | | <u>D</u> elete |
| | 210 | | CT. | N | | | | |
| . W | 22ND | | ST ST | | | | | |
| | 24TH | | 51 | ы | | | | <u>M</u> erge |
| | 250 250 | | | N S | | | | |
| Ŵ | 250 N-5 | | | э | | | | |
| Ŵ | 250 N-5 258 | | | S | | | | <u>G</u> roups |
| Ŵ | 258 25TH | | ST | 5 | | | | |
| Ŵ | 267 | | 51 | s | | | | |
| Ŵ | 267 26TH | | ST | 5 | | | | |
| Ŵ | 201H 27TH | | ST | | | | | |
| Ŵ | 28TH | | ST | | | | | |
| | 20111 | | | | | | • | |
| Charry | Hidden Code: | | | | | | | |
| Show | maaen code: | \$ | | | | | | |
| | | | | | | | | |
| | | | | | | | | 01 |
| | | | | | | | | ОК |
| | | | | | | | | |
| | | | | | | | - | Cancel |
| | | | | | | | | |

- 2. Enter the appropriate information and then click on the save button.
- 3. You then will be able to select it from the list.

Adding a city to the lookup table

- 1. If a city is not listed in the look up table, click on the new button to add it to the list. Before adding a city, be very sure that it is not.
- 2. Follow the same steps for adding a street to the street lookup table.

Printing a chart

Note: All charts MUST be printed (This includes signal 9 charts).

- 1. Once the chart is completed, click the on the save button to be sure the entire chart is saved.
- 2. Be sure the computer is connected to the printer. Then click on the print button.

| 🗛 Live D | ata - FIREHOUSE Software | | | _8× |
|---------------------------|------------------------------------|---------------------------------------|---|-------------------|
| <u>F</u> ile <u>E</u> dit | | ndow <u>H</u> elp | | |
| - | SCEMS/Search & Rescue Report - 0 | | | |
| Incident | EMS Service# FDID | | m Time Incident Number | Occupancy ID |
| × | 0332 <u></u> E0332 <u></u> | 08/13/2002 10: | 02-0811228 | |
| EMS | Basic Scene Additional Reports Inc | ident <u>N</u> arrative <u>O</u> ther | | 🗖 No Patient |
| 龠 | Address Type | Number Prefix Stree | et/Highway | Type Suffix |
| Occup | Street Address | 800 E SOL | TH B | ST |
| Þ | Vicinity | Address Line 2 | | Apt/Room/Suite |
| Inspect | Exact Location | | | |
| * | | City | State ZIP Cod | le Census Tract |
| Staff | Supplemental <u>A</u> ddress | GAS CITY | IN 46933 | |
| | Dispatched For | | Type of Service Requested | |
| Inventory | Fall | | 1 Scene | |
| ٠. | | | , | |
| Hydrant | Additional Dates | | -Station, Shift & Alarm Station Shift District | 911 Used |
| | Dispatch Notif 08/13/2002 | 10:02:00 | | |
| Journal | First Arrival 08/13/2002 | 10:16:00 | | |
| | | 11:05:00 | Aid Given or Received | |
| I ∎• Exit | Last Cleared 08/13/2002 | 11:05:00 | | Details |
| | | | | |
| ≃ 3 Password | New | Br <u>o</u> wse | Save Delete | Print Close |
| doomoid | | | | |
| | | | | |
| 🄀 Start | fy Live Data - FIREHOU | Manual.doc - Microso | | 🖺 😹 📇 🌾 👂 9:57 PM |

This popup menu will be displayed.

| Output Report To |
|--|
| Select Output Type |
| Select Printer |
| Description of Selected Output Type |
| Directs output to a printer you select. |
| |
| |
| |
| Printer Setup Brother HL-1240 series |
| File |
| Number of Copies Print a Blank Form with No Data |
| 1 💽 Collate Copies (1-2-3, 1-2-3) |
| Print Range: 1 📩 to 1 📩 |
| OK Cancel |

- 3. Select the option of "Select Printer" to choose the printer you want to use.
- 4. Print 3 copies if you transported a patient or 2 copies if you did not or it is a signal 9 chart.
- 5. This menu will be displayed.

| Run Batch or Collated Report | × |
|--|---------------------|
| Report Name | |
| EMS Incident Report | |
| Forms Select the forms or sections you want to print | |
| EMS Incident Report Form EMS Supplemental Report | Select <u>A</u> ll |
| EMS Responding Personnel EMS Responding Units Report EMS Search and Rescue Report EMS User Fields Report EMS Completion Status Report EMS Main Incident Narrative | Select <u>N</u> one |
| Use these form selections as default for this report | Cancel |

6. After clicking OK this screen will be displayed. Only the reports checked in the example should be printed. DO NOT change any information, just click on the "OK" button. If you entered a Main

Incident Narrative (This is not the same as the patient narrative), check the box and the Main Incident Narrative will print with the rest of the chart.

7. Sign each copy.

Chart Distribution

Marion General Hospital

- 1. Copy 1 to ER admitting
- 2. Copy 2 to the ER nurses station. Use the Right mail box located on the curved part of the counter as you enter ER
- 3. Copy 3 is kept by the EMS unit

Other Hospitals

- 1. Copy 1 goes to the ER
- 2. Copy 2 is kept in the unit and placed in the bottom mail box in the Ambulance Office at Marion General.
- 3. Copy 3 is kept by the EMS unit.