EMStat 4

User Manual

MED-MEDIA
First Aid For Data Collection

EMStat Help Manual *Version 4.0*

Table of Contents

System Overview

The Med-Media's EMStat 4 module combines the best features of a desktop and web-based solution into one without the connection problems associated with an internet-dependant solution. EMStat 4 follows the progressive workflow of a call, helps the user complete their patient care report by doing validations and meets the NHTSA data element requirements in a fraction of the time compared to traditional methods and other stagnant electronic solutions.

EMStat 4 works on mobile devices utilizing a PC-based or XP Tablet PC-based operating system. This permits the user to collect information at the scene of the incident, in the ambulance or any other location the hardware device is utilized by your agency.

Our system provides a lower total cost of ownership compared to other vendors that require major investments in server hardware to be installed at the site. EMStat 4 utilizes the power of our WebCUR solution to automatically download updates and administrative changes. Patient Care Reports (PCR) may be reviewed in real-time and online for quality assurance and CQI. Standard administrative reports may be generated at the touch of a button and customized reports may be exported to Microsoft Excel by using our ad hoc query builder. Additional virtual office features include text paging, calendaring, certification & training and document storage. The Med-Media EMStat 4 desktop application is also interoperable with the Med-Media WebPCR application.

EMStat 4 Features

Emergency service personnel are now able to complete patient care reports without the pitfalls of connection problems to the Internet. Here are just some of the advantages:

- Intuitive flow promotes quick learning and ease-of-use
- Ability to enter PCR's for multiple companies using the same EMStat application
- Data validation is done at time of PCR completion
- Electronic signature may be obtained leading to a truly paperless system
- Automatic data submission to Department of Health
- Provides "real-time" back-up with redundancy to mitigate loss of data
- No copy of the patient chart is stored locally virtually eliminating HIPAA compliance problems providing a higher level of security.
- Automatic version updating upon WebCUR connection.
- Quicker bill generation and improved reporting
- Clinical QA and operational review from any web browser
- Return on Investment is lower than conventional desktop software
- Reduced IT costs
- Easier to manage than a desktop solution requiring pushing and pulling of data at the web level.

EMStat 4 Interfaces with the State and Regional EMS Offices

Med-Media's WebCUR solution may also be used for municipal, regional and statewide agencies to receive data, via an open-standards format. Agencies conducting EMS and medical research may use WebCUR to search through multiple layers of data. Emergency service organizations may continue to use their software and only have to create a method to export data from the existing system and push it to WebCUR. Off-site storage, report generation and data integration of multiple agencies are simple using the features already built into the system.

System Requirements

System Hardware Requirements: Computers **must meet** or exceed the hardware and operating system requirements listed below. This list is built on the minimum hardware standards of available new systems, established by the major hardware providers. Therefore we must adhere to the recommended hardware configuration.

- Pentium III or similar compatible processor
- 256 megs of RAM minimum
- 15" or greater SVGA monitor or LCD Tablet PC screen with 1024x768 screen resolution
- 5 gigabyte or larger hard drive
- 56k modem with Internet connection (*Dial-up, DSL, Cable or Broadband*).
- Microsoft Windows Internet Explorer access with version 6.0 and 128-bit Cipher Strength.

Software: Microsoft Windows ME, 2000 or XP (*Professional)* operating system will need to be installed on your desktop computer or Tablet PC with an Internet web browser.

Warning: Microsoft Inc. is no longer supporting Windows 95, Windows 98 and Windows NT operating systems, therefore limiting our ability to support any issues with those operating systems.

Important: Use of Software Product for High Risk Activities and Back-up: The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with any activity requiring fail-safe performance, including, but not limited to communication systems or direct life support machines, or other activities that directly affect risk of death or personal injury ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or other damage. Med-Media and its licensors specifically disclaim any express or implied warranty of fitness for High Risk Activities. Furthermore, local data that is lost due to theft or failure of any other system upon which or with which the software operates is not the responsibility of Med-Media, Inc. Med-Media strongly recommends that license owners save their work often and store data regularly to off-site WebCUR backup media.

Installing the Med-Media EMStat 4 Module

Windows ME, 2000 and XP Installations

1. Turn on your computer and login as an **Administrator** user. Close all Window programs prior to installing the Med-Media EMStat 4 application. Your computers screen resolution will need to be set to a minimum of **1024x768** pixels.

2. Insert the Med-Media EMStat 4 CD into the computer's **CD-ROM**. The installation utility will automatically load to the desktop. Select the **EMStat 4** option; then select the **Install** option button and the installation process will begin. *Please refer to your Med-Media CD Jewel case for all the required registration information. The Registration information needs to be entered **EXACTLY** how it is displayed on the jewel case. The information is case sensitive.*

3. Med-Media, Inc. recommends the default directories that are highlighted in the boxes. Simply choose the **OK** or **Yes** buttons where appropriate.

4. Contact the Med-Media Technical Support team *between the hours of 10:00 am and 6:00 pm Monday thru Thursday Eastern Standard Time* if additional assistance in installing this application is needed.

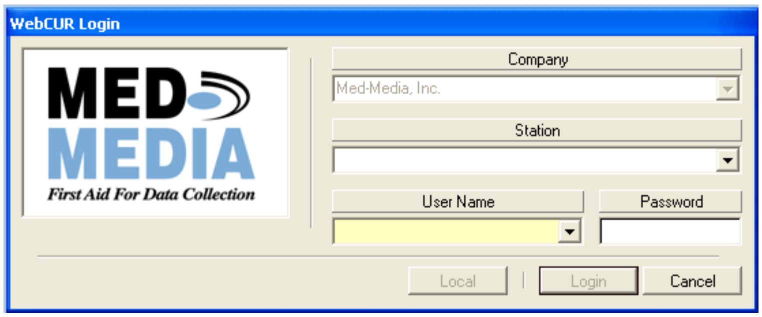
5. After the installation has been completed, remove the Med-Media CD from the CD-Rom and place it back in the jewel case for safe storage. **Note**: *Lost or damaged CD's may have additional cost associated with re-processing and shipping*.

Getting Starting - EMStat 4 Login

Once your computer is on and Windows has finished loading, double click on the **Med-Media EMStat 4 icon** to open this application. If the **Med-Media EMStat 4 icon** does not display on your computers desktop, place your cursor on the *Start* button. Click the **Start** button; select (**All**)-**Programs**, **Med-Media**, **EMStat** and then the **Med-Media EMStat 4 icon**.

When this EMStat 4 icon is selected, the **WebCUR Login** window displays to the screen. The WebCUR Login window contains the *Company*, *Station*, *User Name* and *Password* boxes along with the *Local*, *Login* and *Cancel* option buttons.

The **WebCUR Login** window is displayed below.



- **Company**: This area displays your *Company Name* in *Read-Only* view. If your application is setup for multiple agencies, select the desired **Company** from the drop down pick list. *Please refer the **Tools – Licenses** section of this manual for adding, editing and deleting Secondary License Keys for the Company.*

  Note: The Manager will need to *contact the **Med-Media Sales Department** to obtain any Secondary Licenses for EMStat.*

- **Station**: *This box will be blank upon initial installation and login*. If no stations display, simply **Skip** this area. If the Manager adds *Stations* for your agency they will display in this box. Select the desired **Station** from the drop down pick list. *Please refer to the **Tools – Advanced Support List - Stations** section of this manual for adding, editing and deleting Stations for the Company.*

- **User Name**: Select the desired **User Name** from the drop down pick list. The user has the ability to type the *Name* in the text box until the desired match is displayed. *Please refer to your Introduction/Setup letter for the Initial Manager **Login User Name** and **Password**.*

- **Password**: Enter the **User Password** in the text box provided. *This field is case sensitive so be careful when entering the password*. *Common errors with entering passwords are due to the Cap-Locks being enabled on the keyboard*. *Please refer to your Introduction/Setup letter for the Initial Manager **Login User Name** and **Password**.*

- **Local**: Select the **Local** button to open the Med-Media EMStat 4 module without being connected to the Internet. The ***Local*** login mode gives the user the ability to create new PCR's and then save them locally on the computer. Once the computer is connected to the Internet and EMStat is logged in, the local PCR's will automatically upload from the computer to the Med-Media WebCUR server.

  Note: *Some of the Med-Media EMStat 4 menu options and display features **WILL NOT** become available until the user logs in and connects to the Med-Media WebCUR server*.

  Warning: EMStat will prompt the user to **Login** after a **2-weeks** time span if the ***Local Login*** mode is used. This *Login* allows EMStat to upload all the locally saved PCR's to WebCUR, update the local Support database and then finally update your version build of EMStat when available.

- **Login**: Select the **Login** button once your computer is connected to the Internet. When the Med-Media EMStat 4 module opens, the WebCUR server ***Updates the Version Build*** when applicable; updates your local ***Support*** database and then ***Uploads*** all PCR's that have been stored locally. The ***Manager*** login will now have the ability to add and edit support list items as well as use the other menu options and features within EMStat.

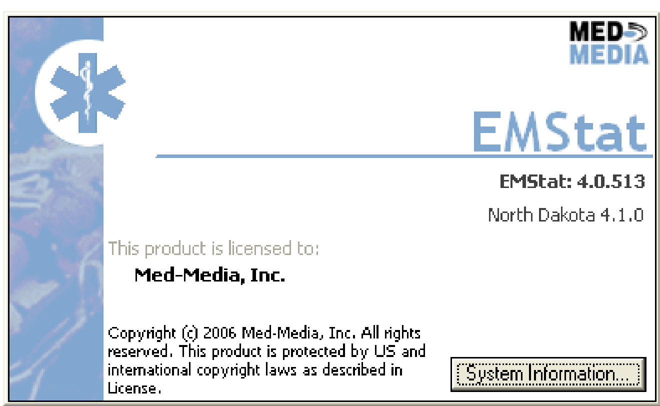
  Warning: The WebCUR access ports for EMStat is based on the amount of ***Client Access Licenses (CAL's)*** purchased by your organization. Once the providers reach the maximum amount of CAL's, they will receive a message stating that "All licenses are in use". The user will need to wait until a company port becomes available. Please contact the ***Med-Media Sales Department*** to increase the amount of CAL's for your agency.

  Note: *Please refer to **Appendix B** for details about **Automatic Updates** for Med-Media EMStat application*.

- **Cancel**: Select the **Cancel** button to exit the Med-Media EMStat 4 WebCUR Login window.

- **Version Build**: The user can determine the EMStat *Version Build* and *System Information* by simply placing the cursor the Med-Media log and click the mouse. Select the **System Information** box to display your EMStat current system information. After reviewing the information, simply click anywhere in the box to close it.

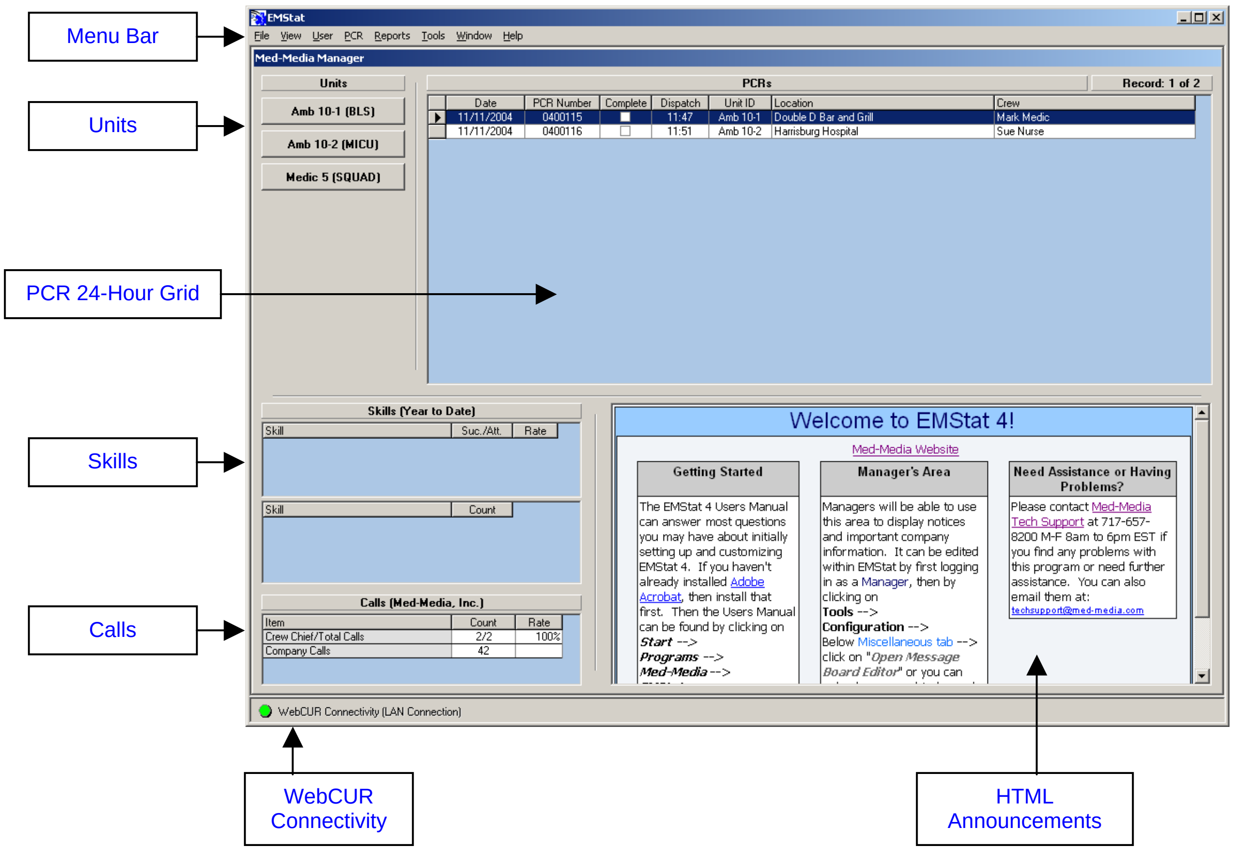
  The **About box** is displayed below.



Med-Media EMStat 4 - Home Page

Once the user successfully logs in, the *Med-Media EMStat Home Page* will display to the screen. The **Home Page** contains the *Menu Bar*, *Units*, *PCR 24-Hour Grid*, *Skills*, *Calls*, *WebCUR Connectivity* and the *HTML Announcements* areas.

The **Med-Media EMStat 4 Home Page** is displayed below.



Menu Bar

The *Menu Bar* contains the **File**, **View**, **User**, **PCR**, **Reports**, **Tools**, **Window**, and the **Help** menus.

Warning: Some of these menus and display areas will not become ***Active*** until the provider logs into EMStat 4. Other sub menus maybe grayed out because of permissions set by the manager of the company.

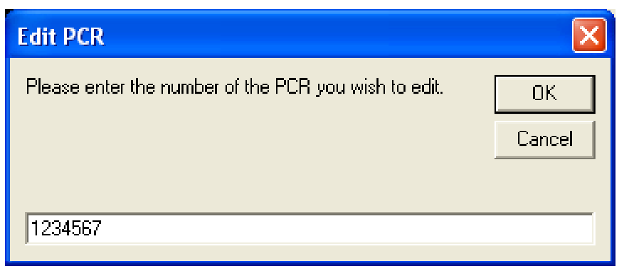
- **File**: This menu contains the *Exit* sub menu.
    - **Exit**: Select the **Exit** sub menu to close and exit the Med-Media EMStat 4 module.

- **View**: This menu contains the *Refresh* sub menu.
    - **Refresh**: Select the **Refresh** button to refresh the Med-Media EMStat 4 page display.

- **User**: This menu contains the *Change* and *Log off* sub menus.
    - **Change**: Select the **Change** sub menu to switch the user login. When this menu is selected, the ***WebCUR Login Window*** displays to the screen.
    - **Log off**: Select the **Log off** sub menu to log out of the current user session. The user will need to log back in to access the application again.

- **PCR**: This menu contains the *New PCR*, *Edit PCR*, *Print PCR* and *New Non-Emergency PCR* sub menus.
    - **New PCR**: Select the **New PCR** sub menu to open a new patient care report (PCR). This menu operates in the same manner as selecting on the desired **Unit** in the ***Units area*** on the *Home Page*.
    - **Edit PCR**: Select the **Edit PCR** sub menu to edit a previously saved PCR. Once the *Edit PCR* window displays to the screen enter the desired **7-digit PCR Number** in the text box provided. Select the **OK** button to open the PCR or select the **Cancel** button to exit the window.

      The **Edit PCR** window is displayed below.



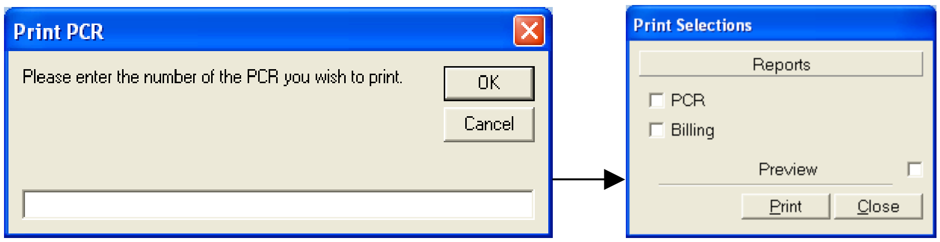
Note: The owner (crew chief) of the PCR and the company managers are the **ONLY** providers allowed to edit the PCR.

Warning: EMStat/WebCUR allows the owner (crew chief) of the PCR, **24-Hours** to access and edit the PCR. If the PCR has passed this time frame, the user will need to contact the Manager. The Manager Login allows the manager a **1-week** time frame to access the PCR. After these time frames have lapsed, the manager has the ability to "**Reopen**" the PCR from WebCUR. *Please refer to the* ***WebCUR – PCR Listings*** *section of this manual for steps to reopen PCR's*.

If the manager wishes to change the default editing time frame for either the user or manager, the ***Manager*** *will need to fax or email the Med-Media Technical Support Department at* ***Techsupport@med-media.com*** *with the new desired time frames.*

- **Print PCR**: Select the **Print PCR** sub menu to print a PCR. Once the ***Print PCR*** window displays to the screen enter the desired **7-digit PCR Number** in the text box provided. Select the **OK** button to advance to the ***Print Selection*** box or select the **Cancel** button to close this menu. When the **Print Selection** box displays, choose the desired option boxes and then select the **Print** button. The user has the option to view the selections prior to printing by checking the **Preview** check box. Select the **Close** button to exit this window.

  The **Print PCR** and **Print Selection** windows are displayed below.



- **New Non-Emergency PCR**: Select the **New Non-Emergency PCR** sub menu to enter a Non-Emergency patient care report. *Please refer to the **New Non-Emergency PCR** section of this manual for details about this sub menu.*

* **Reports**: This menu contains the *WebCUR* sub menu. This area is used for creating reports, setting up virtual office settings and performing quality assurance on patient care reports.

  - **WebCUR**: Select the **WebCUR** sub menu to display the ***WebCUR Data Repository*** to the screen. *Please refer to the **Med-Media WebCUR Data Repository** section of this User Manual for a detailed description about this site*.

* **Tools**: This menu contains the ***Licenses***, ***Configuration***, ***Configure Billing***, ***Spell Checker***, ***Signature Template***, ***Edit User Password***, ***Edit QA Password***, ***Set Next PCR Number***, ***Change PCR Number***, ***Delete PCR*** and the ***Support Lists*** sub menus.

  Warning: Some of these sub menus **WILL NOT** become ***Active*** until the provider connects to the Internet and logs into EMStat. Other sub menus maybe grayed out because of permissions set by the manager of the company.

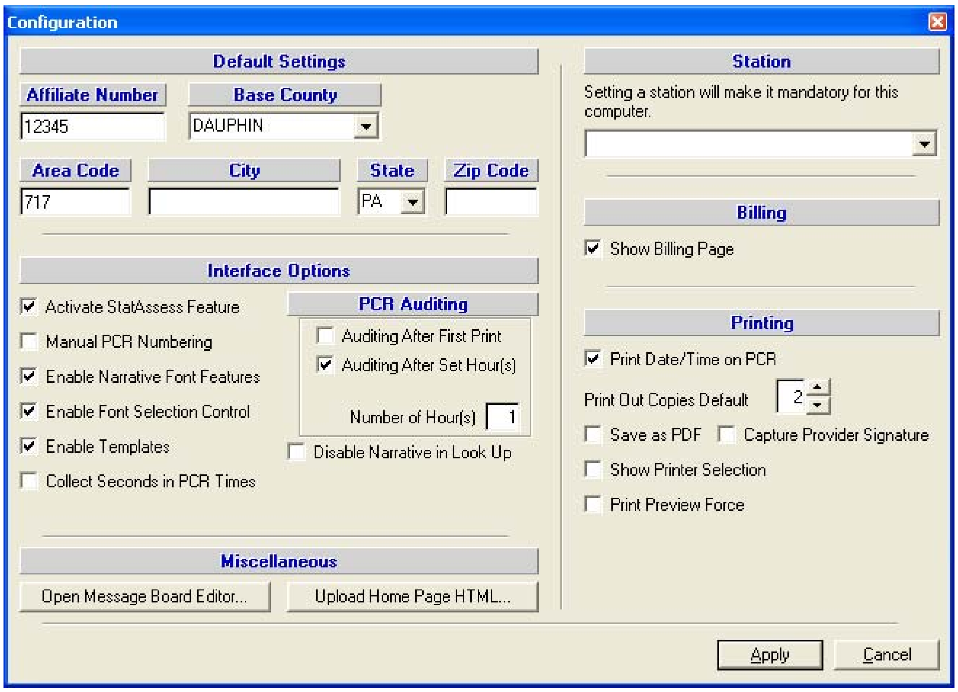
  - **Licenses**: This menu allows the manager to edit the primary agency license information as well as add a secondary companies into EMStat. When the provider logs in, they will then have the option to select the desired ***Company*** from the drop down pick list. Select the **License** button to display the ***License Support*** box or select the **Close Support** button to exit this menu. The *Licenses Support box* displays the **Primary Company Name** and **Key** of the agency that was entered during the initial installation. *Please refer to your Med-Media CD jewel case for your **Primary License Name** and **Key** information.* Select the **Add** button to enter a **Secondary Company**. Enter the **Company Name** and **License Key** in the text boxes provided. Select the **Update** button to add the new agency or select the **Cancel** button to exit this request. The manager also has the ability to search for a desired *License* in the grid. Enter the *Licenses Name* in the open text box and then select the **Find Next** button.

Select the **Edit** button to modify the desired License in the grid. After changes have been made, select the **Update** button to save the changes or select the **Cancel** button to exit this request. Select the **Delete** button to remove a *License* from the box. Simply highlight the desired *License* you wish to delete and then select the **Delete** button. The manager will be prompted to confirm the deletion prior to it being removed from the list. Select the **Close** button to exit this Support List.

Note: The Manager will need to *contact the* ***Med-Media Sales Department*** *to obtain any Secondary Licenses for EMStat.*

- **Configuration**: Select this sub menu to display the **Configuration** window. The ***Configuration*** window contains the *Default Settings*, *Interface Options / PCR Auditing*, *Miscellaneous*, *Station*, *Billing* and *Printing* areas. Select the **Apply** button to save any changes made to this window or select the **Cancel** button to exit this window.

  The **Configuration** window is displayed below.



  - **Default Settings**: The *Default Settings* area is used to set a default *Affiliation Number*, *Base County*, *Area Code*, *City*, *State* and *Zip Code* for each PCR that is opened in EMStat 4. When a new PCR is opened, the default settings entered in this area will display automatically in the PCR. Enter the companies **Affiliation Number**, **Area Code**, **City** and **Zip Code** in the text boxes provided. Select a **Base County** and **State** from the drop down pick list. *The provider does have the ability to change the default entries once in a PCR*.

    Note: The **Affiliation Number** assigned by your State Department of Health for your company can be located on the back of your Med-Media jewel case. *Please contact your Region Council or Department of Health to obtain this information if it is unknown.*

- **Interface Options / PCR Auditing**: The *Interface Options / PCR Auditing* area allows the manager to customize the EMStat 4 module to meet your organizations needs. This area displays multiple check boxes that can be enabled or disabled within the application. When a check box is selected for an item, the item becomes ***Enabled***. If the item is deselected, the item will become ***Disabled***.

  - **Activate Stat Assess Features**: Select this check box to enable the *Stat Assess tabs* in the PCR. *Please refer to the* ***Stat Assessment tab*** *sections of this User Manual for a detailed description about these tabs.* If this check box is not selected, this feature will be disabled.

  - **Manual PCR Numbering**: Select this check box to enable the *Manual PCR Numbering* feature for PCR's. The provider will be prompted to enter a **7-digit** number at the time of PCR generation. If this box is **NOT** selected, the *PCR Numbers* will automatically advance to the next sequential numbering series that is set in the ***Set Next PCR Number*** sub-menu. The PCR Number must be a **7-Digit Number**.

    Warning: The **PCR Number** can only be a **7-Digit Number**. Other characters, such as letters will be rejected upon attempting to save.

  - **Enable Narrative Font Features**: Select this check box to enable the *Narrative Font Features* for the ***Narrative tab***. If this check box is not selected, this feature will be disabled.

  - **Enable Font Selection Control**: Select this check box to enable the *Font Selection Controls* for the ***Narrative tab***. If this check box is not selected, the controls will be disabled.

  - **Enable Templates**: Select this check box to enable the *Templates* features on the ***Narrative tab***. If this check box is not selected, the template features will be disabled.

  - **Collect Seconds in PCR Times**: Select this check box to enable the *Seconds* for the ***PCR Time*** fields. If this check box is not selected, the second's field will be disabled.

  - **Disable Narrative in Look Up**: Select this check box to disable the *Narrative* view option when using the ***Look Up*** feature in the PCR.

  - **PCR Auditing**: The *PCR Auditing* boxes allow the manager to setup auditing features for the EMStat 4 module. The ***PCR Auditing*** area contains the *Auditing After First Print*, *Auditing After Set Hour(s)* and the *Number of Hours* boxes.

    - **Auditing After First Print**: Select this check box to add an ***Addendum*** to the narrative that displays the logins *Name*, *Date* and *Time* that the PCR was ***Edited*** and ***Saved*** after the PCR was "***First Printed"***.

- **Auditing After Set Hour(s)**: Select this check box to add an ***Addendum*** to the narrative that displays the logins *Name*, *Date* and *Time* that the PCR was ***Edited*** and ***Saved*** after the ***Set Numbers of Hours***. The hours are calculated from the ***Dispatch Time*** entered on the PCR to the computers current time.

- **Number of Hour(s)**: Enter the **Number of Hour(s)** to be set for the ***Auditing After Set Hours*** option in the text box provided. If a PCR was *Edited* and *Save*d after the displayed hours, the providers *Name*, *Date* and *Time* will display on the narrative as an ***Addendum***.

- **Miscellaneous**: The *Miscellaneous* area allows the manager to create and edit messages that are displayed in the ***HTML Announcements*** box on the ***Home Page*** of EMStat. This area contains the *Open Message Board Editor* and the *Upload Home Page HTML* buttons.

  - **Open Message Board Editor**: This sub menu is used to create a new message or edit current ***HTML Announcements***. The manager has the ability to select a *Style*, *Font* and *Size* for the message. The *Tool bar* also allows the manager to customize the entry as well as add URL sites and URL images. Select the **Save Message** button to save any entry made to this window. The message will display the next time EMStat is refreshed.

  - **Upload Home Page HTML**: This sub menu allows the manager to upload a ***HTML Announcement*** to the ***Home Page*** of EMStat. Once this button is selected, locate the desired HTML file to upload and then select the **Open** button. The file will display the next time EMStat is refreshed.

- **Stations**: This box allows the manager to save the entire configuration settings box for a specific ***Station***. Once the station has been created, select the desired **Station** from the drop down list and then select the **Apply** button. ***Skip*** this box if no stations were created for your company. *Please refer to the* ***Tools – Advanced Support List - Stations*** *section of this manual to create Stations for your company*.

- **Billing**: This area contains the **Show Billing Page** check box. Select this box to enable the ***Billing*** and ***Insurance tabs*** in EMStat. If this box is not selected, the *Billing* and *Insurance tabs* will not display in EMStat. *When this box is enabled,* the manager will need to setup the ***Tools - Billing Configuration*** and ***Tools - Billing Support Lists*** areas prior to using these tabs.

- **Printing**: This area contains the default printing settings for EMStat.

  - **Print Date/Time on PCR**: Select the **Print Date / Time on PCR** check box to print the computers current *Date* and *Time* on the PCR. The **Print Out Copy Default** pick box allows the manager to set the total number of copies they wish to print out. *If the manager has the **Show Billing Pages** enabled, **1** copy of the billing page will print out. Certain printer drivers cannot have copies set from other applications.*

  - **Save as PDF**: *This option will only become active after the **Med-Media Signature Module** has been installed*. Select this check box to save the PCR as a PDF on WebCUR.

  - **Capture Provider Signature**: *This option will only become active after the **Med-Media Signature Module** has been installed*. Select this check box to capture the provider's signature on the PCR prior to saving the record. The provider will have the option of signing the form or saving the record without a signature.

  - **Show Printer Selection**: Select this check box to display a *Print Selection* window prior to printing the PCR. This option allows the provider to select the desired printer when printing the record.

  - **Print Preview Force**: Select this check box to force a *Print Preview* of the PCR prior to printing the record. This option allows the provider to review the record prior to printing the PCR.

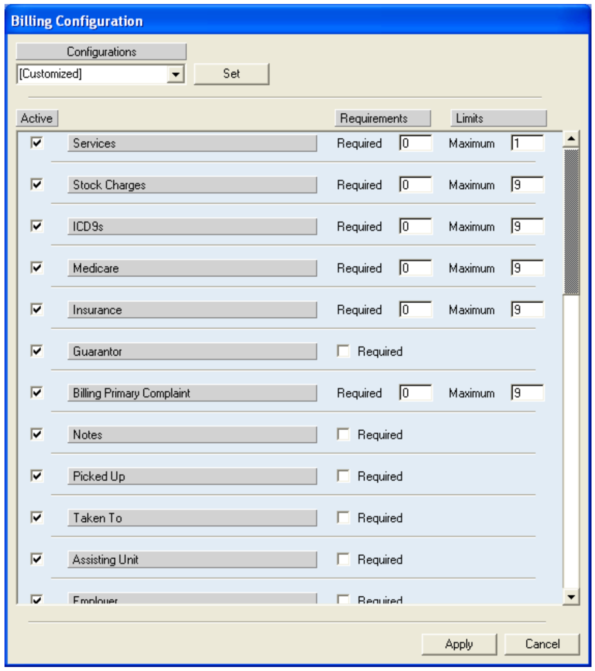
Warning: When a provider prints a PCR as a **LOCAL** login, the PRC will display **"Off-Line Printing (OLP)"** at the bottom of the PCR. The user will need to ***Login*** to EMStat for the PCR to **Upload** to WebCUR. Once uploaded, the PCR will obtain its **Automatic PCR Number** and the State DOH assigned **Lithocode Number**.

Note: EMStat uses the default printer setup for your computer. *Please confirm that the printer is installed and working properly prior to printing from EMStat. The manager will need to ensure that the computer user login group has the appropriate permissions for printing from EMStat.*

- **Apply** and **Cancel**: Select the **Apply** button to save any items displaying in the *Configuration* window. If a ***Station*** was selected in this window, the items selected will then only save for that station. Select the **Cancel** button to exit this window.

- o **Configure Billing**: Select this menu to display the ***Billing Configuration*** window. This menu allows the manager to customize and setup the ***Billing*** and ***Insurance tabs*** within EMStat. The manager must first select the **Show Billing Page** check box located in the ***Tools – Configuration - Billing*** area prior to setting up this window.

The **Billing Configuration** window is displayed below.



The **Billing Configuration** window displays the *Configurations* box, the *Active*, *Requirements* and *Limits* columns.

- **Configurations**: Click on the drop down pick list to select the desired **Billing package**. Once the package has been selected, click on the **Set** button to set the ***Default*** items within the ***Columns*** and ***Limits*** area for that billing package. The manager also has the ability to *customize* that billing package by selecting on additional items.

  Note: When the manager exports the *Billing Output* into the ***Med-Media WebBill*** application, only the non-customized default items for the selected Billing package will be exported. Any additional billing items collected will be stored on WebCUR, but not exported.

- **Active Column**: The *Active Column* displays all the items that appear on the ***Billing*** and ***Insurance tabs*** in EMStat. Select the **Active** check box beside each item that you wish to use for billing. If the item is not selected as ***Active***, the item will be grayed out on the *Billing* and *Insurance tabs* in EMStat.

  Note: When the manager selects a specific **Billing Package** in the **Configurations** area, the default items for that package will automatically be marked as "Active" in the columns.

- **Requirements Column**: When a ***Billing package*** is selected in the ***Configurations*** box, the ***Requirements Column*** displays the **Minimum** number ***Required*** for the billing package to be completed. *The manager has the ability to modify the required number for each active item*.

  Warning: If the selected box in EMStat is marked as a "***Required***" field, the crewmember doing a PCR will need to complete that item before the PCR can be marked as complete.

- **Limits Column**: When a ***Billing package*** is selected, the *Maximum Limits Column* displays the **maximum** number allowed for that specific billing package. *The manager has the ability to modify the limit for each active item*.

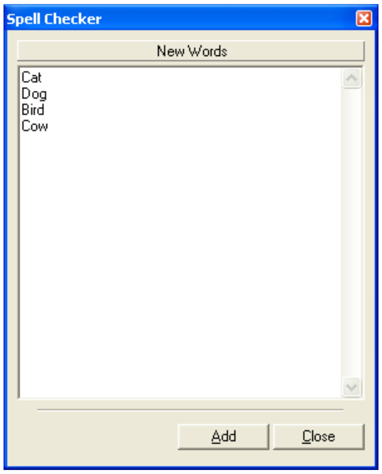
- **Apply** and **Cancel buttons**: Select the **Apply** button to save your *Billing Configuration* selections or select the **Cancel** button to exit this window.

o **Spell Checker**: Select this sub menu to enter new words into your custom dictionary. Simply type the words you want to add in the text box provided and select the **Add** button. Select the **Close** button to exit this window.

Warning: Multiple words can be entered at once, but the manager must place each new word on a separate line in the box.

Note: EMStat does not have the ability to import custom dictionaries from other applications.

The **Spell Checker** box is displayed below.



o **Signature Template**: Select this sub menu to edit the ***Signature Form Selections*** area. *Please refer to the **Med-Media EMStat Signature User Manual** for detailed descriptions about the area*.

This menu will only become active after loading the Med-Media Signature Capture module. *Please contact the Med-Media Sales Department to obtain further information about this product*.

- **Edit User Password**: Select this sub menu to enter a new ***Login User Password***. Enter the new password in the **Enter new password** text box and then again in the **Re-enter to verify** text box. Select the **Accept** button to save the new password or select the **Cancel** button to exit this window.

  The **Edit User Password** window is displayed below.

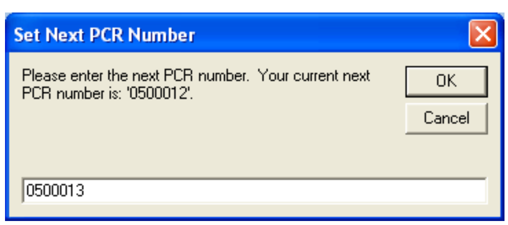
- **Edit QA Password**: Select this sub menu to enter a new ***Login QA User Password***. Enter the new QA user password in the **Enter new password** text box and then again in the **Re-enter to verify** text box. Select the **Accept** button to save the new password or select the **Cancel** button to exit this window.

- **Set Next PCR Number**: Select this sub-menu to set your *Next PCR Number*. When this menu is selected the ***Set Next PCR Number*** window displays to the screen. Enter the desired number in the text box provided. ***The PCR number must be a 7-digit Number***. Select the **OK** button to save the entry or select the **Cancel** button to exit this window.

  Warning: *This Auto-Numbering feature will be **DISABLED** if the **Manual PCR Numbering** check box is selected in the **Tools – Configuration - Interface Options** area.*

  Note: Companies that utilize the **Automatic Trip Numbering System** should note that PCR numbers **DO NOT** automatically change the subsequent year designation on January 1st of each New Year. Trip number sequencing is the responsibility of the agency and can be resolved easily by the manager. **Inquiries that Med-Media, Inc. receives concerning trip number changes will be referred to their respective EMS managers**.

  The **Set Next PCR Number** window is displayed below.



- **Change PCR Number**: Select this sub-menu to *Change* a PCR Number for a previously saved record. When this menu is selected, a ***Change PCR Number*** window displays to the screen. Enter the **Old PCR Number** that you wish to change in the text box provided. Select the **OK** button to change the number or select the **Cancel** button to exit the request and close the window. When the manager selects the ***OK*** button, the manager will then be prompted to enter the **New PCR Number** in the ***Enter New PCR Number*** box. Enter the new number in the text box provided and select the **OK** button to change the PCR's number or select the **Cancel** button to exit the window. The manager will be prompted a final time prior to saving the changes. Select the **Yes** button to change the PCR Number or select the **Cancel** button to exit this window.

- **Delete PCR**: Select this sub-menu to *Delete* a PCR from EMStat/WebCUR. Enter the ***PCR Number*** in the text box provided. Select the **Ok** button to delete the record or select the **Cancel** button to exit this window. The manager will be prompted to confirm the request prior to deletion of the record.

  Warning: Med-Media Inc. has the ability to recover accidental deleted PCR's from EMStat/WebCUR for a **LIMITED** time span. Please contact the ***Med-Media Technical Support Department*** for disaster recovery costs and requests.

- **Support Lists**: This sub-menu contains the *Common*, *Advanced* and *Billing Support Lists*. *The **Billing Support List** sub menu will not display until the **Show Billing Page** box is enabled in the **Tools – Configuration – Billing** area*.

  Common Support Lists

  The *Common Support* list contains the support areas that are most commonly used in EMStat module. The manager has the ability to open and view several support boxes at same time.

  - **Agencies**: This window contains your State Department of Health approved *Receiving Agencies* and *Transferring Agencies* list. This window allows the manager to select the desired agencies that they want to see in the ***Agencies*** pick lists in EMStat.

    Warning*: Users may only make agencies active or inactive at the* local level. *This is due to the NEMSIS/State requirements of having assigned codes for agencies. The manager will need to contact the **Med-Media Technical Support Department** by email at Techsupport@med-media.com to add a new or edit an existing agency to this list.*

    Note: All Agencies in the support list are marked as **INACTIVE** by design. This gives the manager the ability to customize EMStat to meet your company's needs. The manager will need to make **Active** any Agencies that they would like to see in PCR's *Agencies* pick lists.

    Once this window displays to the screen, **Highlight** the desired ***Agency*** from the pick list and then click on the **Edit** button. Once the Agency displays to the top grid, the manager has ability to make the agency active. Select the **Active** check box to have this agency display in the PCR's Agencies pick boxes. If this box is not selected, the agency will remain in the database but will not display in the PCR's Agency drop down pick list.

Select the **Update** button to save the changes made to this agency or select the **Cancel** button to exit this command. The manager also has the ability to search for a desired agency in the grid. Enter the ***Agency Name*** in the open text box and then select the **Find Next** button. Select the **Close** button to exit the window.

- **Assisting Units**: This window contains the pick list for all the *Assisting Units* the provider can select in the PCR. The window allows the manager to *Add*, *Edit* or *Delete* ***Assisting Units*** that display in the PCR. Click on the **Add** button to enter a new Unit. Enter the Unit's **Name** and the Unit's **State Assigned ID (Affiliate) Number** in the text boxes provided. Select the Unit's **Type** from the drop down pick list. *Unit Types not displaying in this pick list can be added in the **Advanced Support List - Unit Types** area*. Select the **Active** check box to have the Assisting Unit display in the pick list grid. If this box is not selected, the Unit will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new Assisting Unit to the grid or select the **Cancel** button to exit this command. Select the ***Edit*** or ***Delete*** buttons to modify or remove the Unit from the grid. Simply highlight the desired Unit in the grid and select the **Edit** button to modify the information. Once the changes are completed, select the **Update** button to save the changes. Select the **Delete** button to remove the Unit. The manager will be prompted to confirm the deletion prior to it being removed. Select the **Close** button to exit the window. *The **Find** button works in the same manner as the **Common Support List - Agencies** window*.

- **Crew**: This window allows the manager to add the ***Crewmembers*** that display in the PCR. Click on the **Add** button to enter a new provider. Enter the providers **First Name**, **Last Name**, **Status** ("**V"** for Volunteer or "**P"** for Paid) and **Password** in the text boxes provided. Select the providers **Certification Level** and **Security Level** from the drop down pick lists. *Please refer to the **Security Level** explanations below for a detailed description for each of the levels*. Enter a **Certification Number** in the text provided, if the ***Certification Level*** selected requires one. Select the **Active** check box to have the provider display in the PCR's pick list. If the box is not selected, the provider's name will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to save the new provider to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: *Please refer to Appendix D of this user manual for a detailed description about the provider WebCUR Identification Number (WID). The user will need to know their WID for logging into the WebCUR website*.

General Warnings

I. **It is important to enter the crewmembers correct Certification Number in when creating the new accounts. Please DO NOT make up any certification numbers for this box.**

II. Managers should always create a **NEW** crewmember account for providers that change their **Last Name** or **Certification Level**. **DO NOT DELETE** their primary account, simply make that account **INACTIVE**. Changing the *Name* or *Certification Level* will affect the providers Login WID.

Password Notes

I. If a provider forgets their EMStat **Login Password**, simply have the user go to your States WebCUR website. Once at the site, enter the users **WebCUR ID** in the box provided and then select the "**Email Password**" button. Once the manager sets up each providers WebCUR account, the password will be emailed to the address entered. *Please refer to the **WebCUR Maintenance – Personal Account Settings** section of this manual for detailed steps for setting up user WebCUR accounts*.

II. The **Managers** also have the ability to **Edit** the provider's account in EMStat and reset the password in the ***Common Support Lists - Crew*** tab.

III. **DO NOT** reset any crewmembers passwords or permissions in WebCUR. EMStat passwords and security permissions should **ONLY** be changed in the ***Common Support Lists - Crew*** tab in EMStat.

Security Levels

Select a *Security Level* for each of the providers added into EMStat. Each level has different restrictions as described below.

- **Temp**: Select the ***Temp*** level to set temporary permissions for the provider. This level allows the user to do PCR's only.

- **User**: Select the ***User*** level to set basic user permissions for the provider. This level allows the user to do PCR's and gives them the ability to change their EMStat 4 login Password.

- **QA**: Select the ***QA*** level to set QA permissions for the provider. This level allows the user to do PCR's, ability to change their EMStat 4 login Password, the ability to change their QA Password and the ability to access Common Support Lists.

- **Supervisor**: Select the ***Supervisor*** level to set supervisor permissions for the provider. This level allows the user to do PCR's, change their EMStat 4 login Password, change their Manager Password, the ability to access Common Support Lists, ability to access the Dictionary, ability to Change Trip Numbers and the ability to Delete PCR's.

- **Admin**: Select the ***Admin*** level to set administrator permissions for the provider. This level is the super user account, which grants the provider full access in every area and function in the EMStat 4 application.

- **FIPS**: This window allows the manager to edit the ***Municipality (MCD) / FIPS*** codes that display in the PCR. The manager only has the ability to modify the MCD/FIPS **Name** and **Zip Code** in the text boxes provided. ***Highlight*** the desired MCD/FIPS in the grid and then click on the **Edit** button to make any changes. Select the **Active** check box to have the MCD/FIPS display in the pick list. If the box is not selected, the MCD/FIPS will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to save any changes to the MCD/FIPS or select the **Cancel** button to exit this command. *The **Find** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area.*

  Note: This pick list is comprised from your State DOH approved MCD/FIPS list. For this reason, the **Add** and **Delete** buttons are not available in this tab.

- **Med. Cmd. Physicians**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Medical Command Physicians*** that display in the PCR. The Medical Command Physicians are usually the person that an ALS provider contacts to obtain medication or treatment orders. Click on the **Add** button to enter a new Command Physician. Enter the Physicians **Name** and **Medical Command Number** in the text boxes provided. Select the **Active** check box to have the Physician display in the pick list. If the box is not selected, the Physician's name will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new Physician to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: Medical Command Physician names can be added into the support list without a Medical Command Number.

- **Medications**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Service Medications*** that display in the ***Medication tab*** of the PCR. Click on the **Add** button to enter a new Medication. Enter the medications **Name** in the text box provided and then select an **Association** for that item from the drop down pick list. Select the **Active** check box to have the Medication display in the pick list. If the box is not selected, the Medication will remain in the database but will not display in the PCR's Medication pick list. After the entry has been completed, select the **Update** button to add the new Medication to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: The **Initial** Medication pick list displays your State DOH approved Medication list. Any new medications added into this window must be ***Associated*** with one from the State DOH approved list.

- **Narrative Templates**: This window allows the manager to *Edit* the *Name* or *Delete* a ***Narrative Template*** that was created in EMStat 4 by a provider. Click on the **Edit** button to change the templates name. Enter the new **Name** in the text box provided. Select the **Update** button to save the name to the grid or select the **Cancel** button to exit this command. *The **Find**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: The **Add** button is not available in this window. Providers need to create PCR Templates in the ***Narrative tab - Open Template Designer*** area of EMStat.

- **Patient Physicians**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Patient Physicians*** names that display in the PCR. Click on the **Add** button to enter a new Physicians name for a patient. Enter the Physicians **Name** in the text box provided. After the entry has been completed, select the **Update** button to add the new Physician to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Prior Medications**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Prior Medications*** that display on the ***Narrative tab*** of EMStat. Click on the **Add** button to enter a new Medication. Enter the Medications **Name** in the text box provided. After the entry has been completed, select the **Update** button to add the new Medication to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: The *Prior Medications* and *Allergy Medications* pick lists reads from the same common support list. Any changes made to this support list will automatically update both pick lists in EMStat.

- **Research Codes**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Research Codes*** that display on the ***Scene Destination tab*** of EMStat. Click on the **Add** button to enter a new Code. Enter the Research Codes **Name** and **Number** in the text boxes provided. Select the **Active** check box to have the Research Code display in the pick list. If the box is not selected, the Research Code will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new Code to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: Please contact your State Regional office or EMS Council for your specific Stated Research Names and Code Numbers.

- **Units**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Units*** that display in EMStat. Once the Units are added, they will display in the ***Units*** area on the ***Home Page*** of EMStat. The providers can select the desired unit to open a new PCR. Click on the **Add** button to enter a new Unit. Enter the *Units* **Name**, **ID Number** and State assigned **Affiliation Number** in the text boxes provided. Select the **Unit Type** and ***Vehicle Type*** from the drop down pick lists. *Unit Types and Vehicle Types not displaying in these pick lists can be added in the **Advanced Support Lists** area*. Select the **In Service** check box to have the Unit display as ***In Service*** on the ***Home Page – Units*** area of EMStat. If the box is not selected, the Unit will remain grayed out until it is marked as ***In Service***. Select the **Active** check box to have the Unit display on the ***Home Page*** of EMStat. If the box is not selected, the Unit will remain in the database but will not display on the Home Page or in the PCR's pick list.

  After the entry has been completed, select the **Update** button to add the new Unit to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Warning: Mangers should **NOT** delete Units from this window; simply make the desired Unit inactive.

  Note: Your Agencies **State Affiliation Number** need to add the unit can be located on the back of your Med-Media jewel case. **If this number is entered incorrectly, your data will not display correctly in WebCUR**.

- **Close Support**: Select the **Close Support** button to exit and close the Common Support lists area.

Advanced Support Lists

The *Advanced Support* lists contain additional support boxes that display in the PCR's tabs in EMStat. The manager has the ability to open several support boxes at same time.

Depending on your State build data requirements, some of the pick boxes described below may not display in your application.

The Advanced Support List Boxes are limited to 80 ACTIVE items per box. Even though each box can hold an unlimited amount of items, each display box is limited to 80 active displaying items.

Warning: The manager will be prompted to select an ***Association*** for any **NEW** item added into the Advanced Support Lists. Each item added will need to be associated with an approved State DOH EMS data element for data integrity.

Note: The manager **CANNOT** delete any support item that has been used and saved on a previous PCR.

- **Alcohol / Drug Use**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Alcohol*** and ***Drug Usage*** items that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new item. Enter the **Name** of the new item in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the item display in the pick list. If the box is not selected, the item will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new item to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Contributing Factors**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Contributing Factors*** *(Roadway Debris, Co-Morbid Factors, Environmental Factors, etc.)* that display in the ***Injuries tab*** of the PCR. Click on the **Add** button to enter a new factor. Enter the **Name** of the new factor in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the factor display in the pick list. If the box is not selected, the factor will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new factor to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Destination Determination**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Destination Determinations*** *(Closes Facility, Diversion, EMS Providers choice, etc.)* that display in the ***Scene / Destination tab*** of the PCR. Click on the **Add** button to enter a new determination. Enter the **Name** of the determination in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the determination display in the pick list. If the box is not selected, the determination will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new determination to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Dispatch Complaints:** This window allows the manager to *Add*, *Edit* or *Delete* the ***Complaints from Dispatch*** *(Abdominal Pain, Chest Pain, Choking, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new complaint. Enter the **Name** of the complaint in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the complaint display in the pick list. If the box is not selected, the complaint will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new complaint to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*. *Remember that this window can only have 80 items marked as active.*

- **Dispatch Types:** This window allows the manager to *Add*, *Edit* or *Delete* the ***Dispatch Types*** *(911 Dispatch, Intercept, Schedule Transport, etc.)* that display in the ***Patient Information tab*** of the PCR. Click on the **Add** button to enter a new type. Enter the **Name** of the type in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the type display in the pick list. If the box is not selected, the type will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new type to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **EKG**: This window allows the manager to *Add*, *Edit* or *Delete* the ***EKG Rhythms*** *(Asystole, Junctional, AV Blocks, etc.)* that display in the ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new EKG rhythm. Enter the **Name** of the rhythm in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the rhythm display in the pick list. If the box is not selected, the rhythm will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new EKG rhythm to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Ethnicity**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Race / Ethnicity*** *(Caucasian, Chinese, Hawaiian, etc.)* of the patient that display in the ***Patient Information tab*** of the PCR. Click on the **Add** button to enter a new ethnicity. Enter the **Name** of the ethnicity in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the ethnicity display in the pick list. If the box is not selected, the ethnicity will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new ethnicity to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **ET Size**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Endotracheal Tube (ET) Sizes*** *(2.0, 4.5, 6.0, etc.)* that display in the ALS ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new ET size. Enter the **Name** of the size in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the size display in the pick list. If the box is not selected, the size will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new ET size to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Factors Affecting**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Factors Affecting*** the patient *(Road Conditions, Weather, Language Barrier, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new factor. Enter the **Name** of the factor in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the factor display in the pick list. If the box is not selected, the factor will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new factor to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Final Airway**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Final Airways*** *(BLS, Nasal, Oral, etc.)* that display in the ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new final airway. Enter the **Name** of the final airway in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the final airway display in the pick list. If the box is not selected, the final airway will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new final airway to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Incident Types**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Incident Types*** *(Assault, Fall, Medical, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new incident type. Enter the **Name** of the type in the text box provided and then select an **Association** from the drop down pick list. Enter a **List Order Number** in the text box provided. *The Incident Types will display in the PCR pick list according to their List Order Number.* Select the **Active** check box to have the type display in the pick list. If the box is not selected, the type will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new incident type to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Injury Situations**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Situation of Injuries*** *(Ejection, Fall, Rollover, etc.)* that display in the ***Injuries tab*** of the PCR. Click on the **Add** button to enter a new situation. Enter the **Name** of the situation in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the situation display in the pick list. If the box is not selected, the situation will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new injury situation to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **IV Fluids**: This window allows the manager to *Add*, *Edit* or *Delete* the ***IV Fluids*** *(NSS, D5W, LR, etc.)* that display in the ALS ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new IV fluid. Enter the **Name** of the fluid in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the fluid display in the pick list. If the box is not selected, the fluid will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new IV fluid to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **IV Positions**: This window allows the manager to *Add*, *Edit* or *Delete* the ***IV Positions*** *(Left Hand, Right Hand, Forearm, etc.)* that display in the ALS ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new IV position. Enter the **Name** of the position in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the position display in the pick list. If the box is not selected, the position will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new IV position to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **IV Rates**: This window allows the manager to *Add*, *Edit* or *Delete* the ***IV Rates*** *(TKO, Wide Open, 100cc/hr, etc.)* that display in the ALS ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new item. Enter the **Name** of the item in the text box provided and then select an **Association** for that item from the drop down pick list. Select the **Active** check box to have the item display in the pick list. If the box is not selected, the item will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new item to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **IV Sizes**: This window allows the manager to *Add*, *Edit* or *Delete* the ***IV Sizes*** *(24g, 18g, 12g, etc.)* that display in the ALS ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new item. Enter the **Name** of the item in the text box provided and then select an **Association** for that item from the drop down pick list. Select the **Active** check box to have the item display in the pick list. If the box is not selected, the item will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new item to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Location Types**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Incident Location Types*** *(Residence, Traffic Way, Hotel, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new location type. Enter the **Name** of the type in the text box provided and then select an **Association** from the drop down pick list. Enter a **List Order Number** in the text box provided. *The Location Types will display in the PCR pick list according to their List Order Number.* Select the **Active** check box to have the type display in the pick list. If the box is not selected, the type will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new location type to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Mechanism of Injury**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Mechanism of Injuries*** *(Assault, Bite, Drowning, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new mechanism of injury. Enter the **Name** of the mechanism in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the mechanism display in the pick list. If the box is not selected, the mechanism will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new mechanism of injury to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Medical Direction**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Medical Directions*** *(Cellular, Protocol, Radio, etc.)* that display in the ***Scene / Destination tab*** of the PCR. Click on the **Add** button to enter a new medical direction. Enter the **Name** of the direction in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the direction display in the pick list. If the box is not selected, the direction will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new medical direction to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Medication Route**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Medication Routes*** *(IV, IM, Oral, etc.)* that display in the ***Medications tab*** of the PCR. Click on the **Add** button to enter a new medication route. Enter the **Name** of the route in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the route display in the pick list. If the box is not selected, the route will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new medication route to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Motor Vehicle Impacts**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Motor Vehicle Impact*** items *(Ejection, Rotation, Head-On, etc.)* that display in the ***Injuries tab*** of the PCR. Click on the **Add** button to enter a new impact item. Enter the **Name** of the impact item in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the impact item display in the pick list. If the box is not selected, the impact item will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new impact item to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Nature of Incident**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Nature of Incident*** *(ALS, BLS, Non-Applicable, etc.)* that display in the ***Scene / Destination tab*** of the PCR. Click on the **Add** button to enter a new nature of incident. Enter the **Name** of the incident in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the incident display in the pick list. If the box is not selected, the incident will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new nature of incident to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Pre-Existing Conditions**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Pre-Existing Conditions*** *(Asthma, Cancer, COPD, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new pre-existing condition. Enter the **Name** of the condition in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the condition display in the pick list. If the box is not selected, the condition will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new pre-existing condition to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*. *Remember that this window can only have 80 items marked as active.*

- **Prior Aid**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Prior Aid*** items *(Police, By-Standers, Fire, etc.)* that display in the ***Scene / Destination tab*** of the PCR. Click on the **Add** button to enter a new prior aid. Enter the **Name** of the aid in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the aid display in the pick list. If the box is not selected, the aid will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new prior aid to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Provider Impressions**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Provider Impressions*** *(Burns, Choking, Stroke, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new provider impression. Enter the **Name** of the impression in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the impression display in the pick list. If the box is not selected, the impression will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new provider impression to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*. *Remember that this window can only have 80 items marked as active.*

- **Receiving Facility Types**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Receiving Facility Types*** *(Hospital, Home, Extended Care Facility, etc.)* that display in the ***Scene / Destination tab*** of the PCR. Click on the **Add** button to enter a new receiving facility type. Enter the **Name** of the facility type in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the facility type display in the pick list. If the box is not selected, the facility type will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new receiving facility type to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Response Outcomes**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Response Outcomes*** *(Transported, Cancelled, Stand-by, etc.)* that display in the ***Patient Information tab*** of the PCR. Click on the **Add** button to enter a new response outcome. Enter the **Name** of the outcome in the text box provided and then select an **Association** from the drop down pick list. Enter a **List Order Number** in the text box provided. *The Response Outcomes will display in the PCR pick list according to their List Order Number.* Select the **Active** check box to have the outcome display in the pick list. If the box is not selected, the outcome will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new response outcome to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Safety Devices**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Safety Devices*** *(Airbags, Seat-belt, Child Seat, etc.)* that display in the ***Injuries tab*** of the PCR. Click on the **Add** button to enter a new safety device. Enter the **Name** of the device in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the device display in the pick list. If the box is not selected, the device will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new safety device to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Signs & Symptoms**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Signs & Symptoms*** *(Choking, Dizziness, Seizures, etc.)* that display in the ***Incident tab*** of the PCR. Click on the **Add** button to enter a new sign or symptom. Enter the **Name** of the sign or symptom in the text box provided. Select the **Active** check box to have the sign or symptom display in the pick list. If the box is not selected, the sign or symptom will remain in the database but will not display in the pick list. After the entry has been completed, select the **Update** button to add the new sign or symptom to the grid or select the **Cancel** button to exit this tab. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*. *Remember that this window can only have 80 items marked as active.*

- **Stations**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Stations*** that display in the ***EMStat 4 Login*** and in the ***Patient Information tab*** pick list. Click on the **Add** button to enter a new Station. Enter the **Name** and **Description** for the station in the text boxes provided. Select the desired **Units** associated with that station from the available pick boxes. *Units not displaying in these pick boxes can be added in the **Common Support Lists - Units** area*. Select the **Active** check box to have the **Station's Name** display in the ***Login*** window. If the box is not selected, the station will remain in the database but will not display in the ***Logins*** pick list. After the entry has been completed, select the **Update** button to add the new station to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

  Note: Once the new Station Name is added, it will then display in the ***Tools-Configuration-Stations*** area. This feature allows the manager to setup the desired EMStat default configuration for each Station.

- **Treatments**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Treatments*** *(C-Collar, Oxygen, Splint, etc.)* that display in the ***Treatments tab*** of the PCR. Click on the **Add** button to enter a new treatment. Enter the **Name** of the treatment in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the treatment display in the pick list. If the box is not selected, the treatment will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new treatment to the grid or select the **Cancel** button to exit this command. *The* ***Find***, ***Edit***, ***Delete*** *and* ***Close*** *buttons work in the same manner as the* ***Common Support List – Assisting Units*** *area*.

  Note: The new Treatment entered will display under the proper BLS/ALS category depending upon the ***Association*** the manager selected for that item.

- **Unit Types**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Unit Types*** *(ALS, BLS, Squad, etc.)* that display in the ***Patient Information tab*** of the PCR. Click on the **Add** button to enter a new unit type. Enter the **Name** of the type in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the type display in the pick list. If the box is not selected, the type will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new unit type to the grid or select the **Cancel** button to exit this command. *The* ***Find***, ***Edit***, ***Delete*** *and* ***Close*** *buttons work in the same manner as the* ***Common Support List – Assisting Units*** *area*.

- **Vehicle Roles**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Vehicle Roles*** *(Transport, Rescue, Supervisor, etc.)* that display in the ***Patient Information tab*** of the PCR. Click on the **Add** button to enter a new vehicle role. Enter the **Name** of the role in the text box provided and then select an **Association** from the drop down pick list. Select the **Active** check box to have the role display in the pick list. If the box is not selected, the role will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new vehicle role to the grid or select the **Cancel** button to exit this command. *The* ***Find***, ***Edit***, ***Delete*** *and* ***Close*** *buttons work in the same manner as the* ***Common Support List – Assisting Units*** *area*.

- **Vehicle Types**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Vehicle Types*** *(Ground, Rotor, Wing, etc.)* for a specific ***Unit***. When the manager enters Units into ***Common Support Lists – Units*** window, they will be prompted to select a *Vehicle Type* for that unit. Click on the **Add** button to enter a new vehicle type. Enter the **Name** of the type in the text box provided and then select an **Association** for that type from the drop down pick list. Select the **Active** check box to have the type display in the pick list. If the box is not selected, the item will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new vehicle type to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Close Support**: Select the **Close Support** button to exit and close the Advanced Support lists area.

Billing Support Lists

The *Billing Support* lists contain the support boxes that display in the Billing and Insurance tabs. The manager has the ability to open several support boxes at same time.

Warning: *This Billing Support List will only become **ACTIVE** when the manager selects the "**Show Billing Page"** box in the **Tools – Configuration - Billing** menu*.

Note: Each billing item added into the Billing Support lists will require an **Index Number.** The manager can create a unique number for each item, but the Index numbers **CANNOT** be duplicated.

- **Assisting Units**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Assisting Units*** *(EMS, Police, Fire, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new Assisting Unit. Enter the Unit's **Name**, **Index Number** and the Unit's **DOH State Assigned ID (Affiliate) Number** in the text boxes provided. Select the Unit's **Type** from the drop down pick list. *Unit Types not displaying in this pick list can be added in the **Advanced Support Lists - Unit Types** area*. Select the **Active** check box to have the Unit display in the pick list. If the box is not selected, the Unit will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new Assisting Unit to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **ICD9's**: This window allows the manager to *Add*, *Edit* or *Delete* the ***ICD9*** or ***ICD10 Codes*** *(140.01, 250.53, 175.04, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new ICD Code. Enter the ICD9/10 **Name**, **Index Number** and **Code Number** in the text boxes provided. Select the **Active** check box to have the Code display in the pick list. If the box is not selected, the Code will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new ICD Code to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Insurances**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Insurance Companies*** *(Blue Cross, Health America, Keystone, etc.)* that display on the PCR's ***Insurance tab***. Click on the **Add** button to enter a new Insurance Company. Enter the Insurance Companies **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the company display in the pick list. If the box is not selected, the company will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new Insurance Company to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Medicare**: This window only allows the manager to *edit* the ***Medicare Options*** *(Bed Confined, Obese, Unconscious, ext.)* that display on the PCR's ***Billing tab***. Select the **Edit** button to modify the desired option. Enter the new Medicare option's **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the option display in the pick list. If the box is not selected, the option will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to save the Medicare option to the grid or select the **Cancel** button to exit this command. *The **Find** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area.*

  Note: This pick list is comprised from your State approved Medicare list. For this reason, the **Add** and **Delete** buttons are not available in this tab.

- **Pick-Up Categories**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Pick-Up Categories*** *(Scene of an accident, Hospital, Residence, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new pick-up category. Enter the Pick-Up Categories **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the category display in the pick list. If the box is not selected, the category will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new pick-up category to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit, Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Primary Complaints**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Billing Primary Complaints*** *(Chest-Pain, Burn, Abdominal Pain, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new primary complaint. Enter the Primary Complaint's **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the complaint display in the pick list. If the box is not selected, the complaint will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new primary complaint to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Reasons for Transport**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Reasons for Transports*** *(Unconscious, Unable to walk, Schedule routine, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new reason. Enter the Reasons for Transports **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the reason display in the pick list. If the box is not selected, the reason will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new reason to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Referring Physicians**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Referring Physicians*** that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new physician. Enter the Referring Physicians **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the physician display in the pick list. If the box is not selected, the physician name will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new referring physician to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Services**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Service Charges*** *(Membership, Mileage, Emergency, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new service charge. Enter the Service Charge **Name** and **Index Number** in the text boxes provided. Select the **Mileage** check box if you want this item to be associated with a mileage charge.

Select the **Active** check box to have the service display in the pick list. If the box is not selected, the service will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new service charge to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

> **Note**: The manager has the ability to create a **Mileage** service charge in this area. When this service charge is selected, the mileage will automatically calculate and display the odometer reading from the ***Patient Information tab*** in "**UNITS"** to the Billing page.
>
> If the manager decides not to create a separate ***Mileage*** service charge, the provider will still have the ability to select the **Mileage** box for specific designated item created by the manager. The odometer calculation will still function in the same manner as above.

> **Note**: The Services tab can also be used to track **Membership** for your patients. Simply create a ***Membership*** charge and it will now be available to select as a service charge on the ***Billing tab*** if the patient is a current member.

- **Stock**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Stock Charges*** *(Cardiac Monitor, IV Supplies, Oxygen Supplies, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new charge. Enter the Stock Charges **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the charge display in the pick list. If the box is not selected, the charge will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new stock charge to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Taken To Categories**: This window allows the manager to *Add*, *Edit* or *Delete* the ***Taken To Categories*** *(Hospital, Residence, Doctor Offices, etc.)* that display on the PCR's ***Billing tab***. Click on the **Add** button to enter a new category. Enter the Taken To Categories **Name** and **Index Number** in the text boxes provided. Select the **Active** check box to have the category display in the pick list. If the box is not selected, the category will remain in the database but will not display in the PCR's pick list. After the entry has been completed, select the **Update** button to add the new taken to category to the grid or select the **Cancel** button to exit this command. *The **Find**, **Edit**, **Delete** and **Close** buttons work in the same manner as the **Common Support List – Assisting Units** area*.

- **Close Support**: Select the **Close Support** button to exit and close the Billing Support lists area.

- **Windows**: This menu displays the current tab that is displaying to the screen.

- **Help**: This menu displays the **Contents**, **About** and **License Agreement** sub-menus for the Med-Media EMStat 4 module. Select the **Contents** menu to display the *EMStat 4 User Help* Manual for this application. Select the **About** menu to display the current *Version Build* and *System Information* for this application. Select the **License Agreement** menu to display the license agreement for this application.

  Note: Please refer to Appendix C in this manual for the Product License Agreement and License Warranty complete statement.

Units Area

This area displays your active ***Units*** in EMStat. Select the desired **Unit** in this area to open a new PCR. When the PCR opens, the Unit selected will display its default information in the fields provided. Select the **More Units** drop down list to choose another active Unit not displaying in main area. The manager can add units to this area by simply adding them in the ***Common Support Lists – Units*** menu. *The provider also has the ability to change the **Unit Type** by placing the cursor over the **Unit Name** and right clicking the mouse. Select the desired **Type** from the options provided.*

Warning: If the **Unit** selected is a **BLS Unit**, the ALS tabs **WILL NOT** displaying the PCR. The user will need to change the Unit Type to an **ALS Unit** to display these areas.

Note: When a **Station** is selected during the **Login** procedure, only the Units selected for that stations configuration will display in this area. Please refer to the ***Advanced Support Lists – Stations*** menu for a detailed description for setting up your specific station display.

PCR 24-Hour Grid

This area displays all PCR's that the login is listed as a *Crew Chief,* **WITH IN THE LAST 24-Hours**. The provider has the ability to **Edit** any of the PCR's displaying in the grid by simply clicking on the desired record. Once the 24-Hours time frame has lapsed, the provider will need to edit the record through the ***Tools – PCR - Edit a PCR*** menu. *Please refer to the **Warning** notes below if you receive a message stating that the PCR is locked for editing.*

This grid displays the *PCR Date*, *PCR Number*, if the PCR was *Completed*, *Dispatch Time*, *Unit ID*, *Location* of the Incident and *Crew Names* for the incident. Once the 24-Hour time has lapsed, the PCR will be removed from this grid.

Note*:* The owner (crew chief) of the PCR and the company managers are the **ONLY** logins allowed to edit the saved PCR.

Warning: The EMStat PCR 24-Hour grid allows the owner (crew chief) of the PCR, **24-Hours** to edit the PCR. If the PCR has passed this time frame, the user will need to contact the Manager. The Manager Login allows the manager a **1-week** time frame to access the PCR. After this time frame has lapsed, the manager has the ability to "**Reopen**" the PCR from WebCUR. *Please refer to the **WebCUR – PCR Listings** section of this manual for steps to reopen PCR's*.

*If the manager wishes to change the default lock editing time frame for either the user or manager, the **Manager** will need to fax or email the Med-Media Technical Support Department at **Techsupport@med-media.com** with the new desired time frames.*

Skills Area

This area displays a breakdown of ***Skills*** performed (Year to Date) by the login provider. The top section of the grid displays the *Skill Name* followed by the **Success/Attempts** and **Total Percentage Rates**. The lower section of the grid displays the remaining **Skills** and the total **Count** for that skills.

Note: The ***Year to Date*** skills display grid resets at January 01 for each year.

Calls Area: This area displays a breakdown of total ***Calls*** for the login provider. The top section of the grid displays the *Crew Chief / Total Calls* **Count** and **Percentage Rate** for the provider login. The lower section of the grid displays the *Company Calls* **Count** and **Rate** for the agency.

Note: The ***Calls*** display grid resets at January 01 for each year.

WebCUR Connectivity: This area displays the computers EMStat **LAN Connectivity** to the Med-Media WebCUR server. When the icon displays **Green**, the user has connected to the WebCUR server. When the icon displays **Red**, the user is not connected to the WebCUR server. When the icon displays **Yellow**, the user is may still have connection to the Internet, but **LOST** WebCUR connectivity. The user can continue to work in EMStat as a **Local Login** or will need close EMStat and then reopen it to connect to the WebCUR server. *Please confirm Internet access prior to connecting to WebCUR*.

Note: After successful **Login**, if the *PCR's*, *Skills* or *Calls* grid become ***GRAYED OUT***, your computer has **LOST** connection to the WebCUR server. The provider should **CLOSE** EMStat and then attempt to reopen /login again. Please confirm that the computer has connection to the Internet prior to logging in. The provider always has the ability to complete the PCR's **OFF LINE** as a **Local** login. PCR's that are save in local mode will automatically upload to WebCUR with the next successful login.

HTML Announcements Area: This area displays the *HTML Announcements* entered by the manager. The manager has the ability to enter announcements that display when the user logins to EMStat. *Please refer to the **Tools - Configuration - Miscellaneous** area for a detailed description about setting up this message board*.

Med-Media Contact Information

Technical Support Team (717-657-8200, Option 1)

The phone number listed above is to the Med-Media Technical Support Department. Our normal business office hours are from 8:00 am to 6:00 pm Monday through Friday Eastern Standard Time. Our office is closed during major Holidays. If the user is calling after business hours for **CRITICAL** issues only, our automatic phone attendant will answer the call. Please follow the directions the auto attendant provides and your call will be placed in the Med-Media Technical Support voice mail. The voice mailer will then page the on-call technician who will return your call within 1-Hour. ***The user should make every attempt to utilize their resources, like the On-line Help Manual or notifying their manager prior to contacting the Technical Support Department during off hours***.
The Technical Support Team can also be reached on-line during normal business hours at: http://www.med-media.com/support/index.shtml

Note: ***The Med-Media Technical Support Team CANNOT provider any login information, such as Passwords or WID's over the phone due to HIPPA. The user will need to contact their manager to obtain or reset their current information. The Manager login has the ability to reset the provider's password in the Tools – Common Support Lists – Crew area of EMStat. The manager also has the ability to reopen locked PCR's for the user.***

Note: It is imperative when leaving a message to leave your Name, Phone Number, and EMS Company first before giving any technical information about your problem. The Technical Support Team also requests that you physically be at the computers location at the time of the call to determine the exact cause of the problem as well as to correct the issue in a timely manner.

Sales Department (717-657-8200, Option 2)

The Phone number listed above is to the Med-Media Sales Department. Our normal business office hours are from 8:00 am to 5:00 pm Monday through Friday Eastern Standard Time. Our office is closed during major Holidays. If you are calling after normal business hours, please leave a detailed message including your name, phone number and reason for calling. The Sales Team will return your call at their earliest convenience.

Please contact the Sales Department to inquire about additional licenses, add on modules, customization for EMStat, schedule training and questions regarding your yearly maintenance and outstanding bills.

Entering a New Patient Care Report (PCR)

Once the provider logs into EMStat and selects a **Unit** icon, a new **Patient Care Report** (PCR) will display to the screen. The provider can also begin a new PCR by selecting the ***PCR - New PCR*** menu, which is located on the Menu Bar. If the Unit select is designated as a "**Multi Unit**", the provider will be prompted to select a **Responding Unit Level** (MICU, BLS, Squad, etc.) from the pick box prior to beginning the new PCR. *The "**Multi Unit"** option allows the vehicle to have multiple roles for the agency.*

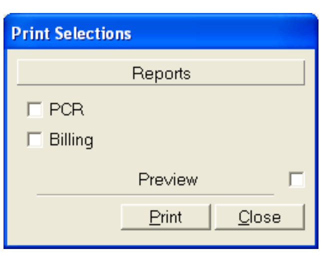
The new PCR contains the **File** and **Print** menus along with a **Quick Save**, **Incomplete** and **Signature** buttons. *If a **Pen Enabled** laptop device is being used, these menus will be located under **Tools** menu*.

> **Note**: If the application is setup for **Manual PCR Numbering**, the user will also be prompted to enter a **7-digit PCR Number** prior to opening the new PCR.

- **File**: The *File* menu contains the **Save** and **Close** sub menus.
  - **Save**: Select this sub menu to ***Save*** the PCR. This menu works in the same manner as the ***Quick Save*** button. When the **Save** menu is selected, the PCR is checked for any missing data elements required by your State Department of Health and then any missed Billing information that is required. If any elements are missing in the PCR, an ***Incomplete Items*** window will display to the screen. By clicking on the missing item, the provider will be taken directly to that area for completion. The provider also has the ability to save the PCR as **"Incomplete"**. Select the **Continue** button to save and close the PCR as incomplete or select the **Cancel** button to exit this window and return back to the PCR.
  - **Close**: Select the sub menu to ***Close*** the PCR. The provider will be prompted to **Save Changes** in the PCR or close the report without saving any entries. Select the **Yes** button to save any entries prior to exiting the PCR, select the **No** button to close the PCR without saving any entries or select the **Cancel** button to exit the save request and return back to the PCR.

- **Print**: The *Print* menu contains the **Print Selections** sub menu. Select this sub menu to print the current PCR. ***Note**: Your PCR **MUST** be saved before it can be printed*. Select the **Yes** button to save the report or select the **Cancel** button to exit the print menu. Once the PCR has saved, a **Printer Selections** window will display to the screen. Check the desired items in the ***Reports*** area that you wish to print. Select the **Preview** check box to display a print preview of the report to the screen prior to printing. Select the **Print** button to print the selected items or select the **Close** button to exit this window.

  The **Print Selections** window is displayed below.

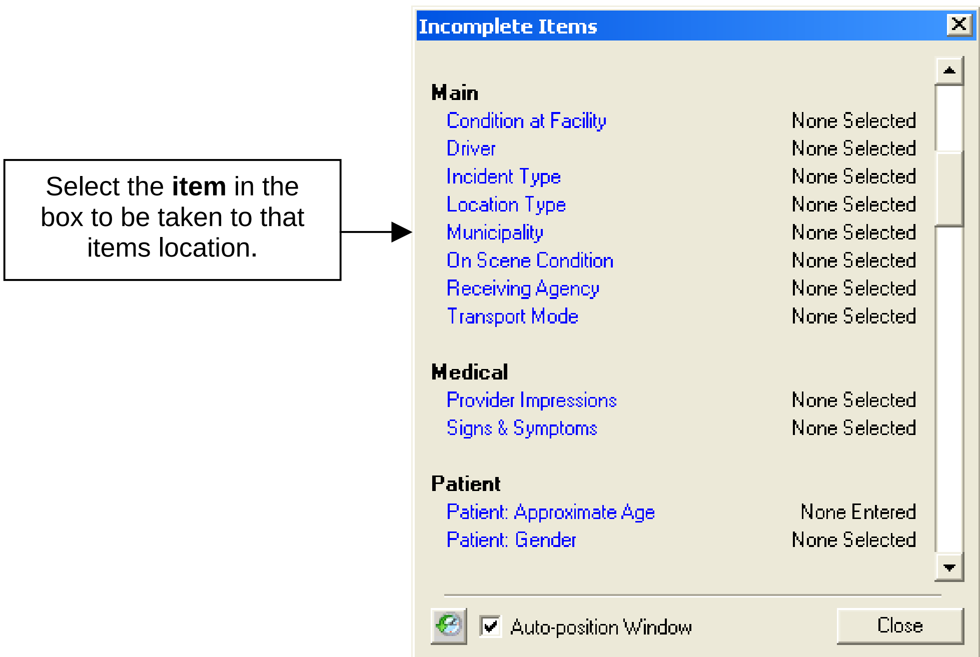


> **WARNING**: When the ***Auditing After First Print*** box is selected in the ***Configuration box***, any provider that performs a **Print Preview** of a PCR will generate an **Addendum** on that PCR with that providers logins Name, Date and Time the PCR was printed.

- **Quick Save**: When the **Quick Save** button is selected, the PCR is checked for any missing data elements required by your State Department of Health and then any missing Billing information that is required. If any data elements are missing in the PCR, an ***Incomplete Items*** window will display to the screen. By clicking on the missing item, the provider will be taken directly to that area for completion. The provider also has the ability to save the PCR as **"Incomplete".** Select the **Continue** button to save and close the PCR as incomplete or select the **Cancel** button to exit this window and return back to the PCR.

- **Incomplete**: Select the **Incomplete** button to display all the *Incomplete Items* for the PCR. Simply select the desired ***Incomplete Item*** in the window and the provider will be taken directly to that area for completion. Select the **Auto-Position Window** check box to position the window beside the incomplete item. Select the **Close** button to exit this window.

  The **Incomplete Items** window is displayed below.



- **Signature**: Select the **Signature** button to obtain the patient's, crewmembers or receiving agencies signatures for your PCR. This feature allows agencies that have ***Pen Enabled*** computers to gather signature information. *Please refer to the* ***Med-Media Signature User Manual*** *for detail descriptions for installation and setup for this add-on feature*.

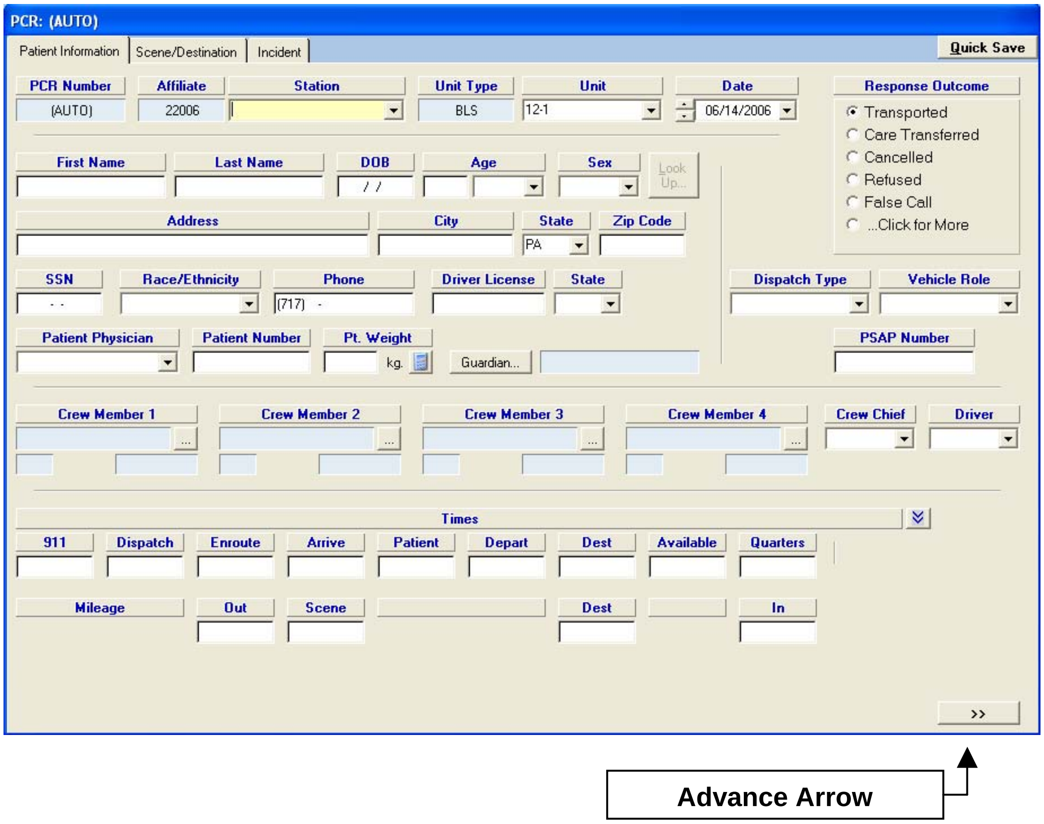
  Note*: This button will only become active after installing the* ***Med-Media EMStat Signature Capture module****. Please contact the Med-Media* ***Sales Department*** *for additional information about this product*

Patient Information tab

The Patient Information tab is the first screen that displays when the provider starts a new PCR. The user can advance through the screens by simply selecting the desired tab header or by clicking on the ***Advance Arrow*** buttons, located on the bottom right corner of each tab.

Warning: Depending on your State Build, some of the *Data Elements* boxes shown below may not be displayed in your EMStat version.

The **Patient Information tab** is displayed below.



- **PCR Number**: This *read-only* box displays the assigned *PCR Number* for the report being generated. *Please refer to the **Tools - Configuration** section of this manual for details on how to setup up the Manual or Auto-PCR Numbering options.* When using the *Auto Numbering* feature, the word "**(Auto)**" will display in this box.

  Warning: Agencies utilizing the **Auto-Numbering** option **WILL NOT** get a PCR Number assigned to the record until it has been saved to WebCUR. PCR's that are saved and printed off line in a **LOCAL** mode will display **"Off Line Printing (OLP)"** on the record.

- **Affiliate**: This *read-only* box displays your State assigned *Affiliate Number* for the **Unit** selected. The provider can change the Unit by clicking on the ***Units*** drop down pick list. The affiliate number will coincide with the Units information that was entered in the ***Tools – Common Support List- Units*** window. *Your State assigned Affiliate Number can also be located on the back or on the inside of your Med-Media CD jewel case*.

- **Station**: This box displays the selected *Station Name* from the original Login window. The user can change the Station name by simply clicking on the drop down pick list. This pick box will remain empty if no stations were added into support list, simply ***Skip*** over it. *Please refer to the **Tools – Advanced Support List - Stations** section of this manual for adding, editing and deleting Stations in EMStat.*

- **Unit Type**: This box displays the *Unit Type* for the **Unit** selected. The users can change the type by simply clicking in this box. The provider can only select **1** choice for this box. *Please refer to the **Tools – Advanced Support List - Unit Types** section of this manual for adding, editing and deleting Unit Types in EMStat.* The ***Unit Types*** are defined below. *Depending on your EMStat build, the **Unit Type** titles may vary from State to State.*

  - **BLS**: This refers to a Basic Life Support Unit, usually consisting of a transporting unit with two providers, one or more being an Emergency Medical Technician.

    Note*:* When this type is selected, the **"*Advanced Life Support"*** areas within the PCR will become **INACTIVE**. The provider will need to change the **Unit Type** to an Advance Support Unit type for these areas to become active.

  - **MICU**: This refers to a Mobile Intensive Care Unit, usually consisting of a transporting unit with two providers, one or both being an Advanced Life Support provider.

  - **Squad**: This refers to a Quick Response Squad, usually consisting of one to two providers, one or both being an Advanced Life Support provider. This unit is usually a non-transporting vehicle, such as a chase truck.

  - **Multi**: This refers to a unit that has multiple vehicle roles within your agency. When this type is selected for the unit, the provider will be prompted to select one of the above types prior to being the PCR.

- **Unit**: This box displays the *Unit Name* for the **Unit** icon selected when the PCR is started. The user can change the Unit by simply clicking on the drop down pick list. *Please refer to the **Tools – Common Support List - Units** section of this manual for adding, editing and deleting Units in EMStat.*

- **Date**: This box defaults to the current *Date* set in your computers regional settings. The provider can change the date of the incident by simply clicking on the drop down pick boxes.

  Warning: The providers can only start PCR's for the current or a past date. Providers **CANNOT** save any PCR using a future date. Please confirm that this box displays your correct incident date prior to saving the PCR.

- **Response Outcome**: Select a *Response Outcome* for the incident from the options displaying. The *Response Outcome* options box defaults to **Transported**. The user can change the Response Outcome by simply clicking on the desired outcome. *There can only be **1** choice selected for this box* and by clicking on a new outcome; the selection will automatically turn off the preceding choice. Certain areas of the PCR will become *gray* out depending on which outcome the provider selects. This feature is designed to save the provider time by *graying out* fields which are not required based on National or State standards. Select the **Click for More** option to display the complete *Response Outcome* pick list. *Please refer to the **Tools - Advanced Support List – Response Outcomes** section of this manual for adding, editing and deleting Response Outcomes in EMStat.*

- **First Name**: Enter the patients *First Name* in the text box provided.

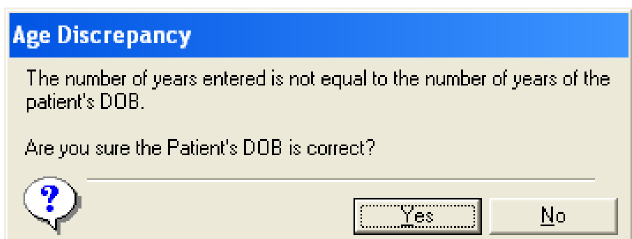
- **Last Name**: Enter the patients *Last Name* in the text box provided.

- **DOB**: Enter the patients *Date of Birth* in the text box provided. *The field format for Date of Birth is **DD/MM/YYYY**.*

- **Age**: The *Age* boxes populate automatically upon completion of the ***DOB*** box. The provider can change the **Age** in the boxes provided. If the ***Age*** and ***DOB*** have a calculation discrepancy, the user will be prompted to correct the **DOB**. Select the **Yes** button to save the ***DOB*** if it is correct or select the **No** button to save the ***Age*** box, which convert the *DOB* box. The provider can select *Years*, *Months* or *Days* from the drop down pick list.

  Note: When the provider enters a birth date of 0-30, ***Days*** will automatically display in the years box. When a provider enters a birth date of 1-12, ***Months*** will display in the years box.

  The **Age Discrepancy** window is displayed below.



- **Sex**: Select the patients *Gender* from the drop down pick list provided.

- **Look Up**: Select the *Look Up* button to search your agencies WebCUR database for patients that have been entered in EMStat from previous reports. The ***Look Up*** feature allows the provider to access the previously entered information and then automatically import that information into the appropriate data element areas with one simple command. To *Look Up* a patient in the database, enter the ***Patient's Last Name**, **DOB** or **SSN*** in the text boxes provided and then select the **Look Up** button. A list of patient encounters matching the search criteria will display to the window. ***Highlight*** the desired patient and then select the areas you want to import into your current PCR. The provider has the ability to import the patients ***Demographics***, ***Narrative***, ***Insurance*** and ***Past Meds***/***Medical History***. After your choices are completed, select the **Ok** button to import the items or select the **Cancel** button to exit this window. The provider will also be alerted if no patient matches your search. *Please refer to the **WebCUR Manage Repeat Patient** section of this manual for details on downloading patient information for **"Local"** login look-up usage.*

  Note: The manager has the ability to disable the ***Narrative*** view option for this area in the ***Tools – Configuration*** sub menu.

- **Address**: Enter the patients *Street Address* in the text box provided.

- **City**: Enter the *City* for the street address in the text box provided. If the manager entered a default *City* in the ***Tools – Configuration – Default Settings*** box, the default City will display in this box.

- **State**: Select the *State* for the City from the drop down pick list. If the manager entered a default *State* in the ***Tools – Configuration – Default Settings*** box, the default State will display in this box.

- **Zip Code**: Enter the *Zip Code* for the City in the text box provided. If the manager entered a default *Zip Code* in the ***Tools – Configuration – Default Settings*** box, the default Zip Code will display in this box.

- **SSN**: Enter the patients *Social Security Number* in the text box provided.

- **Race / Ethnicity**: Select the patients appropriate *Race/Ethnicity* from the drop down pick list. *Please refer to the* ***Tools - Advanced Support List - Ethnicity*** *section of this manual for adding, editing and deleting Ethnicities in EMStat.*

- **Phone**: Enter the *Area Code* and *Phone Number* of the patient in the text box provided. If the manager entered a default *Area Code* in the ***Tools – Configuration – Default Settings*** box, the default Area Code will display in this box.

- **Driver License**: Enter the patients *Driver License Number* in the text box provided, if applicable.

- **Driver License State**: Select the patients *Drivers License State* from the drop down pick list.

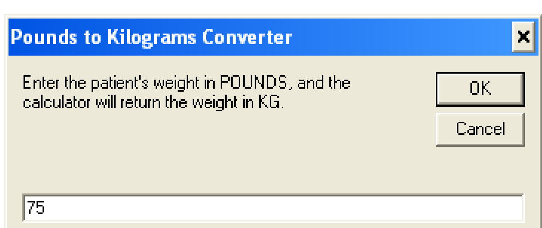
- **Patient Physician**: Select the patients *Family Physician* from the drop down pick list. *Please refer to the* ***Tools – Common Support List – Patient Physician*** *section of this manual for adding, editing and deleting Patient Physicians in EMStat.*

  Note: Patient Physicians names can be added directly into this text box, which will save and print out on the current PCR, but will not be saved directly into the common support list for future use.

- **Patient Number**: Enter the *Patients Number* in the text box provided. If the patient does not have a number, simply **Skip** over this box. This number is usually generated by the Emergency Department or Billing Department at the receiving agency.

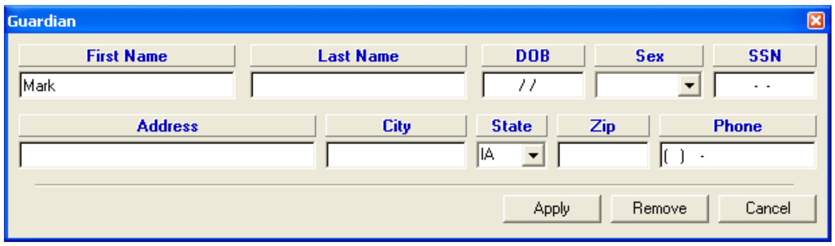
- **Patient Weight**: Enter the patients weight in ***Kilograms*** in the text box provided. The provider can click on the **Kilogram Calculator** icon to convert the patients weight to kilograms. Enter the patient's weight in pounds in the text box provided. Select the **Ok** button to have the calculator display the weight in ***Kilograms*** or select the **Cancel** button to exit this window.

  The **Pounds to Kilogram Converter** window is displayed below.



- **Guardian**: Select the **Guardian** button to enter the patient's guardian information. Enter the guardians **First Name**, **Last Name**, **Date of Birth**, **Gender**, **Social Security Number**, **Street Address**, **City**, **State**, **Zip Code** and **Phone Number** in the boxes provided. Select the **Apply** button to save the information to the PCR. Select the **Remove** button after the information has been saved to delete the information in this box. Select the **Cancel** button to exit this window. Once applied, the guardians name will display in the *Guardian* box. *This information will automatically populate the **Guardian Information** box on the **Insurance tab** when the **Parent/Guardian** option is selected.*

  The **Guardian** window is displayed below.



- **Dispatch Type**: Select the *Dispatch Type* for the incident from the drop down pick list. The provider can only select **1** type for this box. *Please refer to the **Tools – Advanced Support List – Dispatch Types** section of this manual for adding, editing and deleting Dispatch Types in EMStat.*

- **Vehicle Role**: Select the *Vehicle Role* for the incident from the drop down pick list. The provider can only select **1** role from this box. *Please refer to the **Tools – Advanced Support List – Vehicle Roles** section of this manual for adding, editing and deleting Vehicle Roles in EMStat.*

- **PSAP Number**: Enter the County assigned *Public Safety Answering Point Number* (PSAP) in the text box provided. If the County or State does not use a PSAP number, simply **Skip** over this box. *The user can also use this box to enter the CAD Number, County 911 Number or Incident Number*.

- **Crew Member 1**: By default, the logins user name will display in the ***Crew Member 1*** box. To change the provider, select a *Crew Member* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display in the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding crewmembers in EMStat.*

  Warning: Providers cannot manual enter crewmembers names in this box, only providers entered in the ***Tools – Common Support List - Crew*** *section* will display in this box.

- **Crew Member 2**: Select a *Crew Member* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display in the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding crewmembers in EMStat.*

- **Crew Member 3**: Select a *Crew Member* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display in the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding crewmembers in EMStat.*

- **Crew Member 4**: Select a *Crew Member* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display in the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding crewmembers in EMStat.*

- **Crew Chief**: Select the **Crew Member** from the drop down pick list that was the *Crew Chief / Primary Care Provider* on the incident. ***Crew 1*** will display to this box by default.

  Note: Only the **Crew Member** marked as the **Crew Chief** and the company **Managers** can "**edit**" the PCR once it is saved in EMStat.

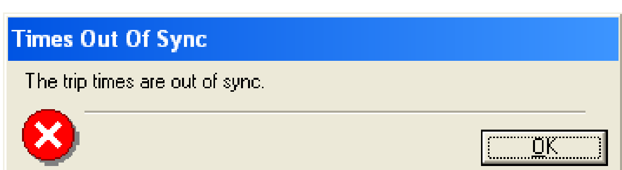
  Warning: If the provider deletes or leaves this box blank, the PCR will be saved under the current Logins account. The login or manager will need to edit the PCR and then select the appropriate crewmember to transfer ownership of the PCR to the appropriate provider.

- **Driver**: Select the **Crew Member** from the drop down pick list that was the *Driver* on the incident. ***Crew 2*** will default to this box if a second crewmember is entered in the PCR. If the provider is the *Crew Chief* and *Driver*, the user will need to select **Crew 1** as Driver.

- **Times**: **911 – Dispatch – Enroute - Arrived Scene - Patient Contact - Departed Scene - Arrived Destination – Available - In Quarters - Onset**: Enter the desired *Time* for each category in the boxes provided. The provider can only enter ***Military Time*** (00:00 through 23:59) in these boxes. *The manager will need to select the **Collect Seconds In PCR Times** check box in **Configuration-Interface Options** area to enable the "**Seconds Fields**" for the Time boxes.* Click on the **Date Chevron** button (*located to the right of the Time boxes*) to display the ***Dates*** for each of the time boxes. Each box defaults to the PCR's Date entered at the top of the page. The user can select the desired **Date** for the time field if needed. Select an **Onset Time/Date** from the drop down pick box if applicable.

  Note: If a provider attempts to enter the Time sequence out of order or a Date in the future, the user will receive a "**Time Out of Sync**" window displaying a warning to the provider. The provider will need to confirm that the Date of the incident and any Time boxes entered are correct. Select the **Ok** button and correct the Time sync problem.

  The **Times Out of Sync** warning box is displayed below.

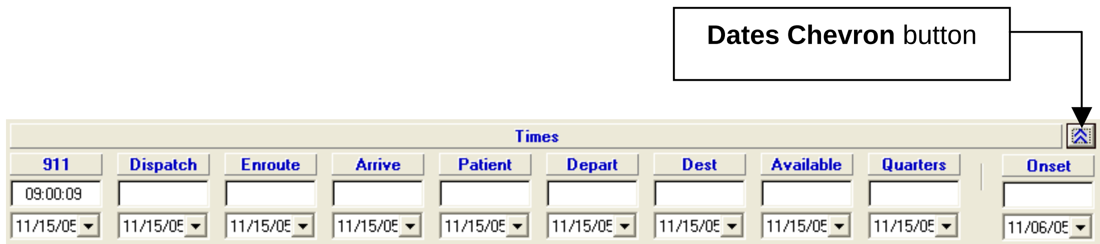


Note: The ***911 Time*** is the initial time that the call was received by the **911 Dispatch Center**. This field is not mandatory for some State builds.

Note: The ***Patient Contact Time*** is the time the EMS provider makes **Initial Contact** to the patient. This field is not mandatory in some State builds.

Note: The ***Onset Time*** is the time that the incident **Originally** occurred. *Depending on your State build, this box may not display on this tab.*

The **Times**, **Dates** and **Date Chevron** boxes are displayed below.



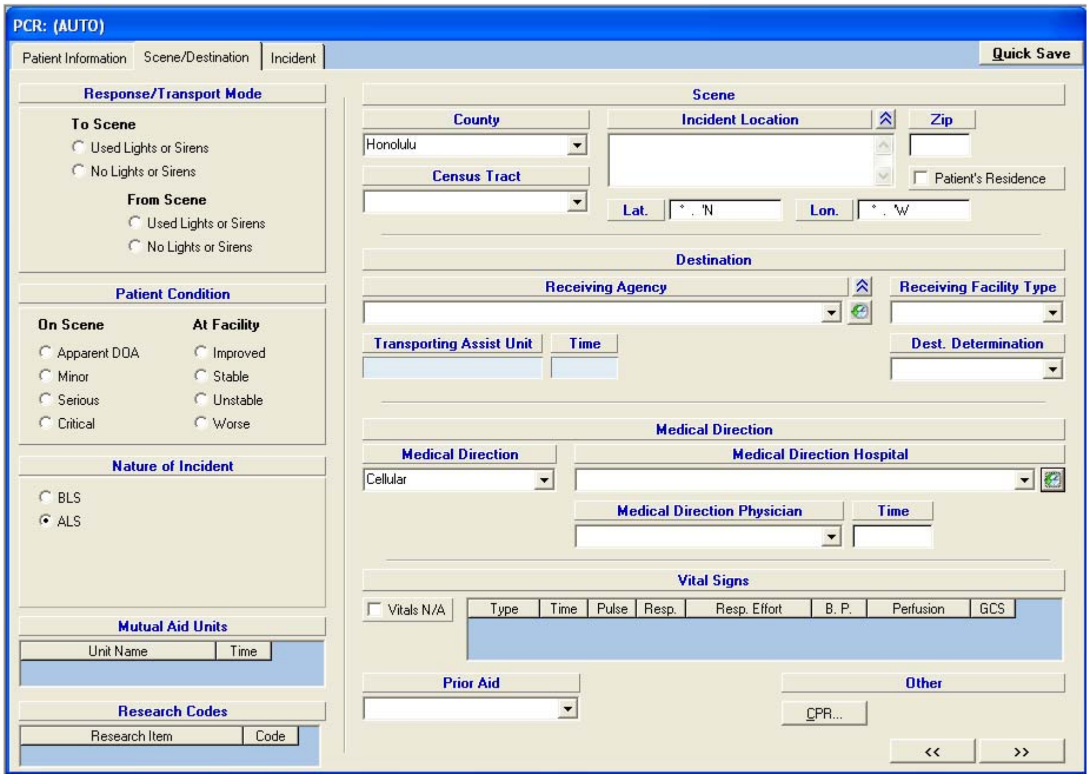
- **Mileage**: Enter the **Out**, **At Scene**, **At Destination** and **In Quarters** *Mileage* in the text boxes provided. *When the mileage service charge is enabled on the **Billing tab**, the mileage will be automatically calculated from these boxes.*

- **Advance Arrow**: Select the **Advance Arrow** button located at the bottom right of this tab to advance to the next tab of the PCR.

Scene / Destination tab

This tab allows the provider to enter *Scene* and *Destination* information for the incident.

The **Scene / Destination tab** is displayed below.



- **Response/Transport Mode**: Select the *Response Mode* **To Scene** and *Transport Mode* **From Scene** from the option buttons provided. The provider can only select **1** option for each mode.

- **Patient Condition**: Select the *Patients Condition* **On Scene** and **At Facility** from the option buttons provided. The provider can only select **1** option for each condition.

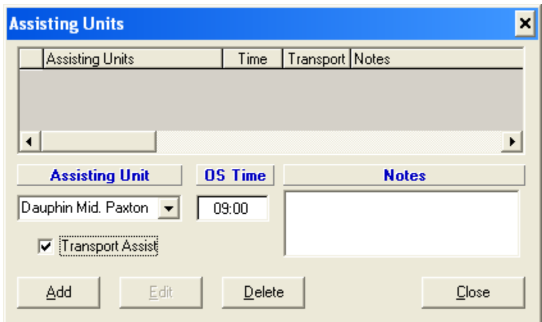
- **Nature of Incident**: Select the *Nature of Incident* from the option buttons provided. The provider can only select **1** option for the incident. This box initially displays the *Unit Type* selected on the ***Patient Information tab*** by default. *Please refer to the* ***Tools – Advanced Support List – Nature of Incident*** *section of this manual for adding, editing and deleting Nature of Incidents in EMStat.*

- **Mutual Aid Units**: Click in this box to enter *Mutual Aid Units* that assisted your Unit at the scene of the incident. When this box is selected, the ***Assisting Units*** window displays to the screen. Select an **Assisting Unit** from the drop down pick list. *Please refer to the* ***Tools – Common Support List – Assisting Units*** *section of this manual for adding, editing and deleting Assisting Units in EMStat.* Enter the **On Scene Time** for the *Assisting Unit* in the text box provided. The user has the ability to enter any additional comments in the **Notes** text box. Select the **Transport Assist** check box if this Assisting Unit accompanied in the transport of the patient from the scene of the incident. Select the **Add** button to enter the Assisting Unit in the PCR. The provider has the ability to **Edit** or **Delete** the assisting unit once it has been saved. Simply highlight the desired *Assisting Unit* in the grid that you want to either modify or delete and then click on the appropriate button. Select the **Close** button to exit this window.

Warning: If the **Transport Assist** check does not become ***Active*** for the unit selected, the manager will need to edit that unit in the ***Tools – Common Support List – Assisting Units*** section and confirm that the unit has the correct **Affiliation Number** entered.

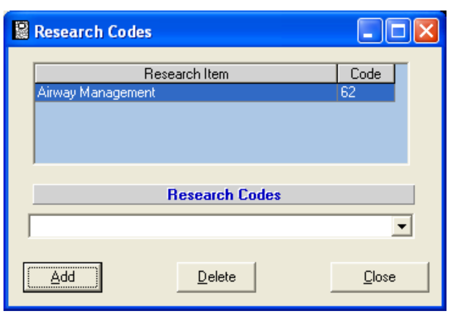
Note: Only the *Assisting Units* checked as a **Transport Assist** will print out on the completed PCR.

The **Assisting Units** window is displayed below.



- o **Research Codes**: Click in this box to enter *Research Codes* for your patient. The ***Research Codes*** window will display to the screen when you click in this area. Select a **Research Code** from the drop down pick list. Once the code is picked, select the **Add** button to save the item to the windows grid. To delete a code from the grid simply highlight the code and then select the **Delete** button. The user will be prompted to confirm the deletion of the code prior to removing it. Select the **Close** button to save the selections to the PCR. *Please refer to the* ***Tools – Common Support List – Research Codes*** *section of this manual for editing Research Codes in EMStat.*

The **Research Codes** window is displayed below.



- o **Scene**: The *Scene* area contains the ***County***, ***Municipality, Incident Location / Zip Code***, ***Patient's Residence***, ***Latitude*** and ***Longitude*** boxes.

  - **County**: This box defaults to the *Base County* selected in the ***Tools - Configuration – Default Settings*** area. If the incident occurs in a different County, select the desired **County** from the drop down pick list. *Once the County is selected, the Incident* ***Municipality / FIPS*** *box will also change to reflect the new County selected*.

    Note: For **Out of State** locations select "**Other**" from the pick list and then select the desired "**State**" in the ***Municipality/FIPS*** pick box**.**

- **Municipality**: Select a **Municipality / FIPS** or **State** from the drop down pick list. If the Municipality is located in a different *County* than what is displaying, the provider must first change the ***County*** and then select the desired Municipality from the list. *Please refer to the **Tools – Common Support List - FIPS** section of this manual for editing Municipalities / FIPS in EMStat.*

- **Incident Location / Zip**: Enter the **Incident Location** and **Zip Code** in the text boxes provided. When the provider selects the ***Incident Location Chevron*** button, an **Incident Location** window displays to the screen to assist the user. Select the desired **Agency** from the drop down pick list or enter the *Name*, *Street Address*, *City*, *State* and *Zip Code* in the boxes provided. Select the **Patient's Residence** check box to automatically populate this window with the patient's address that was entered on the ***Patient Information tab***. The *State* and *Zip Code will automatically populate* if the manager entered a default *State* and *Zip Code* in the ***Tools – Configuration – Default Settings*** area. Select the **Apply** button to save the entries to this box or select the **Cancel** button to exit this window.

  The **Incident Location Chevron** window is displayed below.

- **Patient's Residence**: Select the **Patient's Residence** check box to automatically populate the patient's address that was entered on the ***Patient Information tab***. The *State* and *Zip Code will automatically populate* if the manager entered a default *State* and *Zip Code* in the ***Tools – Configuration – Default Settings*** area.

- **Latitude / Longitude**: Enter the incidents GPS **Latitude** and **Longitude** in the text boxes provided. The provider can simply **Skip** this boxes if this information is not available.

o **Destination**: The *Destination* area contains the ***Receiving Agency***, ***Receiving Facility Type***, ***Transporting Assist Unit / Time*** and ***Destination Determination*** boxes.

- **Receiving Agency**: Select a *Receiving Agency* from the drop down pick list. This pick list contains all the ***Agencies*** marked as "**Active**" in the ***Tools – Common Support List – Agencies*** section. If the desired Agency does not display in the list, select the **Show All Agencies** button to the right of this box. The ***Receiving Agencies*** box will now populate with the your entire State DOH approved agencies list.

When the "**Care Transferred**" option is selected in the ***Response Outcome*** box located on the ***Patient Information tab***, this pick list will now display the agencies of ***Care Transferred*** (I.e. BLS units, EMS helicopters, etc.). If the desired Care Transferring Agency does not display in the list, select the **Show All Agencies** button to the right of this box. The ***Receiving Agencies*** box will now populate with the your entire State DOH approved agencies list.

When the provider selects the ***Receiving Agency Chevron*** button, a **Receiving Agemcy** window displays to the screen to assist the user. Select the desired **Agency** from the drop down pick list or enter the *Name*, *Street Address*, *City*, *State* and *Zip Code* in the boxes provided. Select the **Patient's Residence** check box to automatically populate this window with the patient's address that was entered on the ***Patient Information tab***. The *State* and *Zip Code will automatically populate* if the manager entered a default *State* and *Zip Code* in the ***Tools – Configuration – Default Settings*** area. Select the **Apply** button to save the entries to this box or select the **Cancel** button to exit this window.

- **Receiving Facility Type**: Select the *Type* of the *Receiving Facility* from the drop down pick list. The user can only select **1** type from this list. *Please refer to the **Tools – Advanced Support List – Receiving Facility Types** section of this manual for adding, editing and deleting Receiving Facility Types in EMStat.*

- **Transporting Assisting Unit**: This box displays the *Transporting Assisting Unit* and *Time* entered in the ***Mutual Aid Units*** box. Click in this box to enter *Transporting Assisting Units* that assisted your Unit at the scene of the incident. *This box works in the same manner as the **Mutual Aid Units** box*.

  Note: Only *Assisting Units* marked, as **Transport Assist** will print out on the completed PCR.

- **Destination Determination**: Select a *Destination Determination* for the patient from the drop down pick list. The user may only select **1** determination for this box. *Please refer to the **Tools – Advanced Support List – Destination Determination** section of this manual for adding, editing and deleting Destination Determinations in EMStat.*

o **Medical Direction**: The *Medical Direction* area contains the ***Medical Direction***, ***Medical Direction Hospital***, ***Medical Direction Physician*** and the ***Time*** boxes.

- **Medical Direction**: Select the *Direction* for *Medical Command* from the drop down pick list. The ***Medical Direction Hospital*** and ***Medical Direction Physician / Time*** pick boxes will become *Active* when specific choices are selected, which are determined by your State DOH build. *Please refer to the **Tools – Advanced Support List – Medical Direction** section of this manual for adding, editing and deleting Medical Direction in EMStat.*

- **Medical Direction Hospital**: Select a *Medical Direction Hospital* from the drop down pick list. This pick list contains all the ***Agencies*** marked as "**Active**" in the ***Tools – Common Support List – Agencies*** section. If the desired Agency does not display in the list, select the **Show All Agencies** button to the right of this box. The ***Medical Direction Hospital*** box will now populate with your entire State DOH approved agencies list.

- **Medical Direction Physician**: Select a *Medical Direction Physician* from the drop down pick list. Enter the **Medical Direction Time** in the text box provided. The *Medical Direction Time* must fall between the ***Enroute*** to scene time and the ***Available*** time of the incident. *Please refer to the **Tools – Common Support List – Medical Command Physician** section of this manual for adding, editing and deleting Physicians in EMStat.*

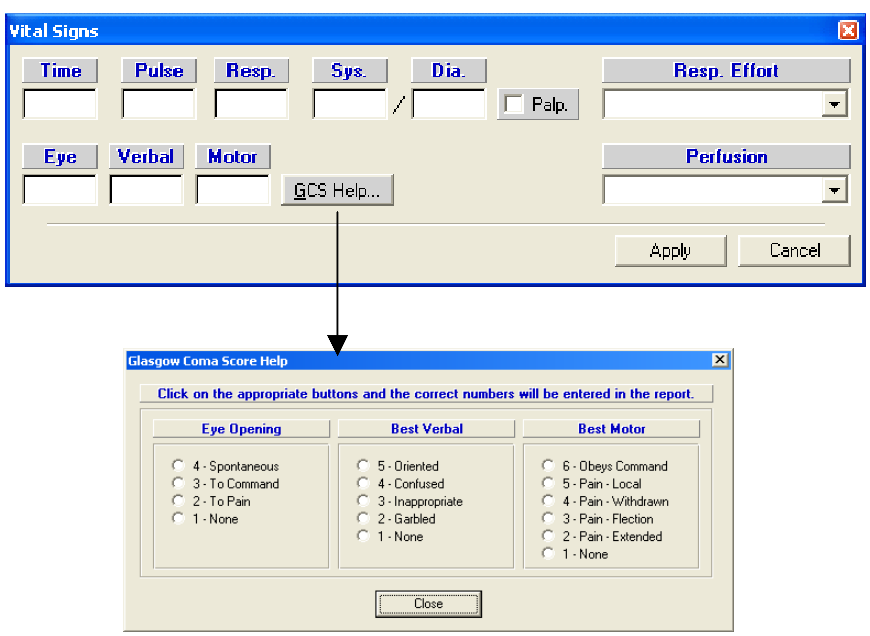
  Note: The Medical Direction Physicians name can be typed directly into this text box, which will save to the PCR and then print out, but will **NOT** be saved directly into the common support list for future use. The manager will need to enter the name into the support area for future use.

o **Initial Vital Signs**: This area is a ***DOH State Data*** collection field used to gather the patient's ***Initial** Pulse*, *Respirations*, *Systolic Blood Pressure, Diastolic Blood Pressure, Respiratory Effort*, *Skin Perfusion* and *Glasgow Coma Scale* (GCS). Select the **Vitals N/A** check box if the provider was unable to obtain a "**COMPLETE SET**" of Vital Signs for the patient. Enter the **Time** when the ***Initial** Vital Signs* were taken in the text box provided. Enter the **Pulse** rate, **Respiratory** rate, **Blood Pressure / Palpable Pressure** and the **Glasgow Coma Scale** readings in the text boxes provided. The provider can select the **GCS Help** button to assist in determining the patient's GCS scale. After completing the ***Glasgow Coma Scale*** boxes, select the **Close** button to save the entries. Select the **Respiratory Effort** and **Skin Perfusion** from the drop down pick list. Select the **Apply** button to save the entries or select the **Cancel** button to exit this window. *When the **Time** is entered, the Initial Vital Sign trends will automatically display to the **Flow Chart tab** upon completion*

Warning: Some State DOH will require a **Final Vital Sign** trend if an ***Intial Vital Sign*** trend was taken.

Note: The Glasgow Coma Scale window automatically switches to the **Pediatric Glasgow Coma Scale** when the patient's age is less than **1** year old.

The **Initial Vital Signs** and **Glasgow Coma Scale** windows are displayed below.



- **Prior Aid**: Select the *Prior Aid* that was given to your patient from the drop down pick list. The user may only select **1** *Prior Aid* for this box. *Please refer to the **Tools – Advanced Support List – Prior Aid** section of this manual for adding, editing and deleting Prior Aids in EMStat.*

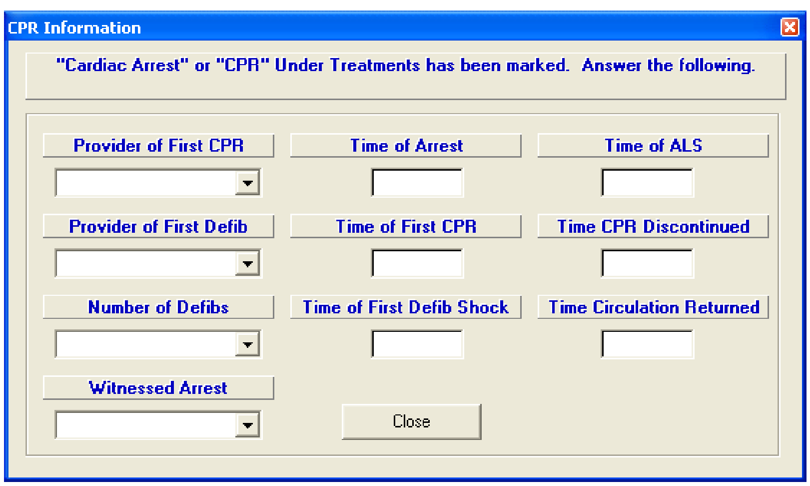
  Note: The **Prior Aid** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Other / CPR Information**: Click on the **CPR** button to display your States DOH required **CPR Information** window. If this button is *overlooked* and **Cardiac Arrest** was selected under the ***Signs and Symptoms*** box and the ***Provider Impression*** box on the ***Incident tab*** or if **CPR** was selected under ***BLS Skills***; the user will be prompted to complete this **CPR Information** window. *If the provider chooses not to complete this required CPR Inforamtion, the Cardiac Arrest selection will be **removed** from these tabs.* Select a **Provider of First CPR**; **Provider of First Defib**, **Number of Defibs** and **Witnessed Arrest** from the drop down pick lists. Enter the **Time of Arrest**, **Time of First CPR**, **Time of First Defib Shock**, **Time of ALS**, **Time CPR Discontinued** and **Time Circulation Returned** in the text boxes provided. Select the **Close** button to save your items entered.

  Warning: The **CPR Information** boxes may vary from State to State build. Depending on your build, some of the items may not display.

  Note: *EMStat displays the **Event Times** for the incident to the right of this tab that were entered on the **Patient Information tab - Times** area. The provider can use these as a reference for the events.*

  The **CPR Information** window is displayed below.



- **Event Times**: EMStat displays the **Event Times** for the incident to the right of every tab (except ***Incident tab***) that were entered on the ***Patient Information tab - Times*** area. The provider can use these as a reference while completing the PCR. *If no times were entered on the Patient Information tab, these read-only boxes will remain empty*.

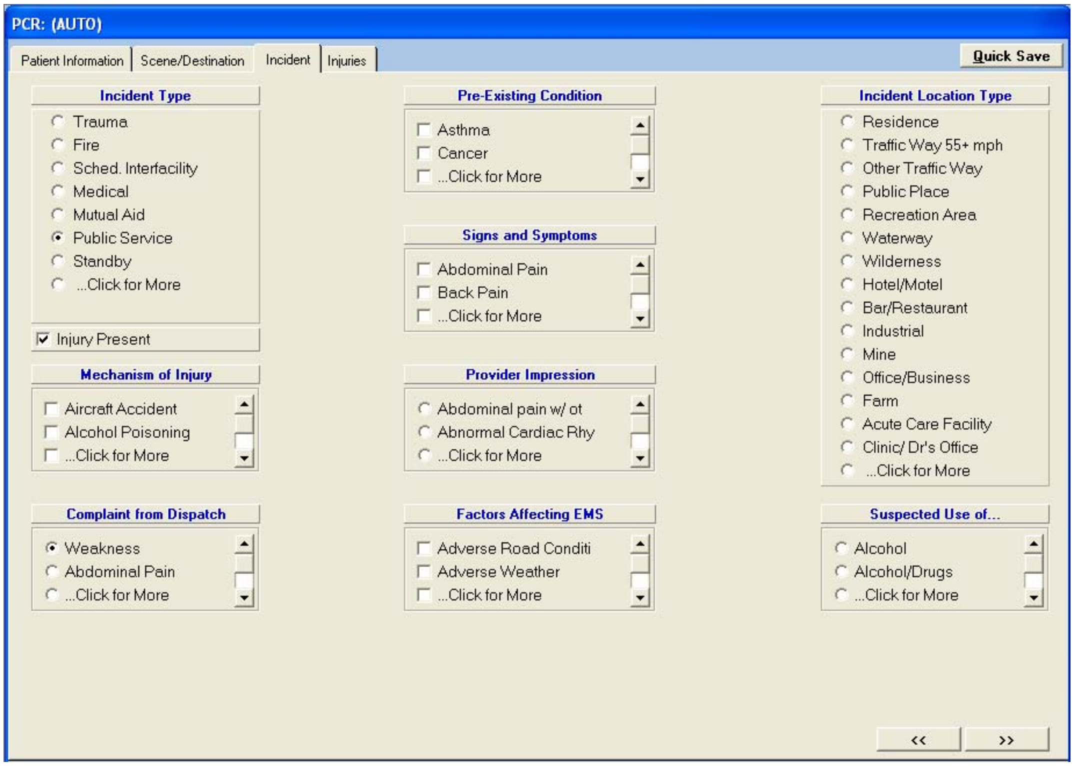
- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Incident tab

This tab allows the provider to enter *Incident* information in for the report.

> **Note**: The data element boxes displaying on this tab vary from State to State build. Depending on your build, this tab may not display all of the data elements listed below.

The **Incident tab** is displayed below.



- **Incident Type**: Select the *Type* of *Incident* for the call from the options provided. Only **1** Incident Type may be selected in this box. Select the **Click for More** option to display the entire list for this box. By clicking on another incident type, the previous selection will be automatically de-selected. *Please refer to the **Tools – Advanced Support List – Incident Types** section of this manual for adding, editing and deleting Incident Types in EMStat.*

  > **Note**: *Depending on your State Build, some of the data element boxes within PCR may become **INACTIVE** when the "**Medical**" or "**Inter-facility**" option is selected.*

- **Injury Present**: Select this check box to display the ***Injuries tab***. The *Injuries tab* allows the provider to document injuries that relate to the "***Medical incident***". If this check box is not selected, the ***Injuries tab*** will only become active when any of the Incident Types are selected other than ***Medical*** or ***Interfacility***.

- **Mechanism of Injury**: Select the *Mechanism of Injuries* for the incident from the check boxes provided. The users can select multiple injuries in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools – Advanced Support List – Mechanism of Injury*** *section of this manual for adding, editing and deleting Mechanisms of Injuries in EMStat.*

  Note: The **Mechanism of Injury** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Complaint from Dispatch**: Select a *Complaint from Dispatch* for the incident from the option buttons provided. Only **1** Complaint may be selected in this box. Select the **Click for More** option to display the entire list for this box. By clicking on another complaint, the previous selection will be automatically de-selected. *Please refer to the* ***Tools – Advanced Support List – Dispatch Complaints*** *section of this manual for adding, editing and deleting Dispatch Complaints in EMStat.*

- **Pre-Existing Condition**: Select the *Pre-Existing Conditions* for the incident from the check boxes provided. The users can select multiple conditions in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. Any condition selected will display in the ***Past Medical History*** box on the ***Narrative tab*** and will also display on the printout. *Please refer to the* ***Tools - Advanced Support List – Pre-Existing Conditions*** *section of this manual for adding, editing and deleting Pre-Existing Conditions in EMStat.*

  Note: The **Pre-Existing Condition** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Signs and Symptoms**: Select the *Signs and Symptoms* for the incident from the check boxes provided. The users can select multiple signs and symptoms in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools - Advanced Support List – Signs and Symptoms*** *section of this manual for adding, editing and deleting Signs and Symptoms in EMStat.*

  Note: The **Signs & Symptoms** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Provider Impression**: Select a *Provider Impression* for the incident from the option buttons provided. Only **1** Impression may be selected in this box. By clicking on another impression, the previous selection will be automatically de-selected. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools - Advanced Support List – Provider Impressions*** *section of this manual for adding, editing and deleting Provider Impressions in EMStat.*

  Note: The **Provider Impression** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Factors Affecting EMS**: Select the *Factors Affecting EMS* for the incident from the check boxes provided. The users can select multiple factors in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the **Tools - Advanced Support List – Factors Affecting** section of this manual for adding, editing and deleting Factors Affecting EMS in EMStat.*

  Note: The **Factors Affecting EMS** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Incident Location Type**: Select an *Incident Location Type* for the incident from the option buttons provided. Only **1** Location Type of may be selected in this box. By clicking on another location type, the previous selection will be automatically de-selected. Select the **Click for More** option to display the entire list for this box. *Please refer to the **Tools - Advanced Support List – Incident Types** section of this manual for adding, editing and deleting Incident Location Types in EMStat.*

  Note: The **Factors Affecting EMS** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Suspected Use of**: Select a *Suspected Use of* for the incident from the option buttons provided. Only **1** Suspected Use of may be selected in this box. By clicking on another Suspected Use of, the previous selection will be automatically de-selected. Select the **Click for More** option to display the entire list for this box. *Please refer to the **Tools – Advanced Support List – Alcohol Drug Use** section of this manual for adding, editing and deleting Suspected Use of in EMStat.*

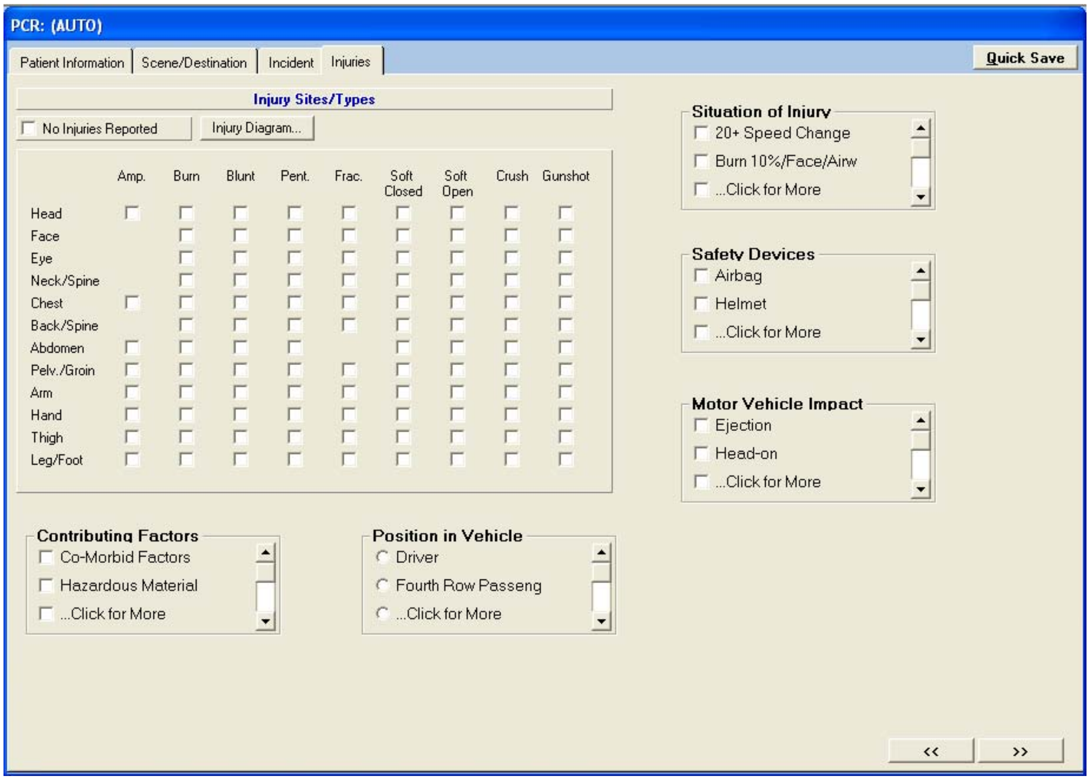
  Note: The **Suspected Use of** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Injuries tab

This tab will become active when any of the ***Incident Types*** on the ***Incident tab*** are selected, except the ***Medical*** and ***Interfacility*** options. This tab will also become active when the ***Injury Present*** check box is selected on the ***Incident tab***. This tab allows the provider to enter *Injury* information for the incident.

The **Injuries tab** is displayed below.

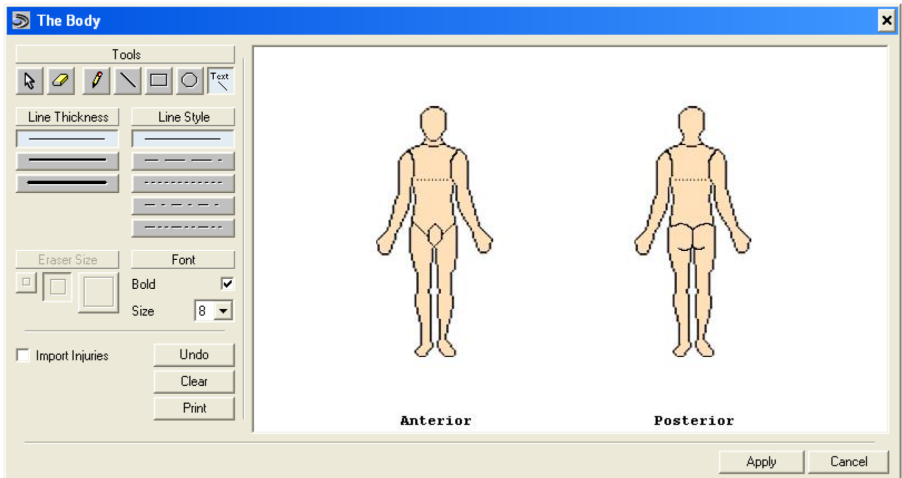


- **Injury Site/Type**: This grid contains a set of check boxes for documenting the patient's *Injury Sites* and *Injury Types*. The **No Injuries Reported** check box is enabled defaulted for this field. To activate the **Injury Site/Type Grid**, the provider must de-select the ***No Injuries Reported*** check box. Once the grid is activated, the provider can now select the desired injury sites and injury types for the patient.

  Note: The **Injury Site/Type** pick box varies from State to State build. Depending on your build, this box may not display on this tab.

- o **Injury Diagram**: Select this button to display the **Injury Body** window. This window allows the provider to ***Import*** *Injury Types* and *Sites* that were selected in the ***Injury Site/Type Grid*** as well as to free draw entries to meet your specific needs. The **Body** window contains the ***Tools***, ***Line Thickness***, ***Line Style***, ***Eraser Size***, ***Font***, ***Import Injuries, Undo / Clear / Print*** and the ***Body grid*** areas. Select the **Apply** button to save the entries or select the **Cancel** button to close this window.

  The **Injury Body** window is displayed below.



  - **Tools**: The *Tools* area contains the *Reset*, *Erase*, *Pencil*, *Line*, *Rectangle*, *Circle* and the *Line / Caption* buttons.

    - ❑ **Reset**: Select this button to *Refresh* and reset all the button section.
    - ❑ **Erase**: Select this button to enable the ***Eraser Size*** area.
    - ❑ **Pencil**: Select this button to enable the ***Pencil*** and ***Line Thickness*** areas.
    - ❑ **Line**: Select this button to enable the ***Line Thickness*** and ***Line Styles*** areas.
    - ❑ **Rectangle**: Select this button to draw boxes on the ***Body*** grid. This button also enables the ***Line Thickness*** and ***Line Styles*** areas. The user can click and drag the mouse on the grid to create the desired box.
    - ❑ **Circle**: Select this button to draw circles on the ***Body*** grid. This button also enables the ***Line Thickness*** and ***Line Styles*** areas. The user can click and drag the mouse on the grid to create the desired circle.
    - ❑ **Line / Caption**: Select the **Text** button to enter text into the grid. This button also enables the ***Line Thickness***, ***Line Styles*** and ***Font*** areas. Simply click the mouse in the grid to enter the text. When the user clicks to enter text, an **Add Label** window displays to the screen. Enter the **Label** in the text box provided, select the desired ***Font*** and select the **Apply** button to add the text. Select the **Close** button at the upper corner of the box to close the window.

  - **Line Thickness**: When this area is enabled, select the desired *Line thickness* from the options available.

- **Line Style**: When this area is enabled, select the desired *Line Style* from the options available.

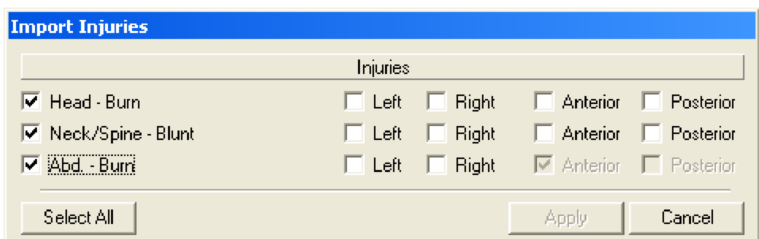
- **Eraser Size**: When this area is enabled, select the desired *Eraser Size* box from the options available. Once a section has been made, simply click your mouse in the ***Body*** grid and erase the desired area.

- **Font**: Select the **Bold** check box to *bold* the text being entered. Select the desired **Font Size** from the drop down pick list.

- **Import Injuries**: Select this check box to *Import Injuries* selected on the ***Injury Site/Type Grid***. When this box is selected, the ***Import Injuries*** window displays to the screen. The window contains the selected *Injuries* and *Location* sites. Select the desired *Injuries* that you want to display to the ***Body grid***. Select the desired *Side* that the injury occurred as well as the body *Location* from the check boxes available. Click on the **Select All** button to display all Injury types. After all required **Side** and **Location** boxes are completed, select the **Apply** button to import the injuries to the grid or select the **Cancel** button to exit this window

  Note: *The **Apply** button **WILL NOT** become active until each row is fully completed*.

  The **Import Injuries** window is displayed below.



- **Undo / Clear / Print**: Select the **Undo** button to reverse the last entry made. Select the **Clear** button to remove all the items entered into the grid. Select the **Print** button to print the grid.

  Note: The **Body Injury Diagram** will automatically print out when the PCR is saved and printed.

- **Body Grid**: This area displays an **Anterior** and **Posterior** body diagram showing all information that was entered or imported by the provider.

- **Apply / Cancel**: Select the **Apply** button to save the information entering into the grid or select the **Cancel** button to exit this window.

o **Contributing Factors**: Select the *Contributing Factors* for the incident from the check boxes provided. The users can select multiple factors in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools - Advanced Support List – Contributing Factors*** *section of this manual for adding, editing and deleting Contributing Factors in EMStat.*

  Note: The **Contributing Factors** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Position in Vehicle**: Select a *Position in Vehicle* for the patient from the option buttons provided. Only **1** position may be selected in this box. By clicking on another position, the previous selection will be automatically de-selected. Select the **Click for More** option to display the entire list for this box.

  Note: The **Position in Vehicle** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Situation of Injury**: Select the *Situation of Injuries* for the incident from the check boxes provided. The users can select multiple situations in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools - Advanced Support List- Injury Situations*** *section of this manual for adding, editing and deleting Situations of Injuries in EMStat.*

  Note: The **Situation of Injury** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Safety Devices**: Select the *Safety Devices* used by the patient for the incident from the check boxes provided. The users can select multiple devices in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this box. *Please refer to the* ***Tools - Advanced Support List – Safety Devices*** *section of this manual for adding, editing and deleting Safety Devices in EMStat.*

  Note: The **Safety Devices** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Motor Vehicle Impact**: Select the *Motor Vehicle Impact* items for the incident from the check boxes provided. The users can select multiple items in this box, but the selection limitation may vary from State to State build. Select the **Click for More** option to display the entire list for this area. *Please refer to the* ***Tools - Advanced Support List – Motor Vehicle Impacts*** *section of this manual for adding, editing and deleting Motor Vehicle Impacts in EMStat.*

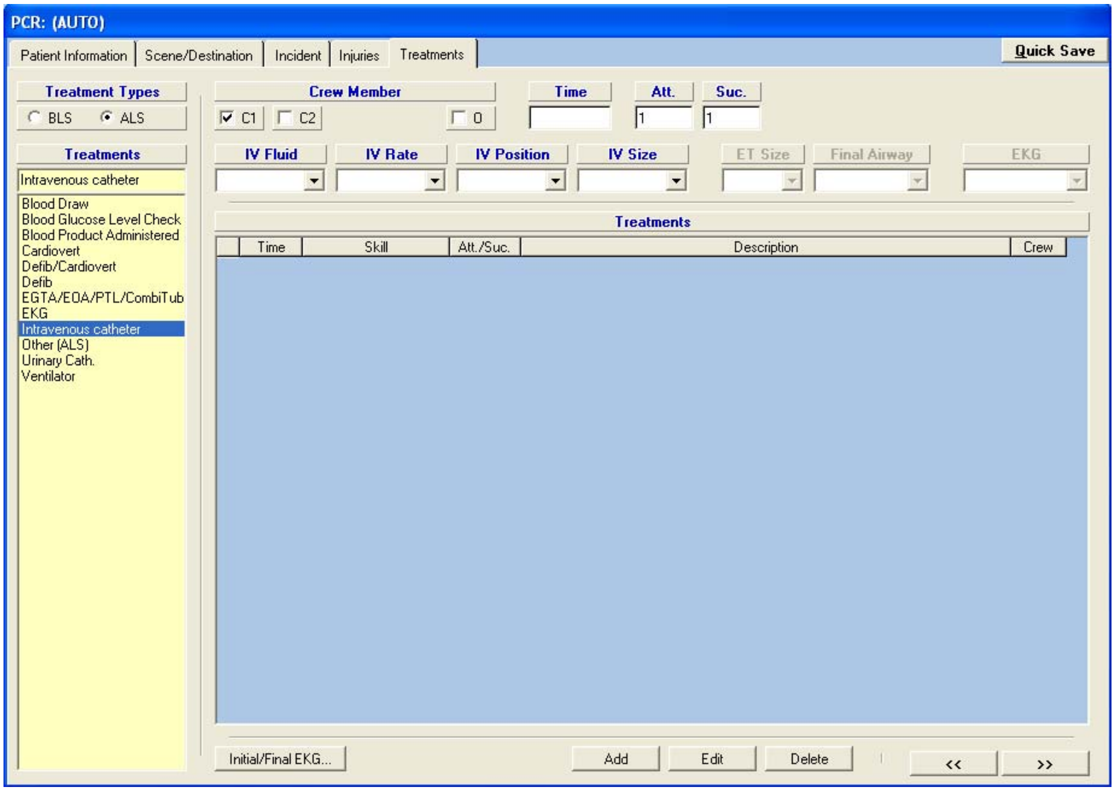
  Note: The **Motor Vehicle Impact** box varies from State to State build. Depending on your build, this box may not display on this tab.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Treatments tab

This tab allows providers to enter any ***BLS*** or ***ALS Treatment*** administered to your patient. This tab contains the *Treatment Types*, *Crew Member, ALS Skills* and the *Treatments Grid* areas.

The **Treatments tab** is displayed below.



- o **Treatment Types**: The *Treatment Types* area contains the *BLS*, *ALS* options and the *Treatments* box.

  - **BLS**: Select the ***BLS*** option button if you are entering a *BLS Treatment*. Once the option has been selected, a list of **BLS Treatment Skills** will display in the ***Treatments*** box. The user can only enter **1** treatment at a time. *Any BLS Treatment that has a **Time** entered will automatically display to the **Flow Chart tab**.*

  - **ALS**: Select the ***ALS*** option button if you are entering a *ALS Treatment*. Once the option has been selected, a list of **ALS Treatment Skills** will display in the ***Treatments*** box. The user can only enter **1** treatment at a time. *Any ALS Treatment that has a **Time** entered will automatically display to the **Flow Chart tab**.*

    Note: ***If the Unit Type selected for the PCR is BLS, the ALS option button will become In-Active. The provider will need to change the Unit type to an ALS Unit to enable this option button.***

    - **Treatments**: The *Treatments* box displays a list of **Treatment Skills** for the BLS and ALS option selected in the ***Treatment Types*** box. Select the **Treatment** from this list that was administered to your patient. The provider can only enter **1** treatment skill at a time. Once the skill is selected, the treatment name will display in the ***Treatments*** display box.

        Note: The **Treatments** list displays the default skills approved by your State. Items displaying in this box may vary depending on the State build. *Please refer to the **Tools - Advanced Support List - Treatments** section of this manual for adding, editing and deleting Treatment Types in EMStat.*

- **Crew Member**: The *Crew Member* area contains the *Crewmembers*, *Times*, *Attempts (Att.)* and *Successes (Suc.)* boxes.

    - **Crewmembers**: Select the check box that corresponds to the *Crewmember(s)* administering the treatment to the patient. Select the "**O**" (Other) check box, if another provider not on your Unit administered the treatment to your patient. If only **1 Crew Member** was entered on the ***Patient Information tab***, then only **1** (C1) check box will be displayed under the *Crew Member* heading. *This prevents stray marks on the form as well as increase quality control for the data collection*.

    - **Time**: Enter the *Time* the treatment was administered to the patient in the text box provided. EMStat 4 displays the ***Event Times*** entered on the ***Patient Information tab*** to the right of the screen as a reference for the provider.

        Note: *Any Treatment that has a **Time** entered will automatically display to the **Flow Chart tab**.*

    - **Attempts (Att.)**: Enter the total *Attempts* for the treatment being administered to the patient in the text box provided. *This check box is not a mandatory field for the completion of the PCR.*

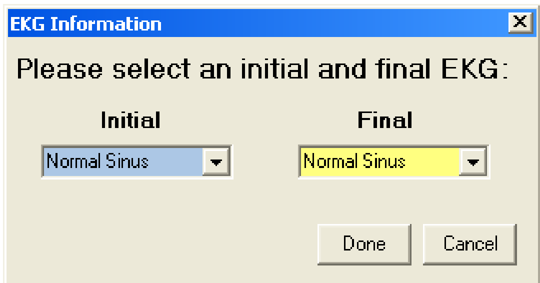
    - **Successes (Suc.)**: Enter the total *Successes* for the ***Attempts*** for the treatment being administered to the patient in the text box provided. *This check box is not a mandatory field for the completion of the PCR.*

- **ALS Skills Area**: This area contains the *ALS Skill* boxes and the *Initial / Final EKG* button. Each specific area will only become *Active* when the corresponding ALS treatment is selected in the ***ALS Treatments*** box.

    - **ALS Skill Boxes**: When the provider selects any ***ALS Treatment*** associated with an IV procedure, the IV boxes will become active. Select an **IV Fluid**; **IV Rate**, **IV Position** and **IV Size** from the drop down pick lists. The provider can only select **1** item for each drop down box. When the provider selects any ***ALS Treatment*** associated with an airway procedure, the airway boxes will become active. Select an **ET Size** and **Final Airway** from the drop down pick lists. The provider can only select **1** item for each drop down box. When the provider selects any treatment associated with an EKG procedure, the EKG box will become active. Select an **EKG** from the drop down pick list. The provider can only select **1** item in the drop down box. *Please refer to the **Tools - Advanced Support Lists** section of this manual for adding, editing and deleting IV Fluids, IV Rates, IV Positions, IV Sizes, ET Sizes, Final Airways and EKG's in EMStat.*

- **Initial / Final EKG**: When this button is selected, the **EKG Information** window displays to the screen. Select an **Initial** and **Final EKG** from the drop down pick lists. Select the **Done** button to save your selection or select the **Cancel** button to exit this window. *Please refer to the **Tools - Advanced Support List - EKG** section of this manual for adding, editing and deleting EKG's in EMStat.*

  The **EKG Information** window is displayed below.

o **Treatment Grid**: This area contains the *Flow Charting Grid*, *Add*, *Edit* and *Delete* buttons.

- **Flow Charting Grid**: The *Flow Charting Grid* area displays all the treatment skills entered by the provider. The user has the ability to ***Add***, ***Edit*** or ***Delete*** the skill within the grid.

- **Add**: Select the **Add** button to add the completed *Treatment Skill* into the ***Flow Charting Grid***. The treatments will display in chronological order according to the ***Time*** entered. Any entry added to the *Flow Charting Grid along with a **Time*** will automatically display to the ***Flow Chart tab***.

- **Edit**: The provider has the ability to edit any entry saved to the *Flow Charting Grid*. Simply highlight the desired treatment you want to modify and click on the **Edit** button. Once the change has been made to the trend, select the **Update** button to save the changes. Select the **Cancel** button to exit this field.

- **Delete**: The provider has the ability to delete any entry saved into the *Flow Charting Grid*. Simply highlight the desired trend you want to delete and click on the **Delete** button. The provider will be asked to confirm the deletion of the treatment prior to removing it. Select the **Yes** button to delete the entry or select the **No** button to cancel the command.

  Warning: Any treatment deleted from the grid that has a "***Time***" associated with it will automatically remove that trend from the ***Flow Chart tab***. Any treatment that is deleted from the **Flow Chart tab** will also remove the treatment from this ***Treatment Flow Charting Grid***.

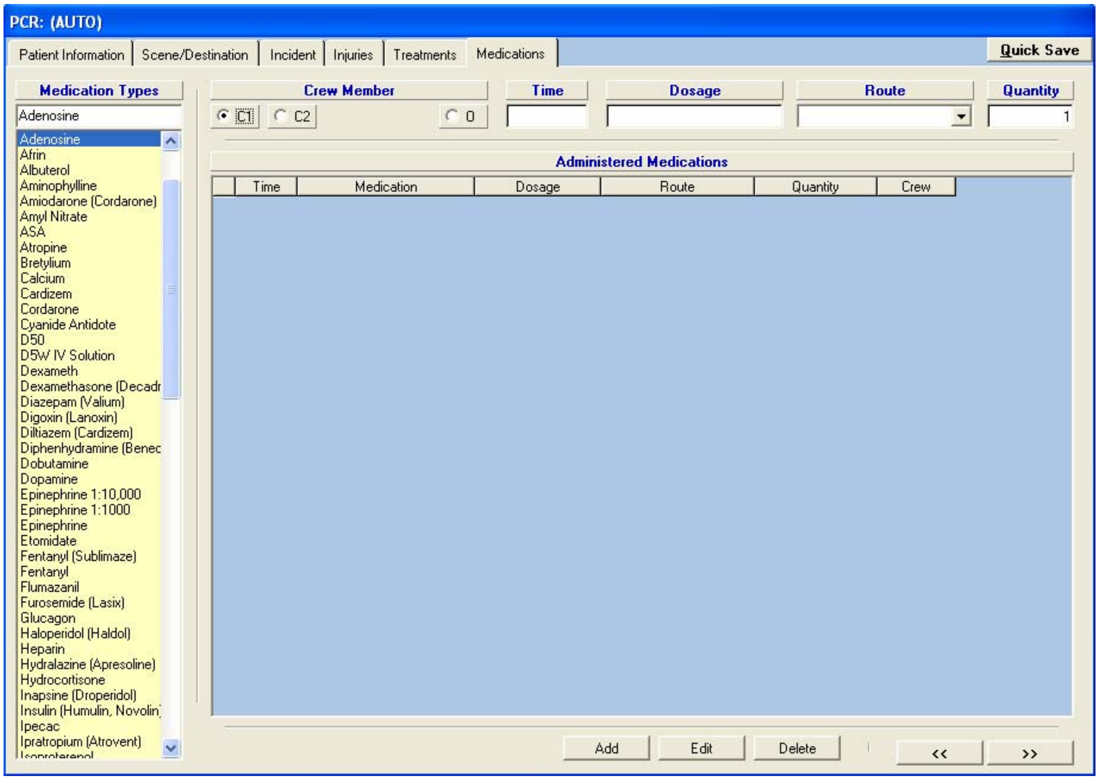
o **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Medications tab

This tab allows the ALS providers to enter *Medications* that were administered to the patient. If no medications were administered to the patient, the provider can simply advance to the next tab. This tab contains the *Medication Types*, *Crew Member,* and the *Administered Medications Grid* areas.

Warning: ***If the Unit Type selected for the PCR is BLS, the Medications tab WILL NOT become Active. The provider will need to change the Unit type to an ALS Unit to enable this tab.***

The **Medications tab** is displayed below.



- o **Medication Types**: The *Medication Types* area displays a list of State Approved Medications that can be administered to your patient. Select the desired **Medication** from the pick list that was administered to your patient. *The provider also has the ability to type the Medications name in the **Medication** display box to speed the look-up search*. Once the Medication is selected, the name will display in the ***Medication*** display box. The provider can only enter **1** medication at a time.

  Note: The **Medications** pick list displays the default medications approved by your State DOH. The items displaying in this list may vary depending on the State build. *Please refer to the **Tools - Common Support List - Medications** section of this manual for adding, editing and deleting Medications in EMStat.*

- **Crew Member**: The *Crew Member* area contains the *Crewmembers*, *Times*, *Dosage, Route and Quantity* boxes.

  - **Crew Member**: Select the check box that corresponds to the *Crewmembers(s)* administering the medication to your patient. Select the **O** (Other) check box, if another provider not on your Unit administered the medication to your patient. If only **1 Crew Member** was entered on the ***Patient Information tab***, then only **1** (C1) check box will be displayed under the *Crew Member* heading. *This prevents stray marks on the form as well as increase quality control for the data collection*.

  - **Time**: Enter the *Time* the medication was administered to the patient in the text box provided. EMStat 4 displays the ***Event Times*** entered on the ***Patient Information tab*** to the right of the screen as a reference for the provider.

    Note*: Any Medication that has a **Time** entered will automatically display on the **Flow Chart tab**.*

  - **Dosage**: Enter the *Dosage* for the medication being administered in the text box provided.

  - **Route**: Select the *Route* from the drop down pick list for the medication being administered. *This box is not a mandatory field for the completion of the PCR. Please refer to the **Tools - Advanced Support List – Medication Route** section of this manual for adding, editing and deleting Medication Routes in EMStat.*

  - **Quantity**: Enter the *Quantity* for the medication being administered in the text box provided. *This box displays **1** by default.*

- **Administered Medications grid**: This area contains the *Flow Charting Grid*, *Add*, *Edit* and *Delete* buttons.

  - **Flow Charting Grid**: The *Flow Charting Grid* area displays all the medications administered by the provider. The user has the ability to ***Add***, ***Edit*** or ***Delete*** the entries within the grid.

  - **Add**: Select the **Add** button to add the completed *Medication entry* into the ***Flow Charting Grid***. The medication will display in chronological order according to the ***Time*** entered. *Any Medication that has a **Time** entered will automatically display on the **Flow Chart tab**.*

  - **Edit**: The provider has the ability to edit any entry saved to the *Flow Charting Grid*. Simply highlight the medication you want to modify and click on the **Edit** button. Once the change has been made to the medication, select the **Update** button to save the changes. Select the **Cancel** button to exit this field.

  - **Delete**: The provider has the ability to delete any entry within the *Flow Charting Grid*. Simply highlight the entry you want to delete and click on the **Delete** button. The provider will be asked to confirm the deletion of the medication prior to removing it. Select the **Yes** button to delete the entry or select the **No** button to cancel the command.

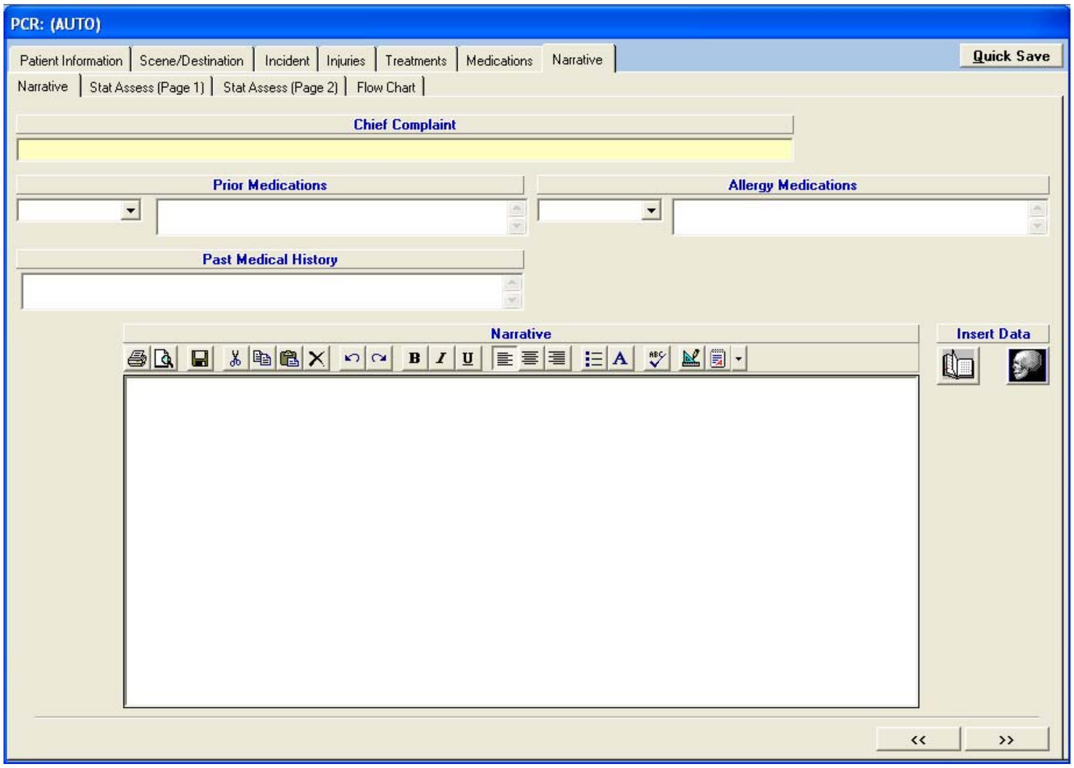
    Warning: Any medication deleted that has a *Time* associated with it will also be removed from the ***Flow Chart tab***. Any medication deleted from the **Flow Chart tab** will be removed from the ***Medications Flow Charting Grid***.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Narrative tab

This tab allows the provider to document a *Narrative* for the events of the incident.

The **Narrative tab** is displayed below.



- **Chief Complaint**: Enter the patients **Chief Complaint** at time of incident in the text box provided.

- **Prior Medications**: There are over 700 medications available in the ***Prior Medications*** pick list boxes. Simply place the cursor in the pick list box and start typing the name of the desired **Medication**. As the letters are being typed, the computer will search the database to find its match. Once the match is found and no other possibilities are evident, the computer will display the medications name in the ***Medication Display*** box. The user may also select a Medication by scrolling down the pick list and select the desired name. The provider also has the ability to manually type the **Medications** name in the open text box provided. *Please refer to the* ***Tools - Common Support List – Prior Medications*** *section of this manual for adding, editing and deleting Prior Medications in EMStat.*

Note: The *Prior Medications* and *Allergy Medications* pick lists reads from the same common support list in EMStat. Any changes made to the support list will auotmatically update both pick lists.

Warning: The **Prior Medications box** is limited to **250 characters**. The provider can place any additional medications in the Narrative section.

- **Allergy Medications**: There are over 700 medications available in the ***Allergy Medications*** pick list boxes. Simply place the cursor in the pick list box and start typing the name of the desired **Medication**. As the letters are being typed, the computer will search the database to find its match. Once the match is found and no other possibilities are evident, the computer will display the medication in the ***Allergy Display*** box. The user may also select a Medication by scrolling down the pick list and select the desired name. The provider also has the ability to manually type the **Medications** name in the open text box provided. *Please refer to the **Tools - Common Support List – Prior Medications** section of this manual for adding, editing and deleting Allergy Medications in EMStat.*

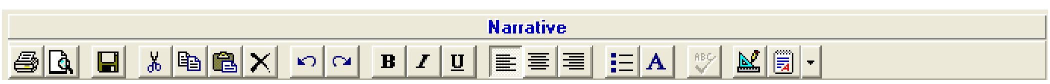
  Warning: The **Allergy Medications box** is limited to **250 characters**. The provider can place any additional allergy medications in the Narrative section.

- **Past Medical History**: When the provider selects any ***Pre-Existing Condition*** on the ***Incident tab***, those items will display in this box. The provider also has the ability to manually type any Past Medical History (PMH) in the open text box provided. *Please refer to the **Tools - Advanced Support List – Pre-Existing Conditions** section of this manual for adding, editing and deleting Pre-Existing Conditions in EMStat.*

  Note: The **Past Medical History box** is limited to **250 characters**. The provider can place any additional medical history in the Narrative section.

- **Narrative**: The open *Narrative* section of this tab allows the provider to document the events of the incident. The *Narrative Icons* are available for the provider to customize their narrative in this box. *The manager has the ability to enable or disable the **Narrative Font Sections**, **Font Types** and **Templates** in the **Tools - Configuration** menu*.

  The **Narrative Icons** are displayed below.

  - **Print** and **Save**: Select this button to *Print* and *Save* the PCR.
  - **Print Preview** and **Save**: Select this button to *Print a Preview* of the PCR to the screen as well as *Save* the PCR.
  - **Save and Continue**: Select this button to *Save* and then *Continue* working in the PCR. This function will save every entry in the PCR for any Local or Login user.

    Warning: The provider is urged to use this button to save any lengthy narrative information, incase of loss data due to computer failure or unexpected EMStat closure.

  - **Cut**: Select this button to *Cut* any text from the narrative. Simply highlight the desired text and then select the **Cut** button.
  - **Copy**: Select this button to *Copy* any text in the narrative. Simply highlight the desired text and then select the **Copy** button.

- **Paste**: Select this button to *Paste* any text that has been either *Cut or Copied* from the narrative. Place your courser at the desired location in the narrative and select the **Paste** button.

- **Delete**: Select this button to *Delete* any text in the narrative. Simply highlight the desired text and select the **Delete** button.

- **Undo**: Select this button to *Undo* a previous action made in the narrative.

- **Redo**: Select this button to *Redo* a selection made in the narrative.

- **Bold**: Select this button to *Bold* words in the narrative. Simply highlight the desired text and select the **Bold** button.

- **Italic**: Select this button to *Italicize* words in the narrative. Simply highlight the desired text and select the **Italic** button.

- **Underline**: Select this button to *Underline* words in the narrative. Simply highlight the desired location and select the **Underline** button.

- **Align Left**: Select this button to *Align* the narrative text to the *Left* side of the box.

- **Align Center**: Select this button to *Align* the narrative to the *Center* of the box.

- **Align Right**: Select this button to *Align* the narrative to the *Right* of the box.

- **Bullets**: Select this button to add *Bullets* to the narrative. Select the desired location in the narrative and select the **Bullets** button.

- **Fonts**: Select this button to change the *Fonts* in the narrative. *The manager has the ability to enable or disable the **Font Sections** and **Font Types** in the **Tools - Configuration** menu*.

  Warning: Some **Font Styles** and **Printer Drivers** may not be compatible with your printer. You may run into a situation where words entered in the narrative do not display on the printout, or receive an error message saying ***"Error Printing Report, contact Med-Media"***. Changing the **Narrative Font style** to **Arial** may correct this situation.

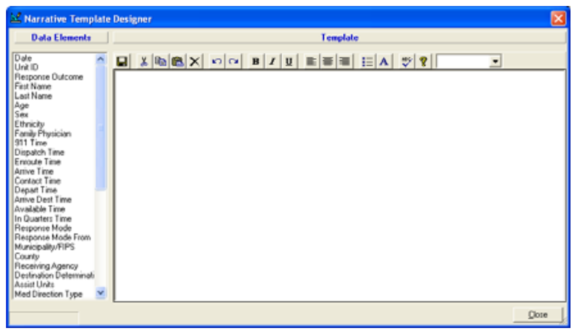
- **Spell Checker**: Select this button to *Spell Check* your text in the narrative section. *Please refer to the **Tools – Spell Checker** section of this manual for adding words into EMStat's Dictionary.*

- **Open Template Designer**: Select this button to open the ***Narrative Template Designer*** box. This box, when displayed will show a list of **Data Elements** that the provider can select to create a patient care report template. When the *Data Elements* are selected and saved on the template, the narrative template will automatically pre-fill those elements from the information the provider has entered in the PCR. This type of template allows the narrative portion to be auto-generated to meet the agencies needs as well as improve quality of the report. To create a designer template, select the desired ***Data Elements*** by double clicking on the item. Once all the items have been displayed, select the **Save** button to save the designer template or select the **Close** button to exit this window.

The user will then be prompted to enter a **Template Name** for the template. Click on the **Yes** button to save the template or click on the **Cancel** button to exit this window.

Once the template has been saved, it will display in the ***Templates*** list box for the user to select. *Please refer to the* ***Tools - Common Support List – Narrative Templates*** *section of this manual for deleting Narrative Templates in EMStat.*

The **Narrative Template Designer** window is displayed below.



- **Templates**: Select a *Template* for your narrative by clicking on the drop down list box. Once a template has been created and saved in the ***Open Template Designer*** area, the provider can then simply select the templates name from the drop down list box. *Please refer to the* ***Tools - Common Support List – Narrative Templates*** *section of this manual for deleting Narrative Templates in EMStat.*

  Warning: When a provider selects a ***Template*** from the pick list, the template will **OVERWRITE** any existing information entered in the narrative open text area. The provider will be prompted to select the **Yes** button to overwrite the text or select the **No** button to cancel the request.

o **Populate from Data**: This area contains the *Insert Medical Data Elements* and the *Insert Trauma Date Elements* buttons.

- **Insert Medical Data Elements**: Select this button to insert any ***Signs and Symptoms*** that were selected on the ***Incident tab*** into your narrative.

- **Insert Trauma Data Elements**: Select this button to insert any ***Mechanism of Injuries***, ***Situation of Injuries***, ***Motor Vehicle Impacts***, ***Safety Devices*** and ***Contributing Factors*** that were selected on the ***Incident tab*** and ***Injury tab*** into your narrative. These conditions will be inserted under the heading of **Trauma Data**.

  The **Populated Data Elements** boxes are displayed below.

o **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

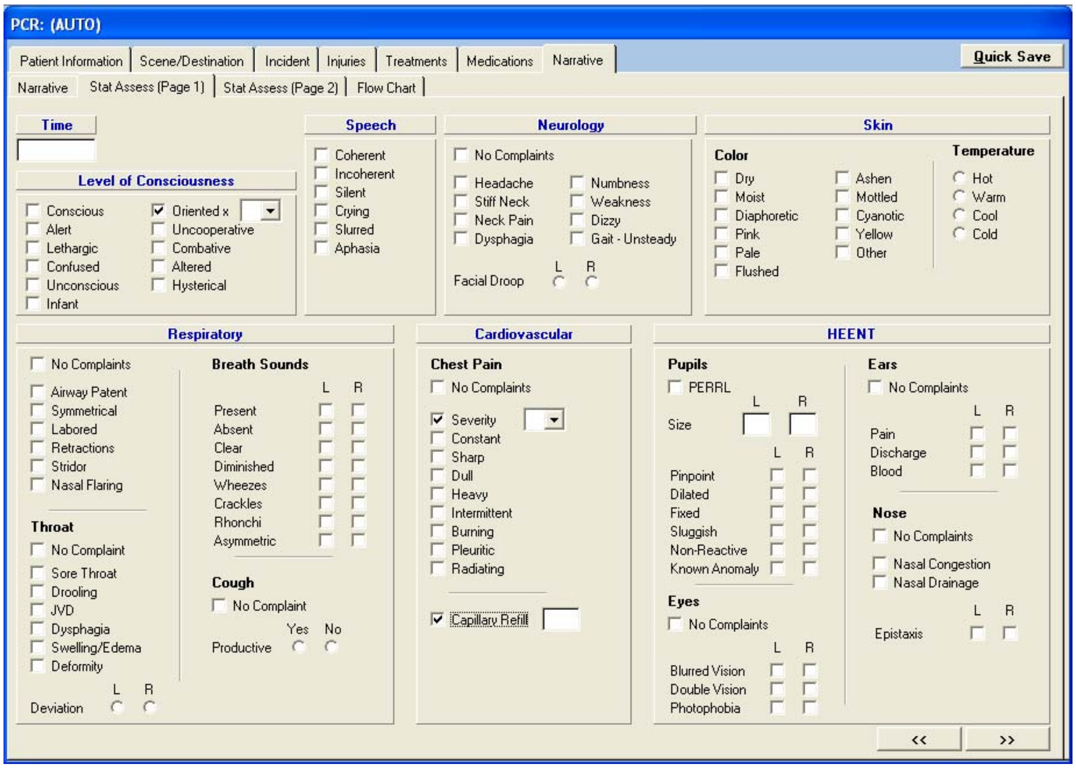
Stat Assess Page 1 tab

This tab allows the providers to complete a quick *Stat Assessment* for the patient.

Note: If this tab is enabled but no information is selected, the Stat Assessment forms **WILL NOT** print out with the remaining forms.

The manager has the ability to enable or disable the ***Stat Assessment tabs*** *in the* ***Tools – Configuration – Interface Options – Activate Stat Assessment Features*** menu. When this feature is disabled, the ***Stat Assessment tabs*** will not display in the PCR.

The **Stat Assess Page 1** tab is displayed below.



- **Time**: Enter the *Time* that the Stat Assessment was performed on the patient in the text box provided.

- **Level of Consciousness**: Select any check boxes that pertain to your patient's *Level of Conscious*. The provider can make multiple selections in this box. Click on the drop down arrowed list box to select an *Orientation* number.

- **Speech**: Select any check boxes that pertain to your patient's *Speech*. The provider can make multiple selections in this box.

- **Neurological**: Select any check boxes that pertain to your patient's *Neurological* status. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment. Select the desired *Facial Droop* option box that pertains to the patient. The provider can only select **1** option in this area.

- **Skin**: Select any check boxes that pertain to your patient's skin *Color.* The provider can make multiple selections in this box. Select the skin *Temperature* option box that pertains to the patient. The provider can only select **1** option in this area.

- **Respiratory**: Select any check boxes that pertain to your patient's *Respiratory* status. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment. Select any check boxes that pertain to your patient's *Throat*. The provider can make multiple selections in this box. Select the **No Complaint** check box if the patient has no complaints for this area of assessment. Select the desired *Deviation* option box that pertains to the patient. The provider can only select **1** option in this area. Select any check boxes that pertain to your patient's *Breath Sounds*. The provider can make multiple selections in this box. Select the *Cough* option box that pertains to the patient. The provider can only select **1** option in this area. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

- **Cardiovascular**: Select any check boxes that pertain to your patient's *Cardiovascular* status. The provider can make multiple selections in this box. Select the *Chest-pain Severity* number from the drop down pick list and enter the *Capillary Refill* for the patient in the text box provided. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

- **HEENT**: Select any check boxes that pertain to your patient's *HEENT (Head, Eye, Ears Nose and Throat)* status. Select any check boxes that pertain to your patient's *Pupils*. Select the **PERRL** check box if your patient's *Pupils* are *Equal*, *Round* and *Reactive* to *Light*. Enter the desired pupil *Size* in the text boxes provided. Select any check boxes that pertain to your patient's *Eyes*. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment. Select any check boxes that pertain to your patient's *Ears*. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment. Select any check boxes that pertain to your patient's *Nose*. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

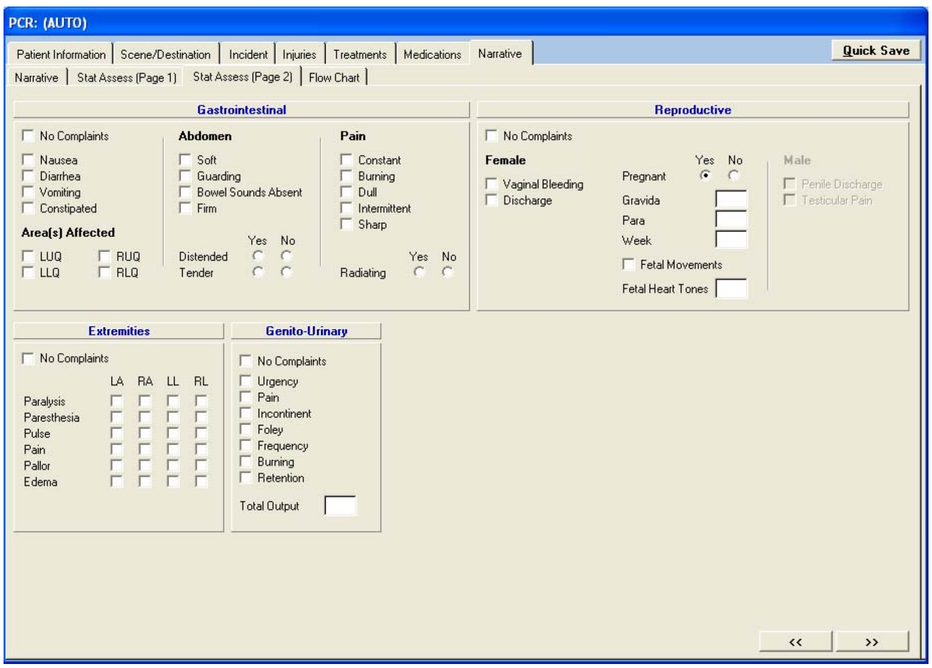
Stat Assess Page 2 tab

This tab is a continuation of the Stat Assess Page 1 tab.

Note: If this tab is enabled but no information is selected, the Stat Assessment forms **WILL NOT** print out with the remaining forms.

The manager has the ability to enable or disable the ***Stat Assessment tabs*** *in the* ***Tools – Configuration – Interface Options – Activate Stat Assessment Features*** menu. When this feature is disabled, the ***Stat Assessment tabs*** will not display in the PCR.

The **Stat Assess Page 2** tab is displayed below.



- **Gastrointestinal**: Select any check boxes that pertain to your patient's *Gastrointestinal* status. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

- **Reproductive**: Select any check boxes that pertain to your patient's *Reproductive* status. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment. *The corresponding "Gender boxes" enables from the* ***Gender*** *selected on the* ***Patient Information tab***.

- **Extremities**: Select any check boxes that pertain to your patient's *Extremities*. The provider can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

- **Genito-Urinary**: Select any check boxes that pertain to your patient's *Genital Urinary* status. The user can make multiple selections in this box. Select the **No Complaints** check box if the patient has no complaints for this area of assessment.

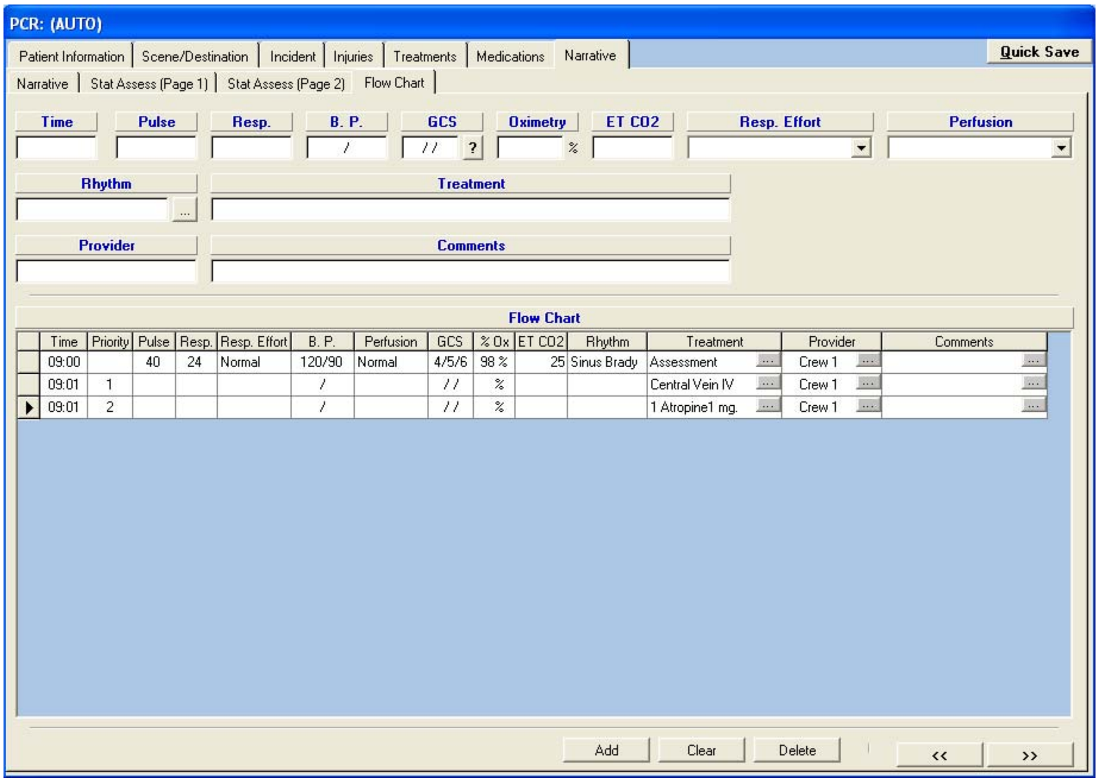
- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

Flow Chart tab

The *Flow Chart tab* displays the *Vital Signs*, *Treatments* and *Medications* administered to your patient in chronological order according to **Time**. Any treatments entered with a *Time* on the ***Treatments tab*** will automatically display to the ***Flow Charting tab***. Any medications entered with a *Time* on the ***Medications tab*** will automatically display to the ***Flow Charting tab***. The ***Event Times*** will also display to the right of this screen for provider reference that were entered on the ***Patient Information tab***.

Warning: Any **Treatment** or **Medication** entries that are deleted from this ***Flow Chart tab*** will automatically be deleted from the corresponding ***Treatments*** and ***Medications tabs***.

The **Flow Chart** tab is displayed below.

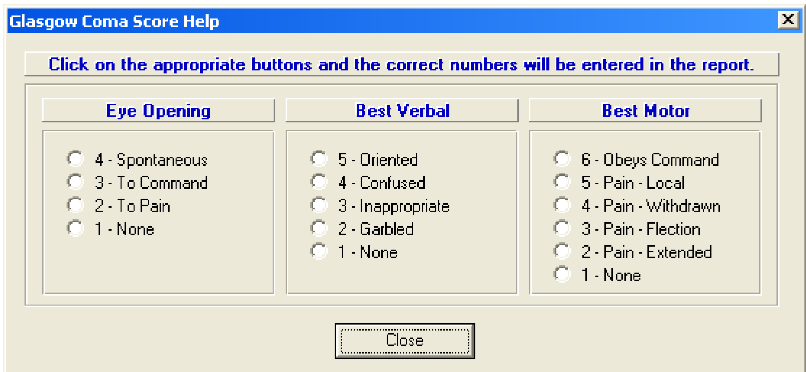


- **Time**: Enter the *Time* for the item being entered in the text box provided.
- **Pulse**: Enter the *Pulse Rate* for the patient in the text box provided.
- **Respiration**: Enter the *Respiratory Rate* for the patient in the text box provided.
- **BP**: Enter the *Blood Pressure* for the patient in the text box provided.

- **GCS**: Enter the *Glasgow Coma Scale* for the patient in the text boxes provided. The provider can select the **GCS Help** button to display the ***GCS Score Help*** window. When this window displays, selecting the appropriate scores in the boxes provided and then select the **Close** button. The scores selected will now display in the **GCS** box.

  Note: The Glasgow Coma Scale window automatically switches to the **Pediatric Glasgow Coma Scale** when the patient's age is less than **1** year old.

  The **Glasgow Coma Scale Help** box is displayed below.

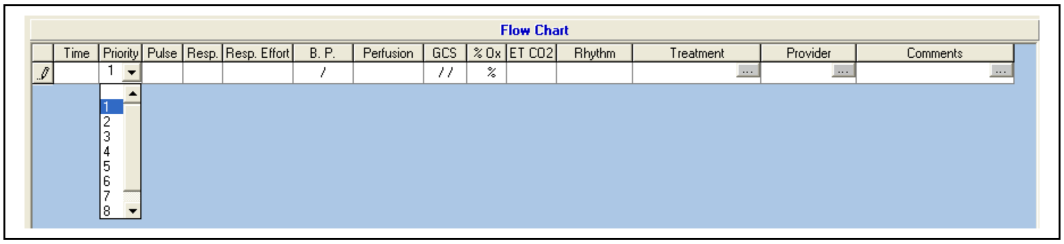


- **Oximetry**: Enter the *Pulse Oximetry* reading for the patient in the text box provided.
- **ETCO2**: Enter the patient's *End Tidal CO2* reading in the text box provided.
- **Respiratory Effort**: Select the patients *Respiratory Effort* from the drop down pick list. The provider can only select **1** option per trend.
- **Perfusion**: Select the patients *Skin Perfusion* from the drop down pick list. The provider can only select **1** option per trend.
- **Rhythm**: Enter the *EKG Rhythm* for the patient in the text box provided.
- **Treatment**: Enter any *Treatment* provided to the patient in the text box provided.
- **Provider**: Enter the *Provider ID* of the crewmember performing the skill in the text box provided.
- **Comments**: Enter any *Additional Comment* for the trend in the text box provided.
- **Add**: Select the **Add** button to add the trend into the ***Flow Charting Grid***.
- **Clear**: Select the **Clear** button to remove and *Clear* any information in the ***Entry Area*** prior to saving the trend. Once the trend has been saved, the provider will need to *Delete* the trend to remove it from the ***Flow Charting Grid***.
- **Delete**: The provider has the ability to remove any entry made to the ***Flow Charting Grid***. Simply highlight the desired trend and select the **Delete** button. The provider will be prompted to confirm the deletion prior to the removal of the trend. Select the **Ok** button to delete the trend or select the **Cancel** button to exit this command.

  Warning: Any **Treatment** or **Medication** entries that are deleted from this ***Flow Chart tab*** will automatically be deleted from the corresponding ***Treatments*** and ***Medications tabs***.

- **Flow Chart Grid**: The *Flow Charting Grid* displays any entries saved with a ***"Time"*** from the ***Treatments tab***, ***Medications tab*** and the ***Flow Chart tab***. The trends display in a chronological order according to ***Time***. Each row displays the *Time*, *Priority*, *Pulse*, *Resp*., *Resp. Effort, BP*, *Perfusion*, *GCS*, *%Ox*, *ETCO2*, *Rhythm*, *Treatment*, *Provider* and *Comment* boxes for each entry saved.

  The **Flow Chart Grid** is displayed below.

  - **Time**: This column displays the *Time* that the **Treatment**, **Medication** or **Vital Sign** was taken or administered. The provider can edit this field by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **Priority**: This column displays the *Priority* for the trends displaying. If multiple entries were made for the same ***Time*** span, the provider can prioritize the order of each entry within the same time frame. Simply click on the drop down pick list for the desired trend. Once the priority has been selected click out of the box to save the changes.

  - **Pulse**: This column displays the *Pulse Rate*. The provider can edit the pulse rate by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **Resp.**: This column displays the *Respiratory Rate*. The provider can edit the respiratory rate by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **Resp. Effort**: This column displays the *Respiratory Effort*. The provider can edit the respiratory effort by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **BP**: This column displays the *Blood Pressure* reading. The provider can edit the blood pressure by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **Perfusion**: This column displays the *Skin Perfusion*. The provider can edit the skin perfusion by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **GCS**: This column displays the *GCS* score. The provider can edit the GCS score by clicking in the box. Once the box has been modified, click out of the box to save the changes.

  - **%Ox**: This column displays the *Pulse Oximetry* reading. The provider can edit the Oximetry reading by clicking in the box. Once the box has been modified, click out of the box to save the changes.

    - **ET CO2**: This column displays the *End Tidal CO2* reading. The provider can edit the ET CO2 reading by clicking in the box. Once the box has been modified, click out of the box to save the changes.

    - **Rhythm**: This column displays the *EKG Rhythm*. The provider can edit the EKG by clicking in the box. Once the box has been modified, click out of the box to save the changes.

    - **Treatment**: This column displays the *Treatments* administered to the patient. The provider can edit the desired treatment by clicking on the drop down arrowed box. Once the box has been modified, select the **Finished** button to save the changes.

    - **Provider**: This column displays the *Provider* doing the procedure. The user can edit the provider by clicking on the drop down arrowed box. Once the box has been modified, select the **Finished** button to save the changes.

    - **Comments**: This column displays the *Comments* information about the trend being entered. The provider can edit the comments by clicking on the drop down arrowed box. Once the box has been modified, select the **Finished** button to save the changes.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the next tab of the PCR.

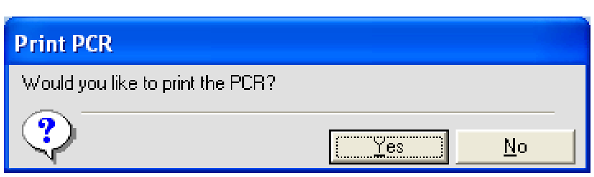
  Note: If the ***Show Billing Page*** check box is ***Enabled*** in the ***Tools – Configuration - Billing*** menu, the user will advance to the ***Billing*** and ***Insurance*** tabs.

- **Save / Print**: Select this button to *Save* and *Print* the PCR. When this button is selected, the record will be automatically checked for any missing ***State Required*** data elements. If items are missing in the PCR, an ***Incomplete Items box*** will display to the screen. Simply select the desired ***Incomplete Item*** in the window and the provider will be taken directly to that area for completion. Select the **Auto-Position Window** check box to position the window beside the incomplete item. Select the **Close** button to exit this window. The user has the option to complete the PCR or close the PCR without completing it. Select the **Cancel** button to complete the PCR or select the **Continue** button to save the PCR. After the PCR has been saved, the user will be prompted to ***Print*** the PCR. Select the **Yes** button to print the PCR or select the **No** button to close the PCR without printing.

  Note: The PCR will print the default number of copies selected in the ***Tools – Configuration – Printing*** area.

  Warning: When a provider prints out a PCR **OFF-LINE**, the PRC will display **Off-Line Printing (OLP)** at the bottom of the PCR. The user will need to be logged into EMStat for the PCR to **Upload** to WebCUR, obtain its **Automatic PCR** and the State DOH **Lithocode Numbers**.

The **Print Prompt** is displayed below.

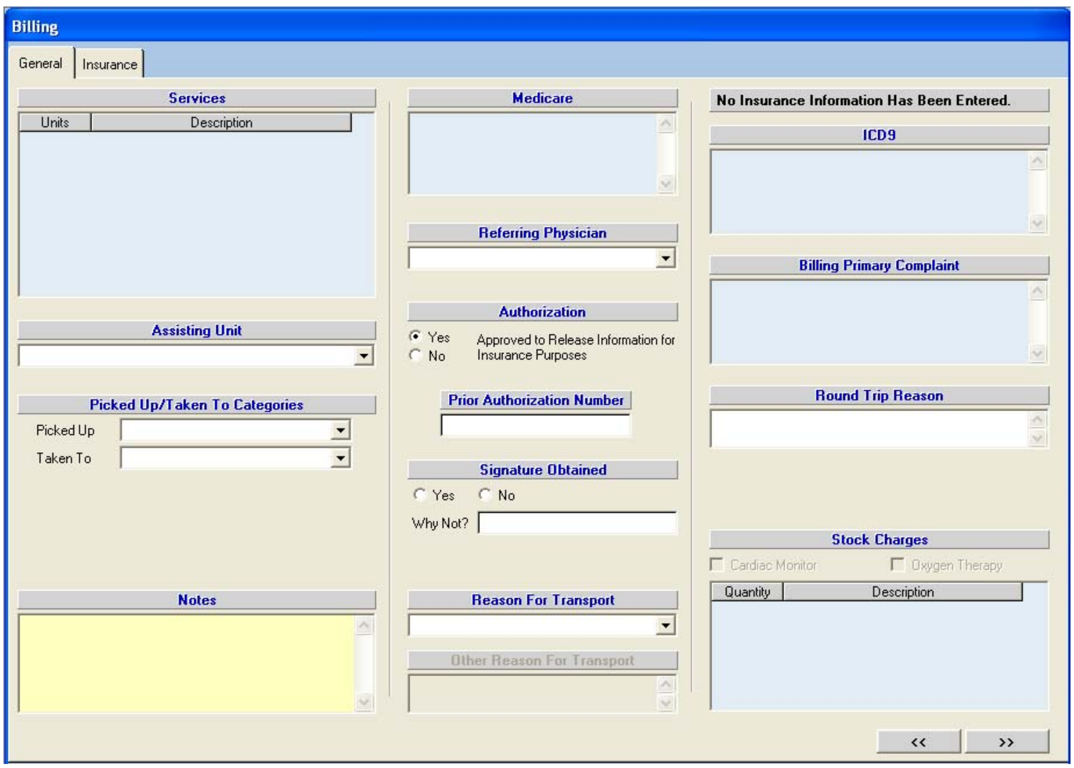


Billing tab

This tab allows the provider to enter *Billing* information for your patient. When the ***Show Billing Page*** check box is ***enabled*** in the ***Tools – Configuration - Billing*** area, EMStat will then display the **Billing** and **Insurance tabs** in the PCR. The *Billing* and *Insurance tabs* can be setup to meet a specific billing package or customized to meet your agencies billing requirements. *Please refer to the **Tools – Configure Billing** section of this manual for a detailed description about configuring these tabs. Please refer to the **Tools - Billing Support Lists** section of this manual for a detailed description about customizing the pick list items in these tabs.*

Warning: Some billing areas maybe grayed out or limitations set for items on these tabs. The manager can customize each item in the ***Tools – Configure Billing*** section area of EMStat. The Manager will need to contact their Billing vendor to determine the minimal items for billing. Billing Software Data Exports from EMStat may be compromised if some required items are missing.

The **Billing tab** is displayed below.



- **Services**: Click in this box to select *Services* items for your patient. The **Service** window displays when the provider clicks in this box. Select a **Description** for the service from the drop down pick list. Enter the **Units** (amount) for the *Description* in the text box provided. Select the **Add** button to save the entry to the grid. Select the **Edit** button to modify the desired entry in the grid. Select the **Delete** button to remove the desired entry from the grid. Select the **Close** button to exit this window. *Please refer to the **Tools - Billing Support List – Services** section of this manual for adding, editing and deleting Services in EMStat.* This area can also be used to track ***Membership*** and ***Mileage*** readings that was entered on the ***Patient Information tab***.

- **Assisting Unit**: Select an *Assisting Unit* from the drop down pick list. *Please refer to the **Tools - Billing Support List – Assisting Units** section of this manual for adding, editing and deleting Units in EMStat.*

- **Picked Up / Taken To Categories**: Select a *Picked-Up* location and a *Taken To* location from the drop down pick lists. *Please refer to the **Tools - Billing Support List – Pick-Up Categories** section of this manual for adding, editing and deleting Pick-Up locations in EMStat. Please refer to the **Tools - Billing Support List – Taken To Categories** section of this manual for adding, editing and deleting Taken To locations in EMStat.*

- **Notes**: Enter any additional billing *Notes* in the text box available.

- **Medicare**: Click in this box to select *Medicare* items for your patient. The **Medicare** window displays when the provider clicks in this box. Select the check boxes that relate to your patient. When the **Moved by Stretcher** check box is selected, enter the **Reason For Stretcher** comments in the text box provided. Select the **Close** button to exit this window. *Please refer to the **Tools - Billing Support List – Medicare** section of this manual for editing and deleting Medicare options in EMStat.*

  The Medicare window is displayed below.

- **Referring Physician**: Select a *Referring Physician* from the drop down pick list. *Please refer to the **Tools - Billing Support List – Referring Physician** section of this manual for adding, editing and deleting physicians in EMStat.*

- **Authorization**: Select the appropriate option box that relates to the release of the Insurance information. The user can only select **1** option box for this area. Enter the **Prior Authorization Number** in the text box provided.

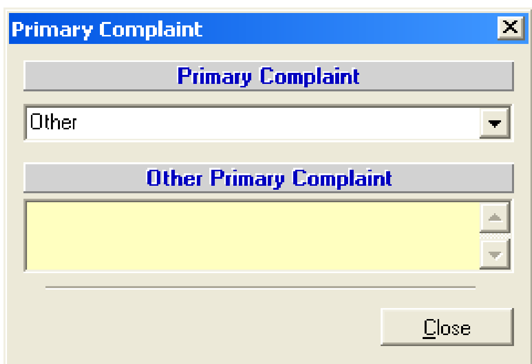
- **Signature Obtained**: Select the appropriate option box that relates to the *Signature Obtained* for the patient. The user can only select **1** option box for this area. When the user selects the **No** option, enter the **Why Not** reason in the text box provided.

- **Reason For Transport**: Select a *Reason For Transport* from the drop down pick list. Enter any other reason for transport notes in the **Other Reason For Transport** text box. The "**Other**" option selection must be selected to enable this box. *Please refer to the* ***Tools - Billing Support List – Reason For Transport*** *section of this manual for adding, editing and deleting reasons in EMStat.*

- **ICD9**: Click in this box to select the *ICD9-10 Codes* for your patient. The **ICD9** window displays when the provider clicks in this box. Select the desired **ICD Codes** from the drop down boxes available. Select the **Close** button to exit this window. *Please refer to the* ***Tools - Billing Support List – ICD9 Codes*** *section of this manual for adding, editing and deleting ICD Codes in EMStat.*

- **Billing Primary Complaint**: Click in this box to select the *Billing Primary Complaint* for your patient. The **Primary Complaint** window displays when the provider clicks in this box. Select the desired **Primary Complaint** from the drop down boxes available. Select the **Close** button to exit this window. *Please refer to the* ***Tools - Billing Support List – Primary Complaints*** *section of this manual for adding, editing and deleting Primary Complaints in EMStat.*

  The **Primary Complaint** window is displayed below.



- **Round Trip Reason**: Enter any notes regarding the *Round Trip Reason* in the text box available.

- **Stock Charges**: Click in this box to select *Stock Charges* for your patient. The **Stock** window displays when the provider clicks in this box. Select a **Description** for the charges from the drop down pick list. Enter the **Quantity** for the *Description* in the text box provided. Select the **Add** button to save the stock charge to the grid. Select the **Edit** button modify the desired stock charge in the grid. Select the **Delete** button to remove the desired stock charge from the grid. Select the **Close** button to exit this window. *Please refer to the* ***Tools - Billing Support List – Stock*** *section of this manual for adding, editing and deleting Stock Charges in EMStat.*

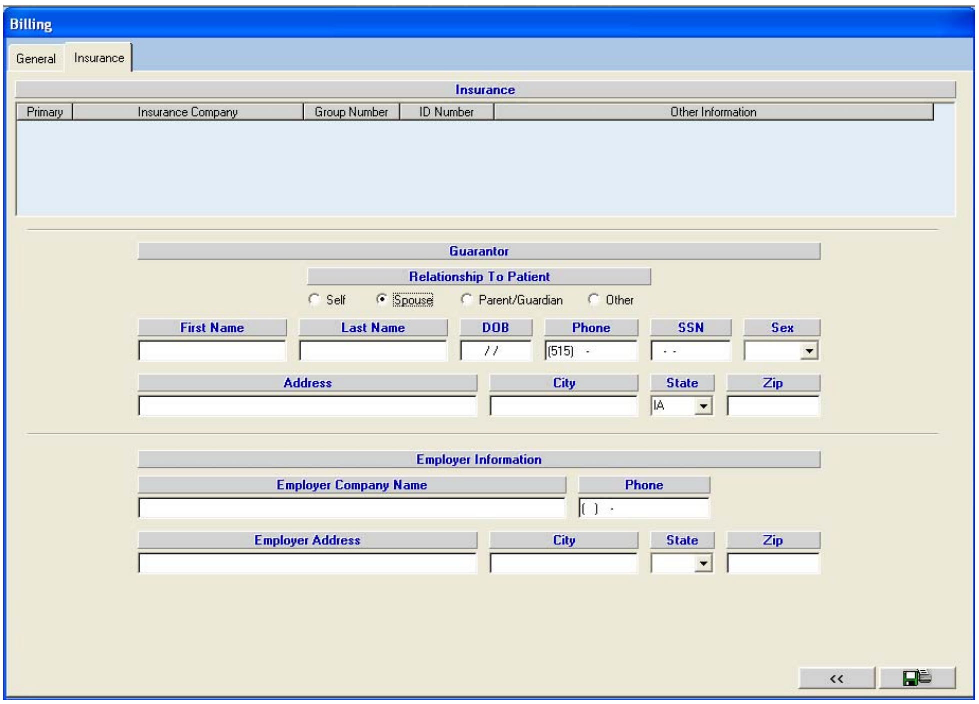
- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the ***Insurance tab*** of the PCR.

Insurance tab

This tab allows the provider to enter *Insurance* information for your patient. When the ***Show Billing Page*** check box is ***enabled*** in the ***Tools – Configuration - Billing*** area, EMStat will then display the **Billing** and **Insurance tabs** to the PCR. The *Billing* and *Insurance tabs* can be setup to meet a specific billing package or customized to meet your agencies billing requirements. *Please refer to the **Tools – Configure Billing** section of this manual for a detailed description about configuring these tabs. Please refer to the **Tools - Billing Support Lists** section of this manual for a detailed description about customizing the pick list items in these tabs.*

Warning: Some billing areas maybe grayed out or limitations set for items on these tabs. The manager can customize each item in the ***Tools – Configure Billing*** section area of EMStat. The Manager will need to contact their Billing vendor to determine the minimal items for billing. Billing Software Data Exports from EMStat may be compromised if some required items are missing.

The **Insurance tab** is displayed below.



- **Insurance**: Click in this box to enter the *Insurance Companies* information for your patient. The **Insurance** window displays to the screen when the provider clicks in this box. Select the desired **Insurance Company** from the drop down pick list. Enter the Insurance companies **Group Number** and **ID Number** in the text boxes provided. Enter the **Insurance Companies Address** in the text box provided. Enter any additional information for the Company in the **Other Information** text box provided. Select the **Primary** check box to indicate the *Primary* insurance carrier for the patient. Select the **Add** button to save the Insurance information into the ***Insurance Grid***. Select the **Edit** button to modify any of the entries in the ***Insurance Grid***. Select the **Update** button once the entry has been modified to save the new changes or select the **Cancel** button to exit the *Edit* window. Select the **Delete** button to remove the Insurance information from the ***Insurance Grid***. The provider will be prompted to confirm the deletion prior to the removal of the item selected. Select the **Close** button to exit the Insurance window. *Please refer to the **Tools - Billing Support List – Insurances** section of this manual for adding, editing and deleting Insurance Companies in EMStat.*

- **Guarantor**: This area allows the provider to enter the ***Relationship to Patient's*** Insurance information for the patient.

  - **Guarantor Information**: This area will only become active when the ***Spouse***, **Parent / Guardian** or ***Other*** option is selected. Enter the guarantors **First Name**, **Last Name**, **DOB**, **Phone Number**, **SSN**, **Address**, **City** and **Zip Code** in the text boxes provided. Select a gender **Sex** and **State** from the drop down pick boxes.

  - **Self**: This option button displays by default. Select this option if the patient is the subscriber for the insurance information being entered. The ***Guarantor*** information area will be grayed out when this option is selected.

  - **Spouse**: Select this option if the *Spouse* is the guarantor subscriber for the insurance information being entered. When this option box is selected, the provider will need to complete the ***Guarantor*** information area.

  - **Parent / Guardian**: Select this option if the *Parent / Guardian* is the guarantor subscriber for the insurance information being entered. When this option box is selected, the provider will need to complete the ***Guarantor*** information area.

  - **Other**: Select this option if another person that is not related to the patient is the guarantor subscriber for the insurance information being entered. When this option box is selected, the provider will need to complete the ***Guarantor*** information area.

- **Employer Information**: This area allows the provider to enter employer information for the patient. Enter the **Employer Company Name**, **Phone Number**, **Employer Address**, **City** and **Zip Code** in the text boxes provided. Select a **State** from the drop down pick list.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of each tab to return to the previous tab or to advance to the **Save** / **Print** button.

- **Save / Print**: Select this button to *Save* and *Print* the PCR. When this button is selected, the record will be automatically checked for any missing ***State Required*** data elements. If items are missing in the PCR, an ***Incomplete Items box*** will display to the screen. Simply select the desired ***Incomplete Item*** in the window and the provider will be taken directly to that area for completion. Select the **Auto-Position Window** check box to position the window beside the incomplete item. Select the **Close** button to exit this window. The user has the option to complete the PCR or close the PCR without completing it. Select the **Cancel** button to complete the PCR or select the **Continue** button to save the PCR. After the PCR has been saved, the user will be prompted to ***Print*** the PCR. Select the **Yes** button to print the PCR or select the **No** button to close the PCR without printing.

  Note: The PCR will print the default number of copies selected in the ***Tools – Configuration – Printing*** area.

  Warning: When a provider prints out a PCR **OFF-LINE**, the PRC will display **Off-Line Printing (OLP)** at the bottom of the PCR. The user will need to be logged into EMStat for the PCR to **Upload** to WebCUR, obtain its **Automatic PCR** and the State DOH **Lithocode Numbers**.

New Non-Emergency PCR's

Med-Media's EMStat 4 also gives the provider the ability to create ***Non-Emergency*** Patient Care Reports (PCR). To open a new non-emergency PCR, click on the ***PCR Menu bar*** and then select the **New Non-Emergency PCR** sub menu. The Non-Emergency PCR contains the *File* and *Print* menus along with the Quick *Save, Incomplete* and *Signature* buttons.

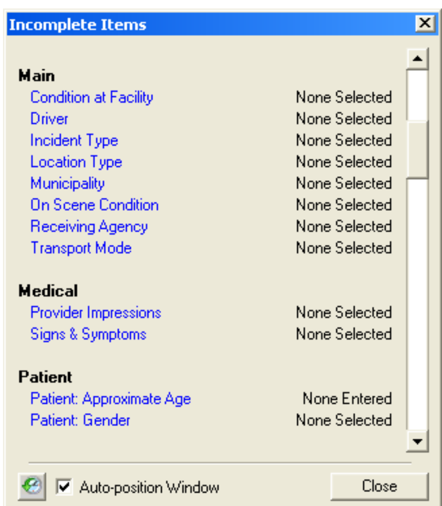
- **File**: The *File* menu contains the **Save** and **Close** sub menus. *Please refer to the* ***Enter a New Patient Care Report – File menu*** *section of this manual for a detailed description about these sub menus*.

- **Print**: The *Print* menu contains the **Print Selections** sub menu. *Please refer to the* ***Enter a New Patient Care Report – Print menu*** *section of this manual for a detailed description about this sub menu*.

- **Quick Save**: This button is used to quickly save information entered in the PCR. The *Quick Save* button is available on all pages of the PCR except the ***Billing*** and ***Insurance tabs***. *Please refer to the* ***Enter a New Patient Care Report – Quick Save menu*** *section of this manual for a detailed description about this sub menu*.

- **Incomplete**: Select this button to display the ***Incomplete Items*** for the PCR. Simply select the ***Incomplete Items Name*** and the user will be taken to that items location in the PCR. *Please refer to the* ***Enter a New Patient Care Report – Incomplete menu*** *section of this manual for a detailed description about this sub menu*.

  The **Incomplete Items** window is displayed below



- **Signature**: Select the **Signature** button to obtain the patient's, crewmembers or receiving agencies signatures for your PCR. This feature allows agencies that have ***Pen Enabled*** computers to gather signature information. *Please refer to the* ***Med-Media Signature User Manual*** *for detail descriptions for installation and setup for this add-on feature*.

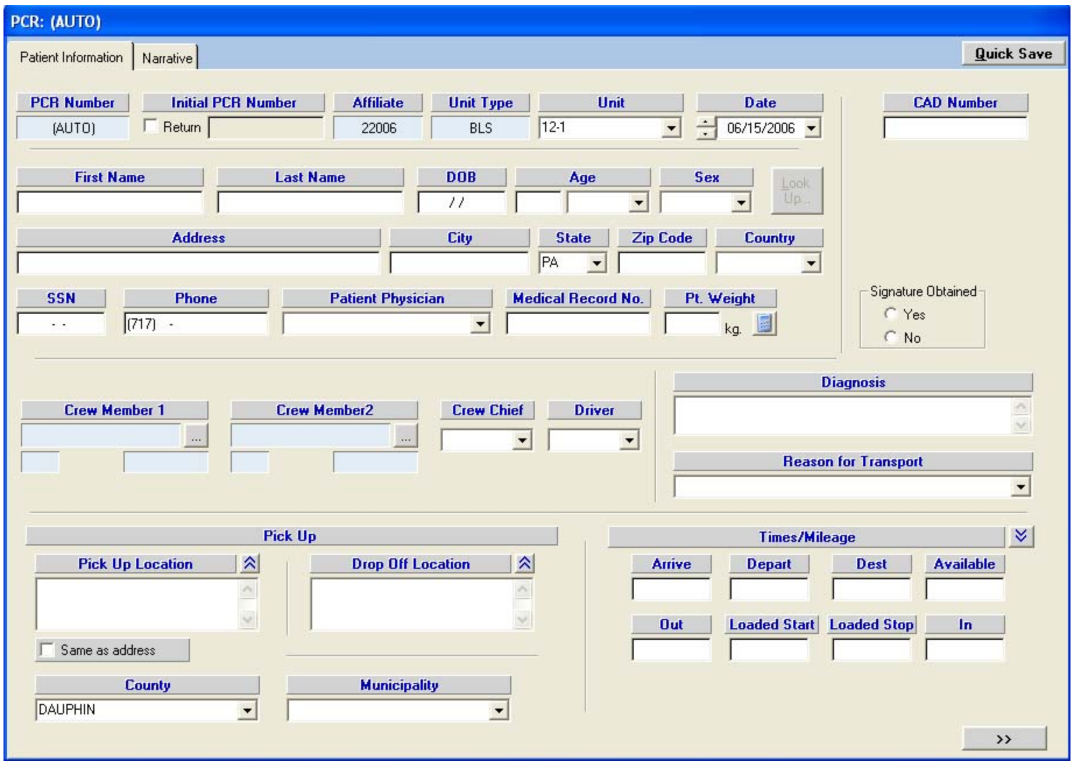
  Note*: This button will only become active after installing the* ***Med-Media EMStat Signature Capture module****. Please contact the Med-Media* ***Sales Department*** *for additional information about this product.*

Non-Emergency Patient Information tab

This is the first tab that displays when the provider opens a new Non-Emergency PCR. The user can advance screens by simply selecting the desired tab header or click on the ***Advance Arrow*** buttons, located on the bottom right corner of each tab.

Note: Depending on your State Build, some of the ***Data Elements*** listed below may not be displayed on your State EMStat versions.

The **New Non-Emergency Patient Information** tab is displayed below.



- **PCR Number**: This *read-only* box displays the assigned *PCR Number* for the new report being generated. *Please refer to the **Tools - Configuration - Interface Options** section of this manual for details about setting up Manual or Auto-PCR Numbering.* When using the *Auto Numbering* feature, the word **Auto** will display in this box.

  Warning: Agencies utilizing the **Auto-Numbering** feature **WILL NOT** get a PCR Number on the print out until the PCR has been saved to WebCUR first. **Off Line Printing (OLP)** will display on the print out when the record is printed locally.

- **Initial PCR Number**: This box is utilized for the *Return Trip PCR Numbering*. Select the **Return** check box and then enter the **Initial PCR Number** is the text box provided. The ***PCR Number*** box will then display the ***Initial PCR*** with the letter "**R"** after it, designating it as the *Return* trip.

- **Affiliate**: This *read-only* box displays your State assigned *Affiliate Number* for the **Unit** selected. The provider can change the Unit by clicking on the ***Units*** drop down pick list. The affiliate number will coincide with the Units information that was entered in the ***Tools – Common Support List- Units*** window. *Your Affiliate Number can be located on the back of your Med-Media jewel case*.

- **Unit Type**: This box displays the *Unit Type* for the **Unit** selected. The provider can change the type by simply clicking in this box. The provider can only select **1** choice for this box. *Please refer to the **Tools – Advanced Support List - Unit Types** section of this manual for adding, editing and deleting Unit Types in EMStat. Please refer to the **Unit Type** section located on the Patient Information tab for a detailed explanation for the specific unit types*.

- **Unit**: Select the desired *Unit* from the drop down pick list. The provider can change the Unit by simply clicking on the drop down pick list. The ***Unit Type*** and ***Affiliation*** boxes will display the information relating to the Unit selected. *Please refer to the **Tools – Common Support List - Units** section of this manual for adding, editing and deleting Units in EMStat.*

- **Date**: This box defaults to the current *Date* set in your computers regional settings. The provider can change the date of the incident by simply clicking on the drop down pick boxes.

  Warning: The provider **CANNOT** save a PCR in the future. Please confirm that this box displays your correct incident date prior to saving the PCR.

- **CAD Number**: Enter the CAD Number in the text box provider. The provider can ***skip*** this box if no information is available.

- **First Name**: Enter the patients *First Name* in the text box provided.

- **Last Name**: Enter the patients *Last Name* in the text box provided.

- **DOB**: Enter the patients *Date of Birth* in the text box provided.

- **Age**: The *Age* box populates automatically upon completion of the ***DOB*** box. The provider can change the **Age** in the text box provided. If the ***Age*** and ***DOB*** have a discrepancy, the user will be prompted to correct the **DOB**. Select the **Yes** button to save the ***DOB*** or select the **No** button to save the ***Age*** box and convert the *DOB* box. The user can select *Years*, *Months* or *Days* from the drop down pick list.

  Note: The field format for Date of Birth is **DD/MM/YYYY**.

- **Sex**: Select the patients *Gender* from the drop down pick list provided.

- **Look Up**: Select the *Look Up* button to search your WebCUR database for patients that have been entered in EMStat from previous reports. The ***Look Up*** feature allows the provider to access the previously entered information and then automatically import that information into the appropriate data element areas with one simple command. To *Look Up* a patient in the database, enter the ***Patient's Last Name**, **DOB** or **SSN*** in the text boxes provided and then select the **Look Up** button. A list of patient encounters matching the search criteria will be displayed to the window. ***Highlight*** the desired patient and then select the areas you want to import into you current PCR. The provider has the ability to import the patients ***Demographics***, ***Narrative***, ***Insurance*** and ***Past Meds**/**Medical History***. After your choices are completed, select the **Ok** button to import the items or select the **Cancel** button to exit this window. The provider will also be alerted if no patient matches your search.

- **Address**: Enter the patients *Street Address* in the text box provided.

- **City**: Enter the *City* for the street address in the text box provided. If the manager entered a default *City* in the ***Tools – Configuration – Default Settings*** box, the default City will display in this box.

- **State**: Select the *State* for the City from the drop down pick list. If the manager entered a default *State* in the ***Tools – Configuration – Default Settings*** box, the default State will display in this box.

- **Zip Code**: Enter the *Zip Code* for the City in the text box provided. If the manager entered a default *Zip Code* in the ***Tools – Configuration – Default Settings*** box, the default Zip Code will display in this box.

- **Country**: Select a *Country* for the patients address from the drop down pick list.

- **SSN**: Enter the patients *Social Security Number* in the text box provided.

- **Phone**: Enter the *Area Code* and *Phone Number* of the patient in the text box provided. If the manager entered a default *Area Code* in the ***Tools – Configuration – Default Settings*** box, the default Area Code will display in this box.

- **Patient Physician**: Select the patients *Family Physician* from the drop down pick list. *Please refer to the **Tools – Common Support List – Patient Physician** section of this manual for adding, editing and deleting Patient Physicians in EMStat.*

  Note: Patient Physicians can be added directly into this text box, which will save and print out, but will not be saved directly into the common support list for future use.

- **Medical Record No.**: Enter the patients *Medical Record Number* in the text box provided. The provider can ***skip*** this box if no information is available.

- **Patient Weight**: Enter the patients weight in ***Kilograms*** in the text box provided. The provider can select on the **Kilogram Calculator** to convert the patients weight to kilograms. Enter the patient's weight in pounds in the text box provided. Select the **Ok** button to have the calculator display the weight in ***Kilograms*** or select the **Cancel** button to exit this window.

- **Signature Obtained**: Select the desired option button relating to obtaining the patients signature. The provider can only select **1** option for this box.

- **Crew Member 1**: By default, the login users name will display in the ***Crew Member 1*** box. To change the provider, select a *crewmember* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display to the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding Attendants in EMStat.*

- **Crew Member 2**: Select a *crewmember* from the drop down list box. When the provider is selected, the crewmembers ***Name***, ***Certification Type*** and ***Certification Number*** will display to the data boxes. *Please refer to the **Tools – Common Support List - Crew** section of this manual for adding Attendants in EMStat.* Please add any additional crewmembers in the ***Narrative tab***.

- **Crew Chief**: Select the **Crew Member** from the drop down pick list that was the *Crew Chief* on the incident. ***Crew Member 1*** will default to this box.

  Note: Only the *Crewmembers* marked as the **Crew Chief** and the company **Managers** can "**edit**" the PCR once it is saved in EMStat.

- **Driver**: Select the **Crew Member** from the drop down pick list that was the *Driver* on the incident. ***Crew Member 2*** will default to this box. If the provider is the *Crew Chief* and *Driver*, select **Crew Member 1** as Driver.

- **Diagnosis**: Enter the patients *Diagnosis* in the text box provided.

- **Reason for Transport**: Select a *Reason for Transport* from the drop down pick list. *Please refer to the **Tools - Billing Support List – Reason For Transport** section of this manual for adding, editing and deleting reasons in EMStat.*

- **Pick Up Location**: Enter the *Pick Up Location* in the text box provided. The provider can select the **Chevron** button to display the **Pick Up Location** box. Once the *Pick Up Locations* box has displayed to the screen, select an *Agency* from the drop down pick list or enter the location in the text boxes provided. Select the **Apply** button to save the entries or select the **Cancel** button to exit this window. Select the **Same as Address** check box to display the patient's address in this box.

- **Drop Off Location**: Enter the *Drop Off Location* in the text box provided. The provider can select the **Chevron** button to display the **Receiving Location** box. Once the *Receiving Locations* box has displayed to the screen, select an *Agency* from the drop down pick list or enter the location in the text boxes provided. Select the **Apply** button to save the entries or select the **Cancel** button to exit this window.

- **County**: Select a *County* from the drop down pick list. This list displays all the counties with in your State build. If the manager entered a default *County* in the ***Tools – Configuration – Default Settings*** box, the default ***County*** will display in this box.

  Note**: For **Out of State** locations select "**Other**" from the pick list and then select the desired "**State**" in the **Municipalities** pick box.

- **Municipality**: Select a *Municipality* for the ***County*** from the drop down pick list. If the provider selects "**Other**" for the **County** box, select the desired ***State*** from the options available.

- **Times**: Enter the ***Arrived***, ***Departed Scene***, ***Arrived Destination*** and ***Available*** times in the text boxes provided. The times must be entered in ***Military Time*** Only (0000-2359). The boxes will automatically advance to the next box upon entering the **4th** digit. Select on the **Chevron** button to display the ***Dates*** for each of the times boxes. Each box defaults to the Trip Date set in the **Dates** box.

  Note: If a user attempts to enter the Time sequence out of order or a Date in the future, they will receive a Time Out of Sync window displaying a warning to the provider.

- **Mileage**: Enter the ***Out***, ***Loaded Start***, ***Loaded Stop*** and ***In Quarters*** *mileage* in the text boxes provided.

- **Advance Arrows**: Select the **Advance Arrow** buttons located at the bottom right of the tab to advance to the next tab of the Non-Emergency PCR.

Non-Emergency Narrative tab

The *Narrative tab* allows the provider to document the events of the Non-Emergency incident. The Narrative tab that displays is exactly the same as the one that displays when a provider does an Emergency PCR. *Please refer to the **Narrative tab** section of this manual for a detailed description about this tab*.

Note: The **Narrative Templates** are currently not available for this Non-Emergency PCR area.

Non-Emergency Stat Assess Page 1 tab

The *Stat Assessment Page 1* tab, if enabled, is exactly the same as the one that displays when a provider does an Emergency PCR. *Please refer to the **Stat Assess Page 1 tab** section of this manual for a detailed description about this tab*.

Non-Emergency Stat Assess Page 2 tab

The *Stat Assessment Page 2* tab, if enabled, is exactly the same as the one that displays when a provider does an Emergency PCR. *Please refer to the **Stat Assess Page 2 tab** section of this manual for a detailed description about this tab*.

Non-Emergency Flow Chart tab

The *Flow Chart* tab is exactly the same as the one that displays when a provider does an Emergency PCR. *Please refer to the **Flow Chart tab** section of this manual for a detailed description about this tab*.

Non-Emergency Billing / Insurance tabs

The Billing and Insurance tabs will only display if ***Show Billing Page*** is enabled in the configuration setting. The *Billing* and *Insurance* tabs are exactly the same as the one that displays when a provider does an Emergency PCR. *Please refer to the **Billing tab** and **Insurance tab** sections of this manual for a detailed description about these tabs*.

- **Save** / **Print button**: Select this button to *Save* and *Print* the PCR. When this button is selected, the record will be automatically checked for any missing ***State Required*** data elements. If items are missing in the PCR, an ***Incomplete Items box*** will display to the screen. Simply select the desired ***Incomplete Item*** in the window and the provider will be taken directly to that area for completion. Select the **Auto-Position Window** check box to position the window beside the incomplete item. Select the **Close** button to exit this window. The user has the option to complete the PCR or close the PCR without completing it. Select the **Cancel** button to complete the PCR or select the **Continue** button to save the PCR. After the PCR has been saved, the user will be prompted to ***Print*** the PCR. Select the **Yes** button to print the PCR or select the **No** button to close the PCR without printing.

  Note: The Non-Emergency PCR will print the default number of copies selected in the ***Tools – Configuration – Printing*** area.

  Warning: When a provider prints out a Non-Emergency PCR **OFF-LINE**, the PRC will display **Off-Line Printing (OLP)** at the bottom of the PCR. The user will need to be logged into EMStat for the PCR to **Upload** to WebCUR, obtain its **Automatic PCR** and the State DOH **Lithocode Numbers**.

Med-Media WebCUR – State Data Repository

Product Description

Med-Media's Public Safety Portal is a web-based solution for data warehousing and report generation in addition to a significant feature set of productivity tools that allow for more efficient operation of your organization. The WebCUR Public Safety Portal is based on Med-Media's WebCUR platform.

From a data collection perspective, the Public Safety Portal integrates Med-Media EMStat clients and provides a Web-based means for first responders, hospitals, ERs and administrators to monitor area hospital capabilities and availability as well as offering possibilities for next generation EMStat thin clients.

Through the ability to archive data via the Portal or your personal data center website, WebCUR will provide full reporting capabilities to authorized clients and over time, will provide the ability for electronic reporting instead of the labor-intensive paper process. The client to server communications is done via standards based, 128-bit SSL and the web based application client is accessible from any standards based web client.

Data backups and disaster recovery are significant issues for EMS units that are not equipped to be data centers. The simple ability to be able to store critical data on a remote web site via a secure Internet connection will provide important backup and disaster recovery functionality to these remote operations

The WebCUR Public Safety Portal also offers a valuable set of office management tools to assist in the operation of your organization. Schedule your crew rosters, share discussions online with fellow company members, manage tasks in a shared environment more effectively than ever, and synchronize all of these operations with your PDA for use away from the station.

Differentiators

Med-Media's solution allows for a standardized method for collecting data for reporting without the costs associated with maintaining a system locally. The portal permits the user to certify individual access to their data, and also permits the individual user to generate customized reports without having to create reports via a database or spreadsheet application. Oversight by administration, medical director or other surveillance agencies is easily accomplished.

Hospital Status features also provide the ability for area hospitals to keep providers to their facility up to date with current availability and receive patient care reports in advance of patient arrival via R-EMStat Wireless Sync capabilities. The Hospital Status functionality also allows for Mass Casualty Incident management. When this feature is activated, various features permit authorized personnel to identify bed availability and status in times of disaster.

Total Patient Care Reporting Management

Please refer to our website at http://www.med-media.com/ems/webcur.shtml for a detailed description about the Med-Media *Total Patient Care Reporting Management* system including Hospital Access to WebCUR for patient and document review.

System Requirements

Connecting to WebCUR is best accomplished via a 56K modem and requires a web browser with 128-bit SSL capability, as determined by the customer. Secure exchange of data may be accomplished in WebCUR via slower dial-up connections. The speed of data transfer is determined by the connection. The customer determines the full extent of security measures.

Med-Media WebCUR Data Repository - Login Screen

The Med-Media WebCUR Data Repository Login screen can be accessed through any secured *Internet* connection or directly through the *Med-Media EMStat 4* application.

Warning: Once a provider accesses the WebCUR website, they are locked within the website and **CANNOT** browse outside the URL to other websites.

Note: The provider login will only be able to view the PCR's and Menu items for their permissions set by the manager. *Please refer to your manager to update your permissions within EMStat and WebCUR.*

Note: Providers **SHOULD NOT** duplicate their login by accessing WebCUR from EMStat and then through the website. The provider will receive a **Duplicate** login message when this occurs.

Med-Media EMStat 4 – WebCUR Login

1. Open and **Login** to the Med-Media EMStat 4 application.

2. Select the ***Reports – WebCUR*** submenu. WebCUR will valid the providers WID and password during initial EMStat login and then automatically display the ***Data Repository*** screen.

The **Med-Media EMStat 4 - Reports – WebCUR** sub menu is displayed below.

Internet Connection – WebCUR Login

1. After connecting to the Internet, go to your States Med-Media WebCUR Website Home Page. *Please refer to **Appendix A** for a list of State WebCUR URL websites*.

2. Enter your **WebCUR ID** (**WID**) followed by your **Password** in the text boxes provided and then select the **Login** button.

   Warning: The WebCUR ID is **NOT** your provider name, it is the **WID** created by EMStat. Please refer to ***Appendix D*** for detailed description about provider WID's.

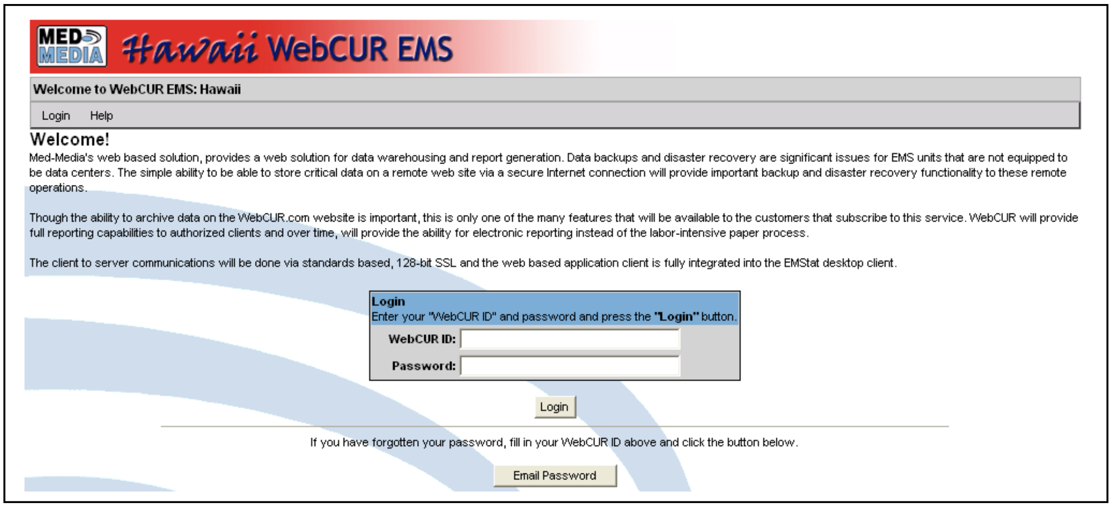
   Note: The ***Password box*** is case sensitive, please confirm that you cap-locks are off and that you are entering the password exactly how it was created In EMStat or WebCUR.

3. Select the **Login** button once the WID and password are enter to access the WebCUR Data Repository.

4. Select the **Email Password** button if the login forgets their password. The password will be sent to the email address entered by the manger in the ***WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts*** area.

  Warning: WebCUR passwords should only be changed in WebCUR for logins that **DO NOT** use EMStat. For providers using EMStat, please make all changes including password changes in the ***Tools – Common Support Lists – Crew*** area of EMStat.

The **Med-Media WebCUR URL Login Screen** is displayed below.



WebCUR Permissions

The manager login to WebCUR has the ability to set various permissions and access rights for individuals within your company. Simply edit the desired provider in the ***WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts - Permissions*** area. Select the desired permission from the option buttons available and then select the **Update Permissions** button. A list of ***WebCUR Permission*** (**WCPERM**) and access rights as displayed below.

Warning: WebCUR Permissions should only be changed in WebCUR for users that **DO NOT** use EMStat. For providers using EMStat, please make all changes including permissions changes in the ***Tools – Common Support Lists – Crew*** area of EMStat.

- **Individual**: This is the most basic access that allows a user to login to the WebCUR system. The provider will only see PCR's that they were the Crew Chief on.

- **Manager**: A manager has the ability to control the affiliate roster and permissions for other people on the roster. They can also view **ALL** PCRs on the system for that affiliate.

- **Supervisor**: A Supervisor has the ability to run reports for all trips performed by the affiliate. The supervisor can (by default) see all PCR information. This permission has limited access to other WebCUR reports and feature in WebCUR compared to the manager.

- **QA**: This user has the ability to perform Quality Assurance on PCRs in the system for this affiliate.

- o **Doctor**: The Medical Director has the ability to view **ALL** PCR information for trips run by an affiliate. They also have the ability to perform QA on these PCR's.
- o **Billing**: A billing representative for an affiliate can download PCR information necessary to perform billing as well as view PCRs on the system for the affiliate.
- o **Raw Uploader**: This provides access for an individual to upload statistical information to the affiliate. This login has very limited access to report and features in WebCUR compared to the User login.
- o **Affiliation Hide Demographics**: This option will hide **All** demographic information for the PCR's in WebCUR. This option will only affect the provider's login permission for this agency.
- o **Affiliation Hide Narrative**: This option will hide **All** narrative information for the PCR's in WebCUR. This option will only affect the provider's login permission for this agency.
- o **Platoon Leader**: A platoon leader is allowed to view PCR's for a manager-defined list of providers in an affiliate.

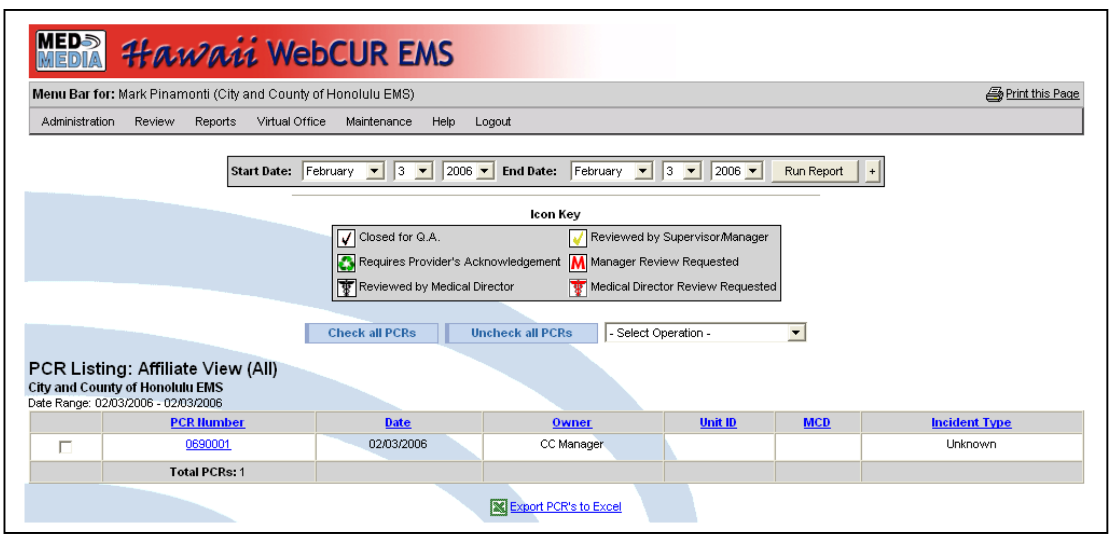
WebCUR Main Reporting - Home Page

The Med-Media WebCUR ***Home Page*** contains the *Menu bar*; *Print this Page* button, *Date Range* box, *Quality Assurance Icon Key* descriptions, *PCR Listing* area, *Portal View* setup and the *Export to Excel* button.

Warning: WebCUR has multiple levels of login. Some Menu items and features in WebCUR may NOT display due to your login permissions. Please contact your company manager to change your WebCUR permission level.

Note: The provider has the ability to view the **WebCUR Home Page** in a **Classic** view or **Portal** view. *Please refer to the **WebCUR Portal view** section of this manual for changing your initial login view.*

The **Med-Media WebCUR Classic Home Page** is displayed below.



- **Menu Bar**: The *Menu Bar* contains the *Data Entry*, *WebPCR*, *Upload*, *Review*, *Reports*, *Virtual Office*, *Maintenance*, *Year*, *Help* and *Logout* menus.

  - **Data Entry**: The *Data Entry* menu is used by specific State DOH agencies for the purpose of gathering minimal required data elements for an incident. This menu contains the *Enter New Report, List Incomplete Reports and the Enter Non-Emergency Transport* sub menus*. Please refer to the WebCUR **Help** menu section of this manual for a detailed description about the* ***Web Data Entry*** *system.*

    Note: This menu will only display for customers using the State Web Data Entry system. This menu is not available for EMStat or WebPCR customers.

  - **WebPCR**: *WebPCR* is a **web based** incident reporting solution for Prehospital care providers. This application can be used purely as a web based data entry system or in conjunction with the Med-Media EMStat 4 module. This menu contains the *Create a New WebPCR, Crew Management, Unit Management, Station Management, PCR Number Management* and the *PCR Listing (Incomplete Charts)* sub menus*. Please refer to the WebCUR **Help** menu section of this manual for a detailed description about the* ***WebPCR Entry*** *system.*

    Note: This menu will only display for customers that have purchased this feature. Please contact the ***Med-Media Sale Department*** in regards to menu item.

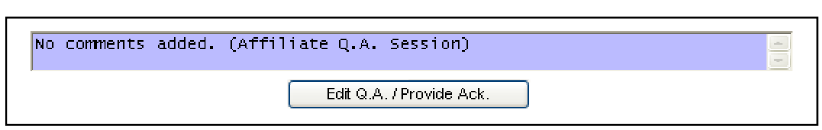
  - **Upload**: This menu is used for *Uploading RAW Files* to the Med-Media WebCUR Data Repository. This menu contains *the Web Raw Uploader* sub menu. *Please refer to the WebCUR **Help** menu section of this manual for a detailed description about the* ***WebCUR Raw Uploader*** *menu.*

    Note: This menu will only display for Non-Med-Media customers.

  - **Review**: This menu contains the *Q.A. Un-Reviewed PCR Listing* and the *Q.A. Reviewed PCR Listing* sub menus.

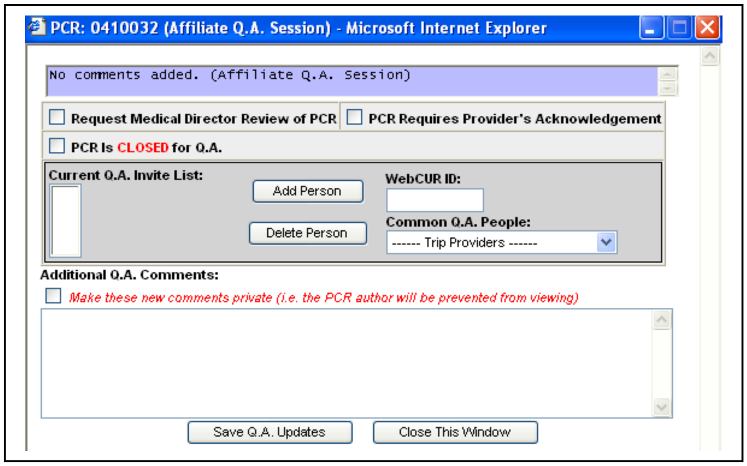
    - **Q.A. Un-Reviewed PCR Listing**: Select this menu to display **All** the PCR's that have not been reviewed for *Quality Assurance (Q.A.)*. The PCR listing displays from the current date and back one month by default. To change the date range for your query, simply click on the drop down arrowed boxes in the ***Date Range box*** and select the desired dates. Select the **Run Report** button to create your new query. Click on the ***Print this Page*** button to print the displayed report. Once the query displays in the ***PCR Listing area***, select the desired **PCR Number** to Q.A. that report. Once the PCR displays to the screen, the provider has the ability to review the PCR, Billing page, Data Elements and the File Attachments for that record. Select the **Edit QA / Provide Act** button to enter Q.A. comments for the report. *Please refer to the* ***Reports – General Reports – PCR Listing*** *menu for detail descriptions about the Re-Open, Billing, Data Elements View, PCR View and the File/Add Attachments buttons.*

      The **Edit Q.A. / Provider Act** button is displayed below.

When this button is selected, a ***Q.A. Session*** window for that PCR will display to the screen. Once the Q.A. comments are saved for the record, the PCR will display icons in front of the PCR displaying the type of QA performed on that record. *Please refer to the* ***Quality Assurance Icon Key descriptions box*** *section of this manual for a display description for the description icons.*

The **Q.A. Sessions** window is displayed below.



- **Request Medical Director Review of PCR**: Select this check box to request the designated *Medical Director* for the agency to review the PCR.

- **PCR Requires Provider's Acknowledgement**: Select this check box to request the *Provider's* acknowledgement that they review the comments made to their PCR.

- **PCR is CLOSED for Q.A.**: Select this check box to *Close* Q.A. for this PCR. Once saved, the PCR will be removed from the ***Q.A. Un-Reviewed PCR listing*** and placed in the ***Q.A. Reviewed PCR listing***. The provider performing Q.A. on the PCR should always close the PCR for Q.A. once the review has been completed.

- **Current Q.A. Invite List**: This area contains the *Current Q.A. Invite List, WebCUR ID, Common Q.A. People, Add Person* and the *Delete Person* boxes*.*

  - **Current Q.A. Invite list**: This list displays all the people invited to participate in the Q.A. process of the PCR. The user has the option of adding or deleting people from this list.

  - **WebCUR ID**: If a providers name does not display in the *Common Q.A. Persons list* and you want that person involved with the Q.A. process, enter that providers ***WebCUR ID*** in the text box provided.

- **Common Q.A. Peoples**: Click on the drop down arrow box to select the people you want involved with the auditing of the PCR. When a person is selected, their name will be added to the ***Current Q.A. Invite List***.

- **Add Person**: Select the **Add Person** button to add either the *Common Q.A. Person* or *WebCUR ID to* the ***Current Q.A. Invite list***.

- **Delete Person**: This button is used to delete people from the ***Current Q.A. Invite* list**. To remove a person from this list, simply highlight the desired person you want to delete and select the **Delete** button.

- **Request Manager Review**: Select this check box to request the *Manager* to review the PCR.

- **Additional Q.A. Comments**: Enter the Q.A. comments in the text box provided. The login can select the **Make these new comments Private** check box to make comments private from the PCR author. This box will prevent the author from viewing any comments entered by the Q.A. Officer.

- **Save Q.A. Updates**: Select this button to *Save* or *Update* any comments entered into the ***Additional Q.A. Comments box***. ***When the comments are saved, every person listed in the Current Q.A. Invite List will be notified by email that Q.A. was performed on this PCR***.

  Note: The manger for the agency will need to edit each provider's account in WebCUR and enter an email address for that provider. Once Q.A. has been saved, an email will be sent to the provider letting them know that auditing was performed on their report. *Please refer to the* ***WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts - User Login*** *section of this manual for a detail description about entering provider email account.*

- **Close this window**: Select the *Close* button to exit this window.

- **Q.A. Reviewed PCR Listing**: Select this menu to display **All** the PCR's that have been reviewed for *Quality Assurance (Q.A.)*. The PCR listing displays from the current date and back one month by default. To change the date range for your query, simply click on the drop down arrowed boxes in the ***Date Range box*** and select the desired dates. Select the **Run Report** button to create your new query. Click on the ***Print this Page*** button to print the displayed report.

  Once the query displays in the ***PCR Listing area***, the Q.A. features will function in the same manner as described in the ***Q.A. Un-Reviewed PCR Listing*** section of this manual.

- **Reports**: The *Reports* menu has several categories to choose from for the *Provider*, *Manager*, *Region* and *State DOH* logins. Depending on your login permission, some of the sub menus will not be active. This menu contains the *Report Builder*, *Reporting In-box*, *General Reports*, *GeoCoding Reports, Activity by*, *Company Reports*, *Region Info. / Reports* and the *DOH Reports* sub menus.

  Note: *The manager logins will have an additional option button that displays beside the **Run Report** button **(+)**. This option button allows the login to select additional choices for specific report building. Please refer to the **Date Range box** section of this manual for a detailed description about this button.*

  Note: *The login also has the ability to export the report information into a **Microsoft EXCEL** spreadsheet. Select the **Export to Excel Spreadsheet** button, which located at the bottom of the report, to export that information. This feature is only available in certain reports. Please refer to the **Export to Excel** section of this manual for a detailed description about this button.*

  - **Report Builder**: The *Report Builder* allows the login to dynamically build a personalized report on the data in the WebCUR system for your agency. The ***Report Builder*** contains the *Pre-Built System Templates*, *Report Builder grid*, *Add a New Report*, *View Report Templates* and the *Edit Folder* option buttons.

    Note: **The Report Builder section of WebCUR allows manager with reporting experience to generate and create personal reports. Please contact the *Med-Media Sales Department* for specific questions regarding the Report Builder or if you would like to attend or schedule onsite training for the Report Builder and WebCUR.**

    - **Pre-Built System Templates**: If you would like to create a report based on a pre-built system template, simply select the **Click this Link** button. The ***Report Builder Templates*** contain the *Templates Name*, *Action*, *Date Saved* and the *Author* of the template. Select the **Report Builder Home** button to return to the ***WebCUR Report Builder Home*** page.

      - **Template Name**: The *Template Names* allow you to build a report based on a pre-built system template. Simply Click on the desired report name and the report builder editor will be loaded with a copy of the report template that you can customize and save as your own personalize report. Please refer to the ***Report Builder – Data Source*** select of this manual for a detailed description about the report fields.

      - **Actions**: The *Actions* area contains the ***Delete*** button. Select the **Delete** button to remove the desired template from the grid.

      - **Date Saved**: This area displays the *Date* and *Time* that the template was saved by the author into WebCUR.

      - **Author**: This area displays the *Author* of the template.

- **Report Builder grid**: This is the first page or ***Home Page*** that displays when entering the ***Report Builder*** menu. The *Report Builder grid* displays all the reports created in the *Report Builder*. The user has the option to change the view for the screen by clicking on the ***All Folder / Reports*** or ***Default Reports*** from the drop down pick list. The grid contains the *Actions*, *Report Name*, *Folder*, *Public / Private*, *Date Saved* and *Author* columns.

    - **Actions**: This column allows the user to perform Actions to the desired report. This column contains the *Delete Saved Report*, *Edit Saved Report*, Copy Report and the Load Saved Report options.

        - **Delete Saved Report**: Select this option to **Delete** the desired report from WebCUR. The user will be prompted prior to deleting the report.

        - **Edit Saved Report**: Select this option to **Edit** the desired report in WebCUR. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the editing features*.

        - **Copy Report**: Select this option to make a **Copy** of the desired report in WebCUR. Once selected, the report data elements will display to the screen. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the report data elements*.

        - **Load Saved Report**: Select this option to Load the desired report to the screen. Once the report settings have been loaded to the screen, the user can modify the report date generating the final report. Make your date selection and press the **Run the Report** button. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the report loading and printing*.

    - **Report Name**: This column displays the list of reports saved in the ***Report Builder***. By clicking on the desired ***Report Name***, the report will load to the screen. The user can modify the **Report Date** and then generate the final report. Make your date selection and press the **Run the Report** button. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the report loading and printing*.

    - **Folder**: This column displays the *Folder* that the desired report is stored. The user can edit the report and changed the desired folder location at any time. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the Folder setup and storage*.

- **Public / Private**: This column displays the reports access that the ***Author*** has set for the report. ***Public*** reports can be viewed by anyone within the agency while ***Private*** reports can only be view by the author. *Please refer to the* ***Add a New Report*** *section of this manual from detailed descriptions about the feature*.

- **Date Saved**: This column displays the *Date* and *Time* that the template was saved by the author into WebCUR.

- **Author**: This area displays the *Author* of the template.

❑ **Add a New Report**: Select the *Add a New Report* button to create a new report in the Report Builder. When this button is selected the user will be prompted to customize the new report. This area contains the *Data Source, Columns, Column Format, Grouping, Sort, Search Criteria* and *Finalize & Save* tabs.

- **Data Source**: This is the first area that displays when a new report is being created. **The user MUST complete all the required fields prior to advancing to the next step**. Select the source of the report data from the **Primary Data Source** drop down pick list. The user can only select **1** *Primary Data Source* in this box. Once the data source has been selected, it will then display in the ***Join Relationships*** area. Some ***Primary Data Sources*** allow the user to **Join Relationships** with other data sources. Select the desired data source from the ***Description of Relation*** column and then check the **Enabled** check box. The join relationship data elements selected will now display with the primary data source selected. Select the **Next Step** button to advance to the next step. Select the **Save Report** button to save any entries made. *The user may be prompted to complete other areas of the Report Builder prior to it being saved*. Select the **Report Builder Home** button to return to the main ***Report Builder*** screen.

- **Columns**: The *Columns* area displays a list of all the data elements (i.e. *columns*) from the ***Primary Data Source*** and the ***Joined Relationship Data Sources*** selected on the ***Data Source*** tab. Select the desired **Column** from the choices available. Once the *Column* is highlighted, select the "**>>>**" button to add it to the report. Once selected, the ***Column's Name*** will display in the ***Reports Columns* box**. The user can remove columns from this box as well, simply highlight the desired column and then select the "**<<<**" button. The user also has the ability to order the columns for the report. Highlight the desired column and then select the **Up** or **Down** buttons to places your items in the desired order that you want them to display in the report. Select the ***Previous Step*** to return the last tab of the report builder. The ***Next Step***, ***Save*** *and the* ***Report Builder Home*** *buttons work in the same manner as described in the* ***Data Sources*** *tab.*

- **Column Format**: The *Column Format* area allows the user to choose a format for each column. The ***Report Columns*** displays the list of columns selected in the ***Columns*** area. The user has the ability to change the title of each column listed by clicking in the **Header** box. Enter the desired ***Header*** in the text box provided and then click out of the box to save the changes. Select the desired **Footer** for the column from the drop down pick list. Select the desired **Alignment** for the column from the drop down pick list. Select the check box under the ***Report Column*** to **Include Total Row Counts in the report**. The ***Previous Step***, ***Next Step***, ***Save*** *and the* ***Report Builder Home*** *buttons work in the same manner as described in the* ***Column*** *tab.*

- **Grouping**: The *Grouping* area allows the user to setup display grouping for specific *Colums*. Select the desired ***Column*** from the drop down **Grouping** pick list. *If no grouping is desired for the report, simply* ***Skip*** *this area and advance to the next step.* If you enable grouping for a column, your report will consist of lines consisting of the grouped field and the total number of records found for this particular group. Select the **Display Group Totals** option from the drop down pick list. If you would like the report builder to attempt to merger rows of a report, select the *Column* you would like to act as the key for this operation from the **Merging Rows (Advanced Option)** drop down pick list. This should be used if your report shows multiple instances of a particular key field with only one other value on the report row. *This is an advanced feature and should be left as the default for most reports.* The ***Previous Step***, ***Next Step***, ***Save*** *and the* ***Report Builder Home*** *buttons work in the same manner as described in the* ***Column*** *tab.*

- **Sort**: The *Sort* area allows the user to sort the initial view of the report to be ordered in a particular column. Select the **Initial Sort Row** from the drop down pick list. Select the **Secondary Sort Row** from the drop down pick list. The user also has the option of choosing if the row should be **Ascending** or **Descending** order. *If no Sorting is desired for the report, simply* ***Skip*** *this area and advance to the next step.* The ***Previous Step***, ***Next Step***, ***Save*** *and the* ***Report Builder Home*** *buttons work in the same manner as described in the* ***Column*** *tab.*

- **Search Criteria**: The *Search Criteria* area allows the user to enter search criteria's for the records that will appear in the report. The user can do **Column Specific Search Criteria** by completing the option boxes that display. Select the **Not Compare** check box if you not want to perform a specific search for that option in the report. Select a **Starting Date** and an **Ending Date** for the report from the drop down pick boxes. The user also has the option to select the specific date range from the **Pre-Set Date** box. The user can further break down the report by selecting a desired **Provider (WebCUR ID)**, **Incident Type**, **Region**, **Station**, **Municipality (MCD)** and **Affiliate**. Select the **Clear All Selections** button to reset your selections. By leaving the choices unselected, the report will return all available records you have permission to view. The ***Previous Step***, ***Next Step**, **Save** and the **Report Builder Home** buttons work in the same manner as described in the **Column** tab.*

- **Finalize & Save**: The *Final & Save* area allows the user to give the new report a name and description as well as save the report. Enter the **Report Name** in the text box provided. Enter a **Description** for the report in the text box provided. Select the desired view and run command from the **Public / Private** pick list. If the user selects the **Private** option, only the user can view and run the report. If the user selects the **Public** option, everyone within the organization can view and run the report. Select a **Report Style** from the drop down pick list. The user can select the "**View Style**" button to view the desired styles for the report from WebCUR. The ***Previous Step** and the **Report Builder Home** buttons work in the same manner as described in the **Column** tab.* Select the **Save Report** button to save the new report on WebCUR.

- **Basic Report Load and Run**: Once the report has been ***Finalized & Saved***, the report name will display in the ***Report Name*** list on the main screen of the Report Builder. Select the desired **Report Name** from the list available. When the report is selected, the ***Report Load*** page will display to the screen. This area displays the *Basic Report Information*, The *Date Range* box, the *Run the Report*, *Export Report to Excel*, *Geo Map Incidents*, *Edit Report* and the *Report Builder Home* buttons.

    - **Basic Report Information**: This area displays the *Key* and *Values* set for the report selected. The user will need to edit the report to make any changes prior to running the report.

    - **Date Range box**: Select a **Starting Date** and an **Ending Date** for the report from the drop down pick boxes. The user also has the option to select the specific date range from the **Pre-Set Date** box.

- **Run the Report**: Select this button to **Run** the report. Information gathered from the report will display to the screen. The report will also display the ***Date*** and ***Time*** the record was created.

- **Export Report to Excel**: Select this button to ***Export*** the final report to an Excel spreadsheet. *Please refer to the* ***Export to Excel*** *section of this manual for detail descriptions about this button.*

- **Geo Map Incidents**: Select this button to insert reports incidents into a Geo Mapping screen. The user also has the ability to change the view from ***Geo Mapping*** to a ***Satellite*** view and ***Increase*** or ***Decrease*** the view of the map.

- **Edit Report**: Select this button to edit the current report. The user will be taken to the *Data Source* screen for the report. *Please refer to the* ***Data Source*** *section of this manual for a detailed description about this area.*

- **Report Builder Home**: Select this button to return to the main ***Report Builder Home*** page.

- **View Report Templates**: Select this button to view the list of report templates for your company. When the user selects this button they advance to the Report Builder – Template section of the report builder. *Please refer to the* ***Pre - Built System Template*** *section of this manual for a detailed description for this area.*

- **Edit Folder**: This page allows you to create folders to file your various reports. Folders can be created as **PUBLIC** or **PRIVATE**. ***Public*** folders can be viewed by anyone in your organization and can only contain public reports. Likewise, ***Private*** folders can only be viewed by you and can only contain private reports. The Folders area contains the Create New Folder and the Report Builder Home buttons.

  - **Create New Folder**: Select this button to create a new folder. Enter the new **Folder Name** and a **Folder Description** in the text boxes available. Select if you want the new folder **Public** or **Private** from the option box. Select the **Create Folder** button to create the new folder. Select the **Return to Folder List** button to return to the Folder list page. Select the **Report Builder Home** button to return to the Report Builder Home page.

  - **Report Builder Home**: Select this button to return to the main ***Report Builder Home*** page

- **Reporting Inbox**: Select this sub menu to display the *Reporting Inbox* list. When lengthy reports are submitted to the WebCUR system, The ***Report Server*** will run the report and then display their current status in this area. This page will also display the *Report's Name, State, Time Started, Report Server, Report Size, Run Time* and if the report *was Viewed*. Select the **Return to Home Page** icon button to return to the main ***Report Builder Home*** page.

- **General Reports**: The *General Reports* menu has several categories to choose from for the user to create specific general reports in WebCUR. The General Reports consist of the *Admission Summary, Age / Sex Demographics, Dest. Determination, Detailed Skill Report, Import Error Log, Manager Detailed Skill Report, Medication Report Builder, Municipalities / FIPS Report, PCR Calendar View, PCR Listing, Skill Summary* and the *Trauma Summary* report.

    - **Admission Summary**: Select this menu to create a *General* report for *Admission Summary*. This report displays a total *Count* and *Frequency* of all *Facilities* your agency transported to. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Age / Sex Demographics**: Select this menu to create a *General* report for *Age / Sex Demographics*. This report displays the *Age* and *Sex Demographics* breakdown for the PCR's uploaded to WebCUR, along with a percentage breakdown. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Dest. Determination**: Select this menu to create a *General* report for *Destination Determination*. This report displays a breakdown of the *Destination Determination Count* by *Hospitals* and *Percentage*. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Detailed Skill Report**: Select this menu to create a *General Detailed Skill Count* report. This report displays all ***ALS*** and ***BLS skills*** that the provider performed. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Import Error Log**: Select this menu to view any ***WebCUR Raw Uploader*** Import errors. The report displays the *Date*, *Lithocode Number*, *Trip Number* and *Error Description* for the date range selected. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Manager Detailed Skill Report**: Select this menu to create a *General Detailed Skills Report* for a provider. Once this tab displays, type the **Report Name** of the custom report in the text box provided. Select the **Provider's Name** for the report you want to create from the drop down pick list. The user has the ability to select several providers in this list. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Medication Report Builder**: Select this menu to create a *General Medication Report*. Once this tab displays, type the **Report Name** of the custom report in the text box provided. Select the **Medications Name** for the report you want to create from the drop down pick list. The user has the ability to select several medications in this list. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Municipalities / FIPS Report**: Select this menu to create a *General* report for *Municipalities / FIPS*. This report displays a total *Count* and *Frequency* of all *Municipalities / FIPS* that your agency has responded to. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **PCR Calendar View**: Select this menu to display a *Calendar View* for all the PCR's uploaded to WebCUR. The manager has the ability to view any PCR listed by simply clicking on the **PCR Number**. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **PCR Listing**: Select this menu to display a *PCR Listing* for all records uploaded to WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

The PCR Listing report displays the *PCR Number*, *Date* of the incident, *Owners*, *Unit ID Number*, *MCD* and *Incident Type*. Select the desired **PCR Number** from the query to review the record. Once the PCR has displayed to the screen, the manager has the ability to ***Re-Open*** the locked PCR for the provider or display the *Billing*, *Data Elements View, Add Attachments* and *Edit Q.A* for the record.

The **Re-Open**, **Billing**, **Data Element View** and **Add Attachment** buttons are displayed below.

- **Re-Open Button**: **By default, PCR's are locked down 24-Hours after the PCR is saved by the provider and 1-week for the manager**. Select the **Re-Open** button to unlock the PCR. Once the PCR is unlocked, the record will display in the ***24-Hour Grid*** on the Home page of EMStat. This action will also unlock the PCR for the manger for another week. Once the time frames have past the record becomes locked down again. *Please email the Med-Media Technical Support team at* ***TechSupport@Med-Media.com*** *to change these default time frames.*

  Warning: The Med-Media Technical Support team CANNOT reopen any locked PCR's for users. Any calls received by the team will be directed to contact their affiliate mangers for assistance in unlocking any reocrds. *Managers do have the ability to unlock records through any secure Internet URL.*

- **Billing**: Select this button to display the *Billing* pages. This read-only page displays all the billing information entered in the PCR. Any changes that need to be correct on this page will need to done in EMStat. Click on the ***Print this page*** button to print the report.

- **Data Elements View**: Select this button to display the *Data Element View* of the PCR. Select the **PCR View** to return to the original display. Click on the ***Print this page*** button to print the report.

- **Add Attachments, View Attachments**: This feature of WebCUR allows you to attach any type of file to your PCR. Attachments will be viewable by any individual with access to this PCR. To download/view a file, simply click on the desired **Link** displaying on this screen. To enter an attachment (such as an *EKG Strip*, *ED* or *Billing* face sheets, *Risk Management* forms, *Refusal* forms) to your PCR, enter a description for the attachment, then select a file and press the **"Attach File"** button. Select the **Go to PCR View** icon to return to the ***PCR View*** screen. Click on the ***Print this page*** button to print the report.

Warning: Attaching a file with the same name, as an existing attachment will **REPLACE** the current file.

Note: This Attachment feature is not available for all customers. *Please contact the* ***Med-Media Sales Department*** *for inquires about enabling this feature for your agency.*

- **Edit Q.A. / Provider Acknowledgment**: Select this button to perform Q.A. on the PCR. *Please refer to the* ***WebCUR – Review*** *menu for a detail description about the Q.A. features*.

- **Skill Summary**: Select this menu to create a *General Skill Count Summary* report. This report displays the total *Attempts* and *Success Counts* for all ALS and BLS skills performed by the provider. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Trauma Summary**: Select this menu to create a *General* report for *Trauma Summary*. This report displays a breakdown of *Trauma Summary* by *Injury Sites* and *Injury Types*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **GeoCoding Reports**: This report contains the *PCR Listing with GeoCoding Information* sub menu. Select this menu to create a report using GeoCoding graphics. When you select this menu option, you will receive a report that looks very similar to a standard PCR Listing. When you do this PCR listing, you will notice a small globe next to each PCR Number (this will either be a Globe or a Globe with a red "**X**" through the image which means that there isn't GeoCoding information available for this PCR).

  If you click on the ***Globe*** you will be presented with a new browser window that has a map and a red location marker for the incident. There will also be a popup box that will show you some information about the trip and a hyperlink to the actual PCR report. (*Note: When you click on the globe, you may get a prompt about non-secure items that you must answer* ***YES*** *to continue*)

  There are options for ***Map***, ***Satellite*** or ***Hybrid*** on the top right of the map. This allows you see different views of the map information for this incident. Also, you can go into a ***Report Builder*** report, load the report and you get a button that says "Geo Map Incidents". When you click on that button, a map will be created for the incidents that returned by this particular report.

  The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Activity by**: The *Activity by* reports section has several categories to choose from for the provider to create specific activity reports in WebCUR. The *Activity by* reports area consists of the *Agency, Assisting Units, Date, Date/Time, Municipalities, Nature At Scene, Patient, Provider* and *Station* reports.

    - **Agency**: Select this menu to create an *Activity Report by Agency*. This report displays a breakdown Affiliate view for all PCR's uploaded to WebCUR for the date range selected. The report displays the *Receiving Agency*, *Date*, *Trip Number*, *Location / MCD*, *Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Assisting Units**: Select this menu to create an *Activity Report by Assisting Units*. Once this tab displays, enter the **Report Name** in the text box provided. Select the **Assisting Unit** from the pick list that you want to appear in the report. The user has the option of selecting multiple units in the list. The report displays the *Assisting Unit's Name, Date, Trip Number*, *Location*, *Assisting Unit OS Time / Transport Mode*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Date**: Select this menu to create an *Activity Report by Date*. This report displays a *Date* breakdown for all PCR's uploaded to WebCUR for the date range selected. The report displays the *Date*, *Trip Number*, *Location / Municipality*, *Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Date / Time**: Select this menu to create an *Activity Report by Date / Time*. This report displays a *Date* and *Time* breakdown for all PCR's uploaded to WebCUR. Enter a **Starting** and **Ending Time** in the text boxes provided. The report displays the *Date*, *Trip Number*, *Location / Municipality*, *Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Municipality**: Select this menu to create an *Activity Report by Municipality*. This report displays a *Municipality* breakdown for all PCR's uploaded to WebCUR. The report displays the *Municipality*, *Date*, *Trip Number*, *Location, Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Nature At Scene**: Select this menu to create an *Activity Report by Nature At Scene*. This report displays a *Nature Type* breakdown for all PCR's uploaded to WebCUR. The report is broken down into ***ALS PCR's***, ***BLS PCR's***, ***Non-911 Transports, Non-Applicable*** and ***Para-transit*** natures. Each area displays the *Date*, *Trip Number*, *Location / Municipality, Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Patient**: Select this menu to create an *Activity Report by Patient*. Once this tab displays, enter the **Patients Last Name** in the text box provided. The report displays the *Patient Name*, *Date*, *Trip Number*, *Location / Municipality*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Provider**: Select this menu to create an *Activity Report by Provider*. Once this tab displays, enter the **Report Name** in the text box provided. Select the **Provider** from the pick list that you want to appear in the report. The user has the option of selecting multiple providers in the list. The report displays the *Date, Trip Number*, *Location / Municipality*, *Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency, Nature of the Call* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Station**: Select this menu to create an *Activity Report by Station*. The report displays the *Station, Date*, *Trip Number*, *Location, Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Company Reports**: The *Company Reports* section has several categories to choose from for the **Manager Login** to create specific company reports in WebCUR. The *Company* area consists of the *Assisting Unit Summary, Dispatch Complaint, Mechanism Of Injury, Nature At Scene, Provider Impression, Signs And Symptoms, Type & Location, Unit Response, Unit Utilization (Hour/Day), Unit Utilization (Fractal), Unused Capacity (by Unit ID)* and the *PA Stated RAW Output* reports.

    - **Assisting Unit Summary**: Select this menu to create a *Company* report for *Assisting Unit Summary.* This report displays a breakdown of all *Assisting Unit Names* by *Count* of calls and *Percentage* for the date range selected*.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Dispatch Complaint**: Select this menu to create a *Company* report for *Dispatch Complaint.* This report displays a breakdown of all *Dispatch Complaints* by *Number of Calls* and *Percentage* for the date range selected*.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Mechanism Of Injury**: Select this menu to create a *Company* report for *Mechanism Of Injury*. This report displays a breakdown of all *Mechanism of Injuries* by *Number of Calls* and *Percentage* for the date range selected*.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Nature At Scene**: Select this menu to create a *Company* report for *Nature At Scene*. This report displays a breakdown of the ***Nature At Scene Summary*** *(ALS, BLS and Non-Applicable)* and ***ALS Unit Changed to BLS Nature At Scene*** by *Number of Calls* and *Percentage.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

    - **Provider Impression**: Select this menu to create a *Company* report for *Provider Impression.* This report displays a breakdown of all *Provider Impressions* by *Number of Calls* and *Percentage.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Signs And Symptoms**: Select this menu to create a *Company* report for *Signs & Symptoms*. This report displays a breakdown of all *Signs & Symptoms* by *Number of Calls* and *Percentage.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Type & Location**: Select this menu to create a *Company* report for *Incident Type and Location.* This report displays a breakdown per Unit of all *Incident location / Type* by *Number of Calls* and *Percentage.* The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Unit Response**: Select this menu to create a *Company* report for *Unit Response / Response Outcomes* and *Unit Response / Transport Modes.* This report displays a breakdown for all Unit Utilization by *Unit Response / Response Outcome* and *Unit Response / Transport Modes*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Unit Utilization (Hour/Day)**: Select this menu to create a *Company* report for *Unit Utilization by Hour / Day of Week*. This report displays a breakdown of all calls that occurred during a specific *Hour* and *Day* of the week. Select the **Show by Unit ID** button to breakdown the report further by unit specific. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Unit Utilization (Fractile)**: Select this menu to create a *Company* report for *Unit Utilization - Fractile Times*. This report displays a Fractile break down for *Dispatch-Enroute*, *To Scene*, *At Scene-Medical*, *At Scene-Trauma*, *To Destination*, *At Destination* and *Total Time* for all Units within the company. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **Unused Capacity (by Unit ID)**: Select this menu to create a *Company* report for *Unused Capacity* for all Units within the company*.* This report displays a breakdown for all Units for every *Hour of the Day* and *Day of the Week*. Select the **Show by Unit ID** button to breakdown the report further by unit specific. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

- **PA Stated RAW Output**: This menu is used to export your data to a .raw format. To export your company trip data into the State Record Specs .raw format, simply select the desired **Month** and **Year** from the drop down pick boxes. Select the **Run Report** button to create the output. The manager can only create **1** monthly export at a time. The exporter will review the records on WebCUR and determine if any PCR's are incomplete. The manager will receive a "**Raw File Output Error Message**" advising that some PCR's are listed as incomplete. *All PCR's must be completed prior to the Output being created*. Select the **Click Here** link to display a list of the incomplete records. The ***Incompletes List View*** will display the *Date, Trip Number, Location / Municipality, Patient Name, Crew, Dispatch / Available, Outcome / Receiving Agency* and the *Current Status* for the incomplete PCR's. Click on the ***Print this page*** button to print the incomplete PCR list. The user/manager will need to edit the PCR's listed in the ***Med-Media EMStat module*** to complete the record. Once all PCR's are completed, run the report again for the desired time frame. The manager will be prompted to select a **Save Location** for the file when the export is created.

  Note: Depending on you State Build, this menu option may not be available.

- **Region Info / Reports**: The *Region Information / Reports* section has several categories to choose from for the **Regional login** to create specific Regional reports in WebCUR. The *Region Info. / Reports* area consists of the *Agency Submission Compliance Report, Edit Municipality Population, Edit Regional Certifications, Enter No PCR's/Missed Calls, Mobilization Summary Report, Mobilization Region Summary Report, Monthly Delayed Data Notice Export, Region EMSO Output, Staffing Compliance Report* and the *Staffing Compliance Region Summary* reports.

  - **Agency Submission Compliance Report**: Select this menu to create an *Agency Monthly Submission* report. Select a **Year** from the drop down pick box. Select the **Queue Report** button to generate the report. The report displays a summary breakdown for total Agency Submission by month to WebCUR. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the ***Print this page*** button to print the report.

    Warning: The **Agency Monthly Submission Total** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Edit Municipality Population**: Select this menu to edit the *County Municipality (MCD) Code Population*. This menu displays a list of **Counties** within your State. Select the desired **County** from the list. Once the *County* is selected, WebCUR displays each **Municipality Code** and a **Populations** box. Enter the **Population Size** for that MCD in the text box provided. Select the **Submit MCD Population Changes** button to save your entries. Click on the ***Print this page*** button to print the report.

- **Edit Regional Certifications**: Select this menu to edit the *Region Affiliation Certification* for each company within the region. This screen will display all agencies within your region along with the certification level options area. Select the **Certification** option for each **Company Name** in the *Affiliations* list. The user has the option to select *ALS, BLS* or *QRS*. Select the **Submit Region Affiliation Certification** button to save your selections. Click on the ***Print this page*** button to print the report.

- **Enter Non-PCR's/Missed Calls**: Select this menu to **Add** or **Edit** the Non-PCR's / Missed Calls for an affiliate. Select the desired **Company Name / Affiliate** from the *Affiliates* list. Once the agency is selected, choose the **Year** from the drop down pick list that you would like to add or edit for the agency and then select the **Enter PCR's** button. **Enter** or **Edit** the Non-PCR's or missed calls for an affiliate in the text box provided. Select the **Submit Missed Calls/No PCR's** button to save the entries. Click on the ***Print this page*** button to print the report.

  Warning: You can only edit previous years data through March 31st of the following year.

- **Mobilization Summary Report**: Select this menu to create a *Region Mobilization Summary* report. Select the desired **Affiliate** from the drop down pick box. Select the desired **Year** from the drop down pick box. Select the **Queue Report** button to run the report. The report displays a summary breakdown of Response Times for *MCD's of < 100 persons/mi2*, *MCD's of 101 to 500 persons/mi2*, *MCD's of 501 to 1000 persons/mi2* and *MCD's > 1000 persons/mi2*. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the ***Print this page*** button to print the report.

  Warning: The **Mobilization Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Mobilization Region Summary Report**: Select this menu to create a *Mobilization Region Summary* report. Select the desired **Population Index**, **License Certification** and a **Year** from the drop down pick box. Select the **Queue Report** button to run the report. The report displays a regional summary breakdown of Response Times for *Population Index* selected. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the ***Print this page*** button to print the report.

  Warning: The **Mobilization Region Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Monthly Delayed Data Notice Export**: Select the **Queue Report** button to create a *Monthly Delayed Data Notice* report. The report displays a list of Agencies that have not submitted monthly data. Each agency name displays the company's contact and address information. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the ***Print this page*** button to print the report.

  Warning: The **Delayed Data Notice Export** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Region EMSO Output**: Select this menu to export trip data into an EMSCAN ASCII Record Spec (.raw) format. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your output. Click on the ***Print this page*** button to print the report.

  Warning: The **EMSCAII Output** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Staffing Compliance Report**: Select this menu to create a report for *Staffing Compliance* for an Affiliation. Select an **Affiliation**, **Starting Month / Ending Month** and a **Year** from the drop down pick boxes. Select the **Queue Report** button to create the report. The report displays a total breakdown for *PCR's Submitted Emergency*, *PCR's Submitted Non-Emergency*, *No PCR*'s, *Missed Calls*, *Total*, *Compliance %, Compliance % YTD* and *Regional Benchmark* numbers. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Staffing Compliance** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Staffing Compliance Region Summary**: Select this menu to create a report for *Staffing Compliance* for a *Region Summary*. Select a **Starting / Ending Month** and a **Year** from the drop down pick boxes. Select the **Queue Report** button to create the report. The report displays a total Affiliation breakdown for *PCR's Submitted Emergency*, *PCR's Submitted Non-Emergency*, *No PCR*'s, *Missed Calls*, *Total*, *Compliance %, Compliance % YTD* and *Regional Benchmark* numbers. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Staffing Compliance Regional Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **DOH Reports**: The *Department Of Health (DOH) Reports* section has several categories to choose from for the **State DOH Login** to create specific DOH reports in WebCUR. The *DOH Reports* area consists of the *Average On Scene Times by Incident Type, Cardiac Incidents, Complete / Non-Complete Summary, Incident Nature Summary, Incident Summary, Incident by Age Range Summary, Medications by Total Popularity, Monthly Submission, Nature of Incidents, Number of Incidents Summary by Agency, Patient Disposition, Procedure by Total Popularity, Skill Summary, Trauma Incidents* and the *Export PCR Data* reports.

  Note: *The user also has the ability to export the report information into an* ***EXCEL*** *spreadsheet or display the information in a* ***Pie*** *or* ***Bar Graph****. Select the desired button to display or export the information. These features are only available in certain DOH reports.*

- **Average On Scene Times by Incident Type**: Select this menu to create a *DOH* report for *Average On Scene Times by Incident Type*. This report displays the *Average On Scene Time* breakdown for all *Incident Types*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Average On Scene Times by Incident Type** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Cardiac Incidents**: Select this menu to create a *DOH* report for *Cardiac Incidents*. This report displays multiple categories relating to the Cardiac event. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your report. Click on the ***Print this page*** button to print the report.

- **Complete / Non-Complete Summary**: Select this menu to create a *DOH* report for a *Complete / Non-Complete PCR Summary*. This report displays a total breakdown for *Number of Complete PCR's*, *Number of Non-Complete PCR's* and *Percentage* by Agency. Select the **Agency Name** to display a list on all Incomplete PCR's. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Complete / Non-Complete** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Incident Nature Summary**: Select this menu to create a *DOH* report for *Incident Nature Summary*. This report displays a total *Number of Incident* breakdown for all *Incident Natures*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Incident Nature Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Incident Summary**: Select this menu to create a *DOH Skill Summary* report based on *Age Ranges*, *Gender*, *Response Outcomes* and *Incident Type*. Enter the **Age Range** in the text boxes provided. Select a **Gender**, **Response Outcome** and **Incident Type** form the option boxes provided. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the ***Print this page*** button to print the report.

  Warning: The **Skill Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Incident by Age Range Summary**: Select this menu to create a *DOH* report for *Incidents by Age Range Summary*. This report displays a total *Number of Incident* breakdown for all *Age Ranges*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Incident by Age Range Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Medications by Total Popularity**: Select this menu to create a *DOH* report for *Medications by Total Popularity*. This report displays a total number breakdown by popularity for all *Medications* administered. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Medications by Total Popularity** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Monthly Submission**: Select this menu to create a *DOH* report for *Agency Monthly Submission Totals*. This report displays a monthly breakdown for each agency by total PCR's uploaded to WebCUR. Select the **Year** for the report from the drop down pick list. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Select the **Run Report** button to create your query. Click on the ***Print this page*** button to print the report.

  Warning: The **Agency Monthly Submission Total** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Nature of Incidents**: Select this menu to create a *DOH* report for *Nature of Incidents*. This report displays a total count breakdown for all *ALS*, *BLS* and *Non-Applicable* incidents. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Nature of Incidents** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Number of Incidents Summary by Agency**: Select this menu to create a *DOH* report for *Number to Incidents Submitted by Agency*. This report displays a total PCR count for all records uploaded to WebCUR by each Agency. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Number of Incidents Summary by Agency** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Patient Disposition**: Select this menu to create a *DOH* report for *Patient Dispositions*. This report displays a total number breakdown for all *Response Outcomes*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Patient Disposition** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Procedure by Total Popularity**: Select this menu to create a *DOH* report for *Procedure by Total Popularity*. This report displays a total number breakdown by popularity for all *Procedures* performed. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report.

  Warning: The **Procedure by Total Popularity** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Skill Summary**: Select this menu to create a *DOH* report for *Skill Summary*. This report displays the ALS and BLS breakdown of all *Skill Summaries* by *Company, Crew Certification Number, Crew Certification Type, Skill Type* and *Total Count.* To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Select the **Queue Report** button to create your query. Click on the ***Print this page*** button to print the report.

  Warning: The **Skill Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Trauma Incidents**: Select this menu to create a *DOH* report for *Trauma Incidents*. This report displays multiple categories relating to the Trauma event. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Run Report** button to create your report. Click on the ***Print this page*** button to print the report.

- **Export PCR Data**: Select this menu to export trip data into Excel CSV format. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the ***Date Range box*** to change the date range for the query. Select the **Queue Report** button to create your report. Click on the ***Print this page*** button to print the report. The user will need to select a destination for the completed CSV file to be saved.

  Warning: The **Export PCR Data** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your ***Report Inbox*** in WebCUR. *A majority of the report requests take less than a few minutes complete*.

- **Virtual Office**: The *Virtual Office* menu has several categories to choose from for the *Provider*, *Manager*, *Region* and *State DOH* logins. Depending on your login permission, some of the sub menus may not be active. This menu contains the *Virtual Office Home, Calendar, Chat Rooms, Content Management, Drop Box, File Vault, Message Board, Task Management, Text Pager Gateway, Welcome Message, WebCUR ListServ* and the *WebCUR ListServ Creation* sub menus.

  - **Virtual Office Home**: Select this menu to view the *Virtual Office Home Page*. This area displays the *Agencies Task List*, *Day Calendar* and the *Message board.* This area allows the user to edit all the office options from one page. Select the **Show Task Management Home** icon in the ***Task List – Project*** area to display your *Agencies Task Management Project* list. *Please refer to the* ***Virtual Office - Task Management*** *section of this manual for a detailed description about this area.* Select the **View Agency Calendar** icon in the ***Day Calendar for Agency*** area to display your *Agencies Daily Calendar*. *Please refer to the* ***Virtual Office - Calendar*** *section of this manual for a detailed description about this area.* Select the **Post New Message** icon in the ***Message Board for Agency*** area to post a new message. *Please refer to the* ***Virtual Office - Message Board*** *section of this manual for a detailed description about this area.* Click on the ***Print this page*** button to print this display.

  - **Calendar**: Select this menu to display the *Calendar* events for the agency. The calendar feature gives your affiliate the ability to manage schedules of any type for your organization. Select the **Create a New Calendar** button to create a new calendar. To create the new calendar, enter a **Name** and a **Description** as well as selecting if you want the calendar to be viewed as **Public** or **Private**. *(Private calendars will only be available to the creator)* After entering the information, just press the **"Create Calendar"** button. The new calendar name will now display under the *View Calendar* column. Click on the ***Print this page*** button to print this display.

The Calendar screen contains the *View Calendar*, *Description*, *Creator*, *Delete* and the *Edit* options.

- **View Calendar**: This column displays all the calendars created for the agency that the login is permitted to view. Select the desired calendar from the pick list to view that calendar. The calendar selected will display for the current *Month*. To change the month on the calendar, simply click on the drop down arrowed boxes in the ***Date Range box*** area. Select the **Show Calendar** button to display the calendar for the new date range. Select the "**Add**" button in the day boxes to enter a new entry for the calendar. Upon completion of the subject options, select the **Save Event** button. Once the subject is saved, it will now appear in the calendar view. Select the **Return to Calendar View** icon to return to the ***View Calendar*** page.

- **Description**: This read only column displays the *Description* for each calendar created by the authors.

- **Creator**: This column displays the *Creator* of the calendar.

- **Delete**: Select this button to *Delete* the calendar. The user will be prompted prior to the deletion of the calendar. Select the **Ok** button to delete the calendar or select the **Cancel** button to exit the request.

- **Edit**: Select this button to edit the calendar properties. Once changes are made, select the **Save Changes** button to save you new entries.

- **Chat Rooms**: Select this menu to display the *Chat Rooms* for the agency. The chat room feature gives your affiliate the ability to have real-time conversations online with just a web browser. Select the **Create a New Chat Room** option to create a new chat room. When creating the new chat room, simply enter a **Name** and a **Description** as well the options for requiring a moderator or login for access. Upon completion, just press the **"Create Chat Room"** button. Once the information is saved, the new chat room will now appear in the ***Enter Chat Room*** area. The ***Enter Chat Room*** area consists of the *Chat Room list*, *Description, Creator, Delete* and *Edit* options. Click on the ***Print this page*** button to print this display.

  - **Chat Room List**: This column displays the list of chat rooms that the login has permission to enter. Select the desire room from the sessions listed. Select the **End Session** button to end and exit the chat room session.

  - **Description**: This read only column displays the *Description* for each chat room created by the authors.
  - **Creator**: This column displays the *Creator* of the chat room.

  - **Delete**: Select this button to *Delete* the chat room. The user will be prompted prior to the deletion of the room. Select the **Ok** button to delete the room or select the **Cancel** button to exit the request.

  - **Edit**: Select this button to edit the chat room properties. Once changes are made, select the **Save Changes** button to save you new entries.

- **Content Management**: The WebCUR Content Management System (CMS) can be used to collect and manage content, storing the content either as components or whole documents that can be accessed by your entire organization. You can create various **Content Items** and organize them into **Topics**. These content items can then have other files attached to them (such as pictures, documents, spreadsheets, etc.). The creator or company manager can control the access to these content items and their attachments. Click on the ***Print this page*** button to print this display.

  Note: This feature will **ONLY** be enabled when the agency purchases *Data Storage* for WebCUR. Please contact the ***Med-Media Sale Department*** for more information on purchasing this feature.

- **Drop Box**: The WebCUR *Drop Box* is a transient storage location on the WebCUR servers. To add a file to the ***Drop Box***, simply enter the file path in the text box provided or select the **Browse** button to locate the file on your local computer. Select the **Store File** button to save the file on the WebCUR server. Select the **Return to Home Page** option to return to the ***Home Page*** of WebCUR. Click on the ***Print this page*** button to print this display.

  Warning: Data files in the Drop Box are not guaranteed to be stored for any specific period of time, but can be downloaded by authorized users while available.

- **File Vault**: The *Storage File Vault* is a repository for files, information, etc. that you may want to keep on the server to be shared with others. Select the **Add a File to the Vault** option to add the desired file to the vault. Simply enter the file path in the text box provided or select the **Browse** button to locate the file on your local computer. Enter a short file Description in the text box provided and then select the **Store File** button. Select the **Replace Files with Duplicate Names** check box to replace the duplicated file with the new one. Click on the ***Print this page*** button to print this display.

- **Message Board**: The *Message Board* give your affiliate the ability to post questions and answers to that are of particular interest to your organization. This area displays the *Message Title*, *Author*, *Replies* and *Last Posted* time. Select the **Post New Message** button to create a new message. To post a new message to your affiliate board, just enter a **Subject Name** and your notes in the **Body** area and press the **"Post Message"** button. Click on the ***Print this page*** button to print this display.

  - **Message Title**: Select the desired *Message Title* from the list provided. Once the message has been read, select the **Reply to Message** button to add additional comments to the message. When the *Reply* is saved, the additional comments will display under the original message. Select the **Return to Message Board** option to return to the ***Message Board*** screen.

  - **Author**: This column displays the *Creator* of the message title. The login can select the **Creators Name** to send them an email regarding the message posted.

- **Replies**: This column displays the total *Replies* to the message. The login can select the desired ***Message Title*** to review any additional comments made.

- **Last Post Time**: This column displays the last Date and Time a comment was saved to a specific message.

- **Task Management**: The *Task Management* area allows the login to manage tasks for the agency. This *Task* area contains the *My Tasks (Open), My Tasks (All), My Task Calendar, Affiliate Tasks (Open), Affiliate Tasks (All), Create Task, Task Report Gallery, Report Gallery (Calendar View), Build Your Own Search, Edit Projects/Categories* and the *Change Report Settings* management menus. Click on the ***Print this page*** button to print this display.

  - **My Tasks (Open)**: Select this menu to display any *Open* personal tasks.

  - **My Tasks (All)**: Select this menu to display *ALL* personal tasks.

  - **My Task Calendar**: Select this menu to display the tasks in a Calendar view.

  - **Affiliate Tasks (Open)**: Select this menu to display the *Open Affiliate* tasks.

  - **Affiliate Tasks (All)**: Select this menu to display the *ALL Affiliate* tasks.

  - **Create Task**: Select this menu to create a new task. Enter the **Summary** and the **Assigned To** information in the text boxes provided. *Select a **Login Name** for WebCUR EMS, if desired **(Pennsylvania users ONLY)**.* Select the **Locked** check box to prevent anyone from editing the task. Select the **Private** check box to make the task private to creator and owner. Select a **Project Category** and **Priority** from the drop down pick boxes. Select a **Starting** and **Ending Date** from the drop down pick boxes. Enter any desired email address in the **Add Email CC** text box. Enter any project notes in the **Full Description** text box. Select the **Save Task** button to save the new task or select the **Reset to Initial Values** button to clear the task boxes.

  - **Task Report Gallery**: Select this menu to display a list of *Personal* and *Affiliate Reports*. This menu allows the login to select from dynamically created reports that will help you manage your project. Just look through the list, click on a report and get your projects under control better than ever.

  - **Report Gallery (Calendar View)**: Select this menu to display a calendar view of *Personal Reports*. This menu allows the login to select from dynamically created reports that will help you manage your project.

- **Build Your Own Search**: This page lets you search the database for tasks. The user can define the various aspects of your search and then save the search as a bookmark. Choose the desired **Project** or **Categories** you would like to see in the list. Choose the desired **Status, Resolutions** and **Priority** for the tasks you would like to see in your list. Choose the **WebCUR User** whose task you would like to see in your list. Enter words to the search for in the tasks in the **Summary** text box. Select the **Search Tasks** to run the search or select the **Reset** button to clear the search form.

  Note: The user can hold down your **Control** key to select/deselect multiple items in the pick lists.

- **Edit Projects/Categories**: Select this menu to edit and add projects in WebCUR. Select the **Add a Project** button to enter a new project. Enter the **Project Name** and **Description** for the project in the text boxes provided. Select the **Hidden** check box to only display the project for the creator. Select the **Add Project** button to save the entries. Once the project has been created, the user has the ability to edit or delete the project as well as add *Categories* to the project.

- **Change Report Settings**: Select this menu to change the report columns. The list allows the user to select the columns of information they wish to appear on all of your WebCUR reports. Select the columns of your choice and then click on "**Save Changes**" button. Select the **Reset to WebCUR EMS Defaults** button to return to the default setting set by that State.

- **Text Pager Gateway**: Select this menu to display the *Text Pager Gateway* for WebCUR. The WebCUR Virtual Office Text Pager Gateway allows you to broadcast messages to WebCUR users with a text pager email address in their profile. The manager will need to setup each provider's text pager settings in the ***Maintenance – Personal Account Settings – Account Settings Text Pager*** area prior to using this feature. Click on the ***Print this page*** button to print this display.

  Note: Recipients must have a device that allows for text paging *(i.e. pager, cell phone, etc.)* and this device must be able to receive messages via an email address.

- **Welcome Message**: This area allows the user to set a message that will be seen by all members of your affiliate the next time they login to their WebCUR EMS account. Enter the *Message* in the text box provided and select the **Save Affiliate Message** button to save the entry. If you would like to remove the message from the system, simply press the **Delete Affiliate Message** button. Click on the ***Print this page*** button to print this display.

- **WebCUR ListServ**: Select this menu to display the WebCUR List Server. WebCUR's ListServ capabilities facilitate electronic based distribution lists. These mailing lists can focus on any type of discussion, for example one list may be dedicated to discuss a particular subject or a list can enable electronic discussion of a particular group or committee. To join any of the lists available, just select the lists below and click on **Subscribe** button. An email message will be sent to your WebCUR defined email address. Click on the ***Print this page*** button to print this display. *Please refer to the **Med-Media ListServ User Manual** for detail descriptions for setting up and using the List Server.*

  Note: If the list names are click-able links, then you have administration rights for this list. Click the link and you will receive a popup window to perform administration.

- **WebCUR ListServ Creation**: Select this menu to create a list server for your agency. WebCUR's ListServ capabilities facilitate electronic based distribution lists. These mailing lists can focus on any type of discussion, for example one list may be dedicated to discuss a particular subject or a list can enable electronic discussion of a particular group or committee. To create a new list, enter the **List Name**, **List Description** and **List Scope** in the boxes provided and select the **Create List** button. Click on the ***Print this page*** button to print this display. *Please refer to the **Med-Media ListServ User Manual** for detail descriptions for setting up and using the List Server.*

o **Maintenance**: The *Maintenance* menu has several categories to choose from for the *Provider*, *Manager*, *Region* and *State DOH* logins. Depending on your login permission, some of the sub menus may not be active. This menu contains the *Personal Account Settings; Change Your Active Company, Affiliate/User Management, Certifications/ConEd, PCR Operations* and the *Notification/Messaging* sub menus. Click on the ***Print this page*** button to print this display.

- **Personal Account Settings**: Select this menu to display the *Personal Account Setting* tabs for the login. The tabs give the login the ability to update their *Account Settings*, *Email Notification* and *Provider Information*.

  - **Personal Account Setting**: This tab is the first area that displays when this menu is selected. This area allows the user to update the *Password* and *Personal Information* for the account. To change your password, enter your **"Current Password"** in the text box provided and then type in your new password twice before pressing **Save Changes** button.

    Warning: This password change will **ONLY** affect the **WebCUR** login.

    Note: If the login uses the EMStat 4 application, the ***Password*** should **ONLY** be change in the ***Med-Media EMStat 4 – Tools – Common Support List Crew*** area. Passwords changed in EMStat 4 will automatically change and update the WebCUR password to match.

Enter your ***Email Address*** in the text box provider. Any QA performed on your PCR's will be sent this email address. Select the ***Portal Home Page*** option to enable the *Port Home Page view*. *Please refer to the **Port View** section of this manual for detailed description about setting up and using this WebCUR view.* The user also has the ability to update the ***WebCUR Login Name*** (First / Last Name), ***Gender***, ***Home Address, Personal Phone Numbers, Pager Text Pager Email*** and their ***AIM Screen Name***. Select the **Save Changes** button to save any modification made to the account.

- **Email Notification**: Select this tab to setup your *Email Notification* for WebCUR. When WebCUR email to your account, you will have the ability to receive mail in **HTML** format. If you use a mail program such as Netscape Messenger, Microsoft Outlook or Outlook Express, Eudora Mail, Yahoo Mail or AOL 6.0 or higher, you will be able to receive this enhanced mail format. Select the desired option in the **Use HTML Mail** pick box. Select the **Save Changes** to save your selection.

- **Provider Information**: Select this tab to display your completed Account Information. The user will need to edit the other tabs to make changes. Click on the ***Print this page*** button to print this display.

- **Change Your Active Company**: Select this menu to ***switch*** between your different agencies. The Med-Media WebCUR system allows you to be a member of multiple affiliate rosters. Your ***PCR view*** will be relative to your current affiliate assignment. To change your current Affiliate, simply select the desired agency from the list and press the **"Change Affiliate"** button. Click on the ***Print this page*** button to print this display

- **Affiliate/User Management**: This menu contains the *User Contact List, Edit Your Roster* and the *Create/Edit User Accounts* sub menus. Select the desired sub menu to view that option. Click on the ***Print this page*** button to print this display.

  - **User Contact List**: Select this menu to view the *User Contact List*. This list displays the provider's *Last Name, First Name*, *Email Address, WebCUR ID*, *Phone Numbers* and *Address* within your agency. The user can sort certain rows alphabetically by clicking on the header for the desired column. Click on the desired **Email Address** to send that provider an email. *Select the **Export Contact List to Excel** icon to export the list to an Excel spread sheet.*

- **Edit Your Roster**: Select this menu to view your *Affiliates* roster for your agency. The affiliate roster gives the manager the ability to build your organization in the WebCUR system. Placing individuals on your affiliate roster allows individuals to access WebCUR services for your affiliate. The manager has the ability to *Delete, Add* or *Update Provider Permissions* within the company affiliate roster.

  Note: Any provider that **WILL BE** using the Med-Media EMStat 4 application **MUST** be entered in the ***Med-Media EMStat 4 – Tools – Common Support List Crew*** area. A WebCUR account will automatically be created once the provider is entered into EMStat.

  - **Delete**: Select the **Remove** barrel beside the providers name to delete the user from the affiliate roster. The manager will be prompted to confirm the deletion prior to removing the user from the list. *Once deleted, the provider will **NOT** be allowed to access WebCUR or use the EMStat application.*

  - **Add**: It is very simple to *Add* individuals to your affiliate roster. Just enter the providers **WebCUR ID** in the box provided and press the **"Add to Roster"** button.

  - **Update Provider Permissions**: Editing the user allows the manager to set various permissions and access rights for individuals. Simply click on the desired providers ***WebCUR ID***. Select the permissions you want to enable and press the **"Update User"** button. *Please refer to the **WebCUR Permissions** section of this user manual for a detailed description for the specific permission rights.*

- **Create/Edit User Accounts**: Select this menu to *Create* or *Edit* current user accounts in WebCUR. This menu contains the *Permissions*, *User ID, Real Name, User Login* and the *Add a New User to System* areas.

  - **Permissions**: Editing the user allows the manager to set various permissions and access rights for individuals. Simply click on the desired providers ***Permission*** icon. Select the permissions you want to enable and press the **"Update User"** button. *Please refer to the **WebCUR Permissions** section of this user manual for a detailed description for the specific permission rights.*

  - **User ID**: This area displays the *WebCUR User ID* for the providers in your agency. *This number is user by Med-Media Inc. for tracking providers in the WebCUR system and servers as no purpose for the affiliate.*

  - **Real Name**: This column displays the providers *Real Name* that was enter when the account was created.

- **User Login**: This column displays the user ***WebCUR login ID***. *Please refer to the **WebCUR – Maintenance – Personal Account Settings** section of this user manual for a detailed description about this screen.* The manager can either update the provider information in this ***User Login*** screen or the ***Personal Account Setting*** area. Select the **Save Changes** button once changes have been made to the account.

- **Add a New User to System**: Select the **Add a New User to System** button to create a new user account in WebCUR.

  Note: Providers that will be using the Med-Media EMStat 4 application **MUST** be entered in the ***Med-Media EMStat 4 – Tools – Common Support List Crew*** area. A WebCUR account will automatically be created once the provider is entered into EMStat.

  This screen allows the manager to add **Non-EMStat** users such as Billing personal, Office staff and Medical Directors who will be edited and reviewing the PCR's stored on WebCUR. Enter the new **Login Name** in the text box provided. Enter a **Password** for the new user in the text box provided. *The password field during login is case sensitive.* Select the ***Portal Home Page*** option from the drop down list. Enter the users ***Email Address, First Name, Last Name, Home Address, Phone Numbers, Pager Number*** and the ***Text Pager Email*** in the text boxes provided. Select the **Add New User** button to add the user to your roster.

  Note: Once the new user account is created, the manager will need to edit the account and setup any permission for the login.

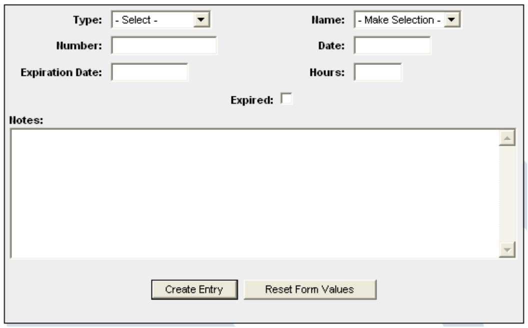
- **Certifications/ConEd**: This area allows the manager to review the providers *Certification/ License* and *Continue Education* information. This menu contains the *General Management, Support Table Editing and Reporting* sub menus. Select the desired sub menu to view that option. Click on the ***Print this page*** button to print this display.

  - **General Management**: Select this menu to review the companies *Certification/ License* and *Continue Education* information. This page will display the *Personnel Roster Names*, *Certifications/Licenses* and *ConEd* columns. Select on the **Disable User Access** icon to lock out the providers from being able to edit their information.

    - **Name**: Select the desired ***User Name*** in the *Name Column* to edit that users account. Select the provider's **Email Address** to send them an email.

- **Certifications/Licenses**: Select the ***Edit Certification*** option to review the provider's certification and license information. This page allows you to *Delete, Update* and *Add* new certification and license information. Once selected, the ***Editing Certification/Licenses*** page displays the *Delete* button, the *Type, Name, Number, Date, Expiration Date, Hours, Notes* and the *Expired Status* for all Certification/Licenses entered for the provider. Select the **Delete** barrel to remove the desired *Certification/License* entry. The user will be prompted to confirm the deletion of the entry prior to it being removing. Click the desired **Name** to make any changes in that specific Certification/License information. Once the ***Entry*** box displays, enter your updated information in the boxes provided and then press the "**Save Entry**" button. Select the "**Reset Form Value"** button to reset all entry values made in this box. Select the **Create Certification/License** button to create a new *Certification/License* entry for the provider. Once the new ***Create Entry*** box displays, select a Certification/License **Type** and **Name** from the drop down pick lists. Enter the **Number**, **Date**, **Expiration Date** and **Hours** in the text boxes provided. Select the **Expired** check box if this Certification/License has expired. Select the **Create Entry** button to save the new entry. Select the **Reset Form Values** button to reset all the entry values in this box.

  The **Create Entry** box is displayed below.



- **ConEd**: Select the ***ConED*** option to review the provider's continuing education information. This page allows you to *Delete, Update* and *Add* new continuing education information. Once selected, the ***Editing ConED Classes*** page displays the *Delete* button, the *Type, Name, Number, Date, Expiration Date, Hours, Notes* and the *Active Date* for all continuing education information entered for the provider. *This area functions in the same manner as the **Certification/Licenses** area*. Select the **Create ConED Class** button to enter a new class entry for the provider. *This area functions in the same manner as the **Certification/Licenses** area*. The manager does have the ability to create a *ConEd Class* record for multiple individuals in your organization.

- **Support Table Editing**: This menu allows the user to edit the *Certification / License & ConEd* support table information. This area contains the *Certification/License Table Data* and *ConED Table Data* areas.

  - **Certification/License Table Data**: The Certification/License Information area displays a list of all *Certification/License Types* for your company. Select the **Add a New Certification/License Type** option to create a Certification/License Type. Once the ***Add Type*** box displays simply enter your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *Certification/License Table Data* screen upon completion. The manager has the ability to remove the type by simply clicking on the **Delete** button. The user will be prompted to confirm the deletion prior to removing the type. Once the new *Type* is created, the manager has the ability to break the Type out into separate areas. Select the **Add a New Name** option to create new areas for the Type. Simply enter the your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *Certification/License Table Data* screen upon completion. These new ***Types*** and ***Area Names*** will now display under the ***Certification/License*** pick lists for the user to select.

    Note: If items are not showing as links, it is because these are system wide entries that are locked and not editable.

  - **ConED Table Data**: The ConED Information area displays a list of all *Continuing Education Types* for your company. Select the **Add a New ConED Type** option to create a Continuing Education Type. Once the ***Add Type*** box displays simply enter your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *ConED Table Data* screen upon completion. The manager has the ability to remove the type by simply clicking on the **Delete** button. The user will be prompted to confirm the deletion prior to removing the type. Once the new *Type* is created, the manager has the ability to break the Type out into separate areas. Select the **Add a New Name** option to create new areas for the Type. Simply enter the your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *ConED Table Data* screen upon completion. These new ***Types*** and ***Area Names*** will now display under the ***Continuing Education*** pick lists for the user to select.

- **Reporting**: Select this menu to view the ***Certification / License Summary*** for the entire affiliation. This summary will display the providers ***Names*** and the ***Certification/License*** *Expirations* ***Status***. The date range defaults to the current yearly quarter that you are presently in. Click on the drop down arrowed boxes in the ***Date Range*** area to change the date range for the summary. Select the **Run Report** button to create your new query. Click on the ***Print this page*** button to print this summary.

- **PCR Operations**: This area allows the manager to perform PCR Operations on the records in WebCUR. This menu contains the *Audit Reporting, Access Manager, Manage Repeat Patient* and the *QA Settings* sub menus. Select the desired sub menu to view that option. Click on the ***Print this page*** button to print this display.

  - **Audit Reporting**: Select this menu to perform *Auditing* on the PCR's in WebCUR for your agency. The report will display the *Users Name, Trip Number, Date/Time, Field Name, Old Data, New Data* and the *Computers Name*. Click on the drop down arrowed boxes in the ***Date Range*** area to select the date range for the report. Enter your search settings in the boxes provided and select the **Run Report** button. Once the report displays, the user has the ability to sort the report by click on the ***User***, ***Trip Number***, ***Field Name*** or ***Computer Name***.

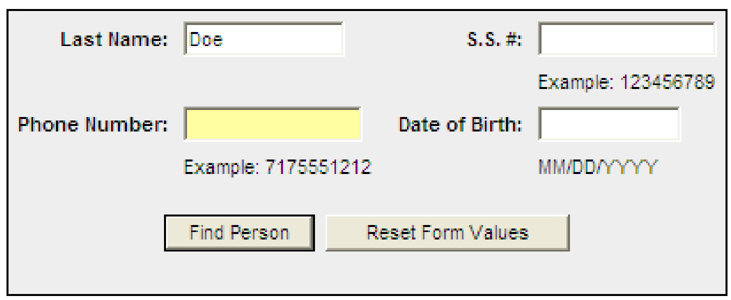
  - **Access Manager**: This feature allows you to *Add, Update* or *Delete* PCR Access information for the WebCUR system. You can grant other individuals/organizations access to your organizations PCR's as well as request access to other organizations PCR's via this feature.

    Warning: If you enable access to your organization's PCR's you are assuming ALL responsibility for patient confidentiality as outlined by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

    The top area of this page displays the **Affiliates with Access to your agencies PCR's**. The middle section allows the manager to **Request Access to Another Organization's PCR's**. Select the desired ***Organization, Type of PCR's to View, View Demographics*** and the ***View Narrative Options*** from the drop down pick boxes. Select the **Post Request** button to send a request to that organization for access. All providers for that agency with *Manger Permissions* with receive the access request. The lower section displays the **Open Request to View your Agencies PCR's** and the **Open Request to View others Agencies PCR's** current status. Each display area is broken down for the manager to review.

- **Manage Repeat Patient**: This menu allows the manager to *Add, Update* and *Delete* repeat patient information for your agency. This feature allows the provider's in the field to complete "**Repeat**" patient PCR's. Since the laptop will not be connected to the Internet in the field, the manager has the ability to download frequently used patients from WebCUR and store them on the local database for the providers to use when completing the PCR. Select the **Search & Add Repeat Patient** button to locate your patient. Enter your search criteria in the text boxes provided and press the **Find Person** Button. Enter as many terms as you wish to be used in your search. Select the **Reset Form Values** button to clear the text boxes for your search. Once the information is displayed, select the **Add** button for the desired patient in the list. Select the **Add** button to download the patient information from WebCUR. The manager has the ability to remove the patient from your list by simply selecting the **Delete** barrel beside the desired name. The manager will be prompted to confirm the deletion prior to it being removed. Select the **Ok** button to delete the name or select the **Cancel** button to exit the request. The provider will need to login with the laptop initially to download the information to the local database. Once offline, simply select the "**Look-up**" button on the ***Patient Information tab*** of EMStat to search for the desired repeater patient.

  The **Manage Repeat Patient** box is displayed below.



- **QA Settings**: This menu allows the manager to select *QA Preferences* for *Email Comments* display. Select the **Include QA Comments in Email Messages** to display the comment in the QA email. Select the **Remove QA Comments from Email Messages** to remove the comments in the QA email. Select the **Save Settings** button to save your selection.

- **Notification/Messaging**: This menu allows the manager to *Add*, *Edit* or *Delete* *Affiliate Notifications* and *EMStat Client Messages* within the WebCUR system. This menu contains the *Manage Affiliate Notifications, Manage DOH Notifications* and the *EMStat Client Message Editor* sub menus. Select the desired sub menu to view that option. Click on the ***Print this page*** button to print the desired display.

    - **Manage Affiliate Notifications**: This sub menu allows the manager to *Add, Edit* or *Delete* ***Affiliate Notifications*** within the WebCUR system. Select the **Add a Notification** button to create a notification. Enter a **Notification Title** and then complete the *Optional* **Notification Email** and **Notify Email** check box from the boxes provided. Enter the **Message** in the text box provided and select the **Save Changes** button to save the notification or select the **Reset Form Values** to clear the notification form. The user has the options of using the Font *Style, Type, Sizes* as well as the Text *options* for the message.

      Once created, the notification will display on the ***Agency Notification List page***. The manager has the ability *Activate, Edit* or *Delete* the notification from this page. Select the desired ***ID/Title*** to edit the notification. Select the **Activate** or **Deactivate** buttons to either activate the notification or to deactivate the current displayed notification. Select the **Delete** button to remove the notification from WebCUR system. The user will be prompted to confirm the deletion prior to the item being removed.

    - **Manage DOH Notifications**: This sub menu allows the manager to *Add, Edit* or *Delete* ***DOH Notifications*** within the WebCUR system. Select the **Add a Notification** button to create a notification. Enter a **Notification Title** and then complete the *Optional* **Notification Email** and **Notify Email** check box from the boxes provided. Enter the **Message** in the text box provided and select the **Save Changes** button to save the notification or select the **Reset Form Values** to clear the notification form. The user has the options of using the Font *Style, Type, Sizes* as well as the Text *options* for the message.

      Once created, the notification will display on the ***DOH Notification List page***. The manager has the ability *Activate, Edit* or *Delete* the notification from this page. Select the desired ***ID/Title*** to edit the notification. Select the **Activate** or **Deactivate** buttons to either activate the notification or to deactivate the current displayed notification. Select the **Delete** button to remove the notification from WebCUR system. The user will be prompted to confirm the deletion prior to the item being removed. The manager also has the ability to view the ***Manager Email Log***.

- **EMStat Client Message Editor**: This menu allows the manager *to Add, Edit* or *Delete* the message your EMStat users will see the next time they connect to the WebCUR server. When the provider logs into EMStat, the message will display in the ***HTML Announcements*** area on the ***Home Page***. Enter the desired message in the text box provided. The user has the options of using the Font *Style, Type, Sizes* as well as the Text *options* for the message. Once the message is completed, select the **Save Message** button. Click on the ***Print this page*** button to print this display.

- **Year**: Select this menu to change the *Active Data Repository*. This area allows you to select a particular data repository for reporting. Simply choose the desired **Data Repository** from the drop down pick list and press the **Change Data Repository** button to activate that range.

  Warning: This **Data Repository** change will **ONLY** be in affect during this login session and will revert back to ***Current Data Repository*** upon logout.

  Note: Any ***Report Builder*** created in a *Data Repository* will take **24-Hours** to be added to the archived databases for reporting. Since each repository is stored on a separate database, the newly created report will have to be added to all the repositories to function properly.

- **Help**: Select this menu to view the ***Med-Media User Manuals***. Depending on your State Build, the menu can contain the *Frequently Asked Questions*, *User Manuals* and *EMS Patient Registry Data Dictionary* sub menus. Select the desired manual from the drop down pick list. Click on the ***Print this page*** button to print the user manual.

  Warning: The provider must have ***Adobe Acrobat Reader*** loaded on the computer to be able to read the PDF manuals.

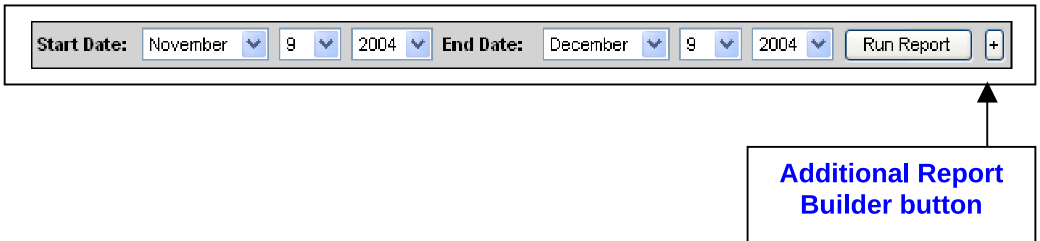
  Note: The Med-Media EMStat 4 application automatically loads the User Manual during installation on the computer. Simply click on the ***Start*** button, and then select the ***Programs (All Programs) – Med-Media – EMStat – EMStat 4 Help*** icon.

- **Logout**: Select the **Logout** menu when you are finished with Med-Media WebCUR Repository. Your account will be secured and you will be logged out of the site. The user will need to click back on the **Login** button to access the Med-Media WebCUR Repository.

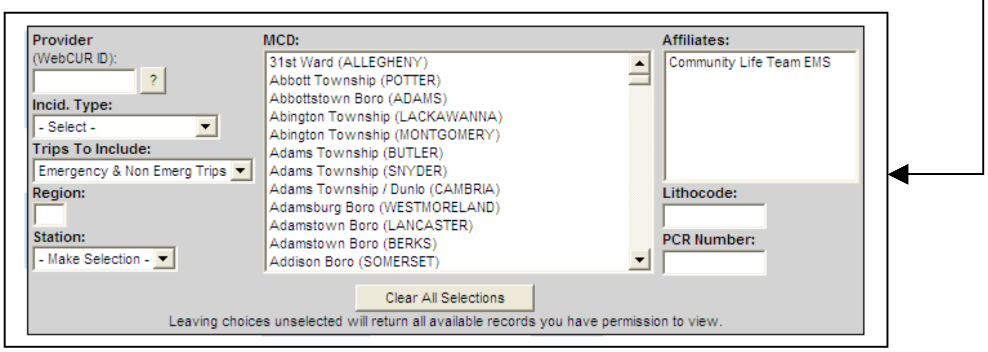
- **Print this Page button**: Click the ***Print this Page*** button to print the report that is currently displayed on the screen. This icon is available on every page of WebCUR. The print job will be sent to the default printer select for the computer. The manager will need to ensure that the printer is operating properly prior to printing.

- **Date Range box**: The *Date Range* area allows the provider to select a desired time span for the report you're creating. Select the **Starting** and **Ending Dates** from the drop down pick boxes. After the desired report has been chosen and the date range selected, click the **Run Report** button to create the query. The Manger logins have an additional option button that displays on the *Date Range* bar. This option button allows the manager to further breakdown the desired report by *Providers*, *Incident Types, Trips to Include Options*, *Regions*, *Stations*, *MCD's*, *Affiliations, Lithocode* an the *PCR Number*. Select the **Clear All Selections** button to reset all the pick boxes.

  The **Date Range** box is displayed below.



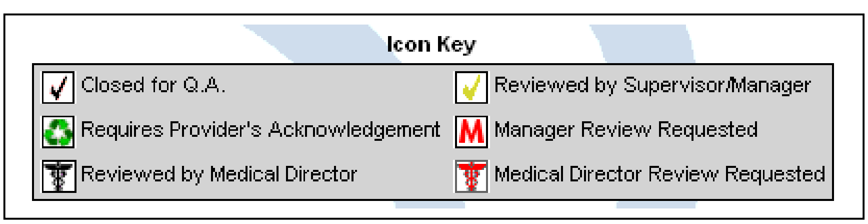
  The **Additional Report Builder** box is displayed below.



- **Quality Assurance Icon Key descriptions box**: Once a PCR in WebCUR has been reviewed for ***Quality Assurance***, a *Quality Assurance Icon Key* will display in front of the PCR describing the type of QA performed. Please refer to the box below for the descriptions of each icon. *Please refer to the Quality Assurance - PCR Review section of this manual for a detailed description for the icons*.

  Warning: Depending on your WebCUR Login permissions, some Quality Assurance icons will not display in front of the PCR listing.

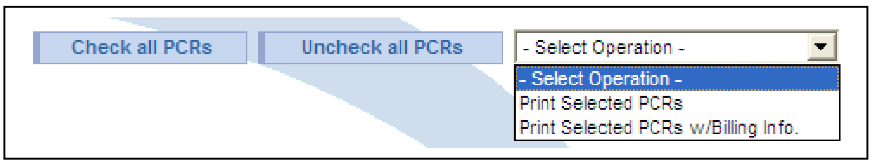
  The **Quality Assurance Icon Key Description** box is displayed below.



- **PCR Listings area**: The *PCR Listing Affiliate View* displays all the PCR's that were uploaded to WebCUR for the *Date Range* selected. Depending on the WebCUR login, *Manager*s will see **ALL** records uploaded where as the basic *Provider* will only see their records that they were the ***Crew Chief*** on the PCR. The display will originally show the current date and back **1** month. Select the desired ***Date Range*** box to select the desired time span. The user has the ability to sort the PCR's by *PCR Number, Date, Owner, Unit ID, MCD* and the *Incident Type*. Select the desired **PCR Number** under the ***PCR Number*** column to review that record. The ***PCR Numbers*** column will also display the ***QA Icon Key*** if any quality assurance was performed on the records. Click on the ***Print this page*** button to print the screen display. The user also has the ability to export the report information into an **EXCEL** spreadsheet buy simply selecting the ***Export PCR's to Excel*** button,

  The manager also has the ability to perform certain operation functions to the page displaying. Select the **Check all PCR's** button to select **ALL** records for the desired function. Select the **Uncheck all PCR's** button to deselect **ALL** the records that have been previous selected. Select the desired operation from the drop down list. *The Select Operations list will vary depending on your login permissions.*

  The **Select Operation** pick boxes are displayed below.



- **Portal view**: Select this icon to setup the *Portal* view for the WebCUR Home page. The provider can also select the "**Portal Home Page"** option located in the ***Maintenance – Affiliate / User Management – Create/Edit User Accounts – User Login*** to enable this WebCUR view. The login has the ability to change the overall look and feel of your ***WebCUR Portal Home*** page. Once in this setup page, select the desired ***Skin*** selection, ***Layout*** and the ***Auto Refresh*** for the portal. The user then has the option to select any of the selections from the drop down pick lists. The selected items will then display at the corresponding location on the *Home Page* from the ***Portal Selections*** made. The manager has the ability select the ***Layout Locked*** check box to disable this feature for all the company members or "***Save***" the newly created portal configuration as locked. Select the **Save Portal Setting** button to save the new configuration. Click on the ***Print this page*** button to print the screen display.

- **Export to Excel button**: The user also has the ability to export the report information into a **Microsoft EXCEL** spreadsheet. Select the **Export to Excel Spreadsheet** button, which located at the bottom of the report, to export that information. The user has the ability to *Open, Save, Cancel* or display *More* information prior to saving the information. Once saved, the provider will be prompted to *Name* and select a *Location* to store the file. The provider will only be able to edit and view the saved file in *Microsoft Excel*.

  Note: This feature is only available in certain reports in WebCUR.

Appendix A

Med-Media WebCUR website URL's

United States	Website URL
Florida	http://fl.webcur.com
Hawaii	http://hi.webcur.com
Idaho	http://id.webcur.com
Iowa	http://ia.webcur.com
Kansas	http://ks.webcur.com
Montana	http://mt.webcur.com
Nevada	http://nv.webcur.com
New York	http://ny.webcur.com
North Dakota	http://nd.webcur.com
Pennsylvania	http://pa.webcur.com
South Carolina	http://sc.webcur.com
Virginia	http://va.webcur.com

International	Website URL
Saipan	*Please contact Tech Support for special URL*
Ireland	*Please contact Tech Support for special URL*
United Kingdom	*Please contact Tech Support for special URL*

Appendix B
Automatic Update for EMStat 4

EMStat 4 will detect and automatically update to the current version when any users logs in.

White Paper

This white paper describes the features of **EMStat Auto Update**™, a solution platform for managing and distributing product releases and critical patches that provide feature updates, resolve known security vulnerabilities, regulatory agency changes and possibly stability issues in EMStat™ and WebCUR™.

This paper is written for information technology (IT) managers and system administrators who are managing computers that use the EMStat™ and WebCUR™ product lines and wish to keep their systems current with product releases without having to manually apply the updates.

Today, companies are required to frequently check vendor Web sites to find out about new updates. Upon learning that a vendor has a new software, hardware or driver patch, they have to manually download the relevant updates that have been made available since their last visit to the vendor's site, test the patch(es) and then distribute the patch(es) manually or by using their traditional software-distribution tools.

Med Media, Inc. has been providing software products to the public safety sector for 9 years. In this sector Med Media, Inc. encounters a varied level of users, system administrators, computer configurations, connectivity resources, and computer security methods. Over the years Med Media, Inc. has provided updates to their customers in all manners. In the past 3 years Med Media, Inc. has mainly used our web site for distribution and email notification of the availability or need for critical updates. Med Media, Inc. also has encountered a wider distribution need due to thousands of physical installations, large distances, time zones, remote access and an increase in mobile computing distribution. We found that often updates were not applied, key people not notified of update, updates not reapplied upon reloading a computer, organization running with different versions, system administrators not available to apply updates during off hours, when needed. During the last 3 years Med Media, Inc. has moved also in to an application service provider role. This change increases the responsibility we have to our customers with their day-to-day data needs and increases our vulnerability when critical updates are not applied in a timely fashion.

EMStat Auto Update™ solves these challenges by providing proactive distribution of critical and feature updates to customer's computers. The EMStat Auto Update™ can be used to send an update to one company's computers, a group of companies' computer, or to all companies' computers in a state. The system will provide comprehensive updates if the computer has been reloaded or not connected to the system for a length of time. Critical updates can be applied during a non-administrator session if the need arises. Users may opt out of applying non-critical updates, however each logon will be notified of the update's availability until the update is applied.

EMStat Auto Update™ addresses the need for critical patch-management within any size organization by providing the following features:

The software update is only distributed from Med Media's secured WebCUR™ servers via a 128-bit SSL connection. If patches are marked as critical, then they are downloaded and cached for rapid deployment. Information is sent in one direction only: from the WebCUR™ to the user's EMStat Auto Update™. All patches have an installer; the information is encrypted, CRC checked, compressed, digitally signed, and downloaded over a 128-bit SSL connection. The SSL connection validates and confirms the authenticity of the patch source.

The EMStat Auto Update™ loads similar to a service with only local computer administration rights using strong, encrypted password technology. The service has no domain or network access rights. This is necessary to allow immediate critical update application in all environments and maintain the company's and Med Media's data integrity without disruption of end user productivity.

EMStat Auto Update™ deletes all patches successfully applied to avoid misuse, unnecessary reapplication and increased hard drive space usage. The update system is only activated by a successful connection to WebCUR™ when an update is available and cannot be locally activated.

A system administrator can disable EMStat Auto Update™ feature if they desire. EMStat™ will still be notified of updates from WebCUR™ and will not allow EMStat™ to operate until the updates are applied. This is necessary to reduce the vulnerability to Med Media, Inc. due to customers running versions that may have stability, security or integrity issues. Assistance in disabling this service can be done by contacting Med Media technical support and the submission of a letter stating the understanding of the need for the company's system administrator to manage updates to prevent disruption of user productivity.

Appendix C

Med-Media, INC. Software Product License Agreement and Limited Warranty

You should carefully read the following terms and condition before using this software. Unless you have a different license agreement signed by Med Media, Inc. a Delaware corporation (hereinafter "Med-Media") your use of this software known as EMStat (the "Software") indicates your acceptance of this license agreement and warranty.

Binding Agreement. The right to use this Software is sold only on condition that you agree to the following license terms. If you do not agree with the terms of this Binding Agreement, you should return the Software to Med-Media within five (5) days of your receipt of this agreement. Your failure to return the Software indicates your consent to the terms hereof.

This is a legal agreement (AGREEMENT) between you, the recipient of the software and Med-Media.

BY DOWNLOADING, INSTALLING, COPYING OR OTHERWISE USING THE ATTACHED CLIENT SOFTWARE, YOU ARE INDICATING THAT YOU ARE AUTHORIZED TO BIND THE LICENSED USER IN CONTRACT AND THAT THE LICENSED USER ACCEPTS THE TERMS OF THIS AGREEMENT. IF YOU, AS THE LICENSED USER OR REPRESENTATIVE OF THE LICENSED USER DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT DOWNLOAD, INSTALL, COPY OR OTHERWISE USE THE CLIENT SOFTWARE.

GRANT OF LICENSE: This Med-Media product contains software ("Client Software") that allows a computer to access or utilize the services provided by a computer called a Server. Access to the Server by this Client Software is only done through the purchase and upkeep of a WebCUR Client Access License ("CAL"). A CAL provides you with one Client Software connection to the WebCUR Server. You will need to purchase the same number of CALs as concurrent Client Software connections to WebCUR. Med-Media grants to you the following non-exclusive rights to the Client Software and accompanying documentation (collectively called the "SOFTWARE")

Installation, Use and Transfer of Client Software: You may install and use the Client Software on up to three (3) licensee-owned client devices per CAL. Concurrent connections to the WebCUR Server are ONLY equal to the number of CALs purchased and not the number of Client Software installations. A licensee-owned client device is defined as being solely owned by the licensee and housed in the same physical location of the other client devices installation under that CAL.

Other Notice to Users - You shall inform all users of the SOFTWARE of the terms and conditions of this AGREEMENT. Not For Resale Software - If this SOFTWARE is labeled "Not For Resale" or "NFR," your license only permits use for demonstration, test or evaluation purposes.

Authorized Number of Users and Use: In exchange for, and conditioned upon payment of the service and annual CAL fees you have committed to pay pursuant to a separate agreement or purchase order, you are granted the right and license to use each Software on a single central processing unit ("CPU"), except that the Software may be executed from a common disk shared by multiple CPUs provided that one authorized copy of the Software has been licensed from Med-Media for each CPU executing the Software. You must purchase one CAL for every one thousand (1000) event records submitted to the Server and/or installation on any client device not adhering to the above rules under Installation, Use and Transfer of Client Software. You may have as many concurrent Client Software connections to the Server as you have CALs. Should you not maintain a service agreement and allow your CALs to become inactive than you must cease use of the Client Software. Discontinuation of a service agreement will also cease the access to the Sever via web browser.

Upon cancellation of your CAL and Service Agreement you may request delivery of your data in a Med-Media determined machine-readable format. This request must be made within thirty (30) days of cancellation and you must provide payment for shipping, handling and media costs.

Permitted Use. The Software may be used only in connection with your business (i.e. may not be used to offer services for remuneration to third parties) and may not be used for any other purpose. Any other use is unauthorized and constitutes a breach of this Agreement.

Support and Maintenance: Med-Media offers technical support and software updates as part of the Service Agreement and annual CAL renewal. Failure to maintain one or both of these subscriptions will cease the provision of these items. Med-Media reserves the right to determine the best means of technical support delivery for you and to provide that support during published business hours. Failure to comply with the support provided by Med-Media may result in termination of this and other agreements. Med-Media reserves the right to terminate support for clients who fail to maintain hardware and or to keep operating systems current and updated with OEM service packs or patches.

Copies: The Software may not be duplicated or copied except for archive purposes, program error verification, or to replace defective media, and all copies made must bear the copyright notices contained in the original. You shall not modify, adapt, translate, create derivative works, disassemble, decompile or otherwise reverse engineer the Software. You agree that you will not export or re-export, whether directly or indirectly, the Software, or any direct products thereof, outside the United States without first obtaining the appropriate government approvals.

Transferability: This license and the Software may not be transferred to a third party. Any attempted transfer shall render the transfer null and void and of no further effect whatsoever and the transferee shall obtain no license to use the Software and use of the Software by any purported assignee shall constitute a breach of this Agreement.

Ownership. Purchase of this license does not transfer any right, title or interest in the Software to you. All right, title and interest is retained by Med-Media. You are on notice that the Software is protected under the copyright laws. The owner of the copyright is Med-Media or its suppliers, as the case may be.

Term and Termination of License: Med-Media reserves the right to terminate this license upon breach or alleged breach of this Agreement; provided that such allegation is made in good faith and in the reasonable discretion of Med-Media. Terms are also based on acceptance of the terms of annual CALs upon renewal. Those terms may supersede areas in this agreement.

Modifications and Additions: You may not modify the Software or includes it in any other software program

Use of Software Product for High Risk Activities: The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with on-line control equipment in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, direct life support machines, or weapons systems ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or environmental damage. Med-Media specifically disclaims any express or implied warranty of fitness for High Risk Activities.

U.S. Government Restricted Rights: The Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to the Federal Acquisition Regulations ("FAR") in paragraph 252.227- 7013(c)(1) if the Software is supplied to the Department of Defense ("DOD"), or subject to Federal Acquisition Regulations ("FAR") in paragraph 52.227-19(c)(2) if supplied to any other unit or agency of the U.S. Government.

Audit, Testing and Research Rights. Client records shall be maintained in accordance with the Privacy Act of 1974 (Public Law 93-579), Freedom of Information Act, and the Health Insurance Portability and Accountability Act of 1996(HIPAA). In accordance to the aforementioned acts, Med-Media reserves the right to, at any time pursuant of the Service Agreement and CAL purchase, to audit your submitted records and to conduct testing on those records to improve the Software. You have provided Med-Media a perpetual right to use non-protected health information for research, homeland surveillance and without restriction or limitation upon other use.

Prior Agreements. This Agreement is the complete and exclusive agreement between you and Med-Media relating to the Software and supersedes any proposal or prior agreement, oral or written, and any other communications relating to the subject mater of this Agreement. No variation of the terms of this Agreement or any different terms will be enforceable against Med-Media unless Med-Media gives its express consent, including and express waiver of the terms of this Agreement, in writing signed by an officer of Med-Media.

Warranty of Software: Med-Media represents and warrants that it has full ownership right of (or the right to license) the Software, free of all liens and encumbrances and that it has full authority to grant the licenses to the Software as contemplated by this Agreement. Med-Media warrants for a period of NINETY (90) DAYS from the date of the purchase that the Software will execute its programming instructions when properly installed on the personal computer or workstation indicated on this package. Med-Media does not warrant that the operation of the Software will be uninterrupted or error free nor that it fully conforms to any specifications therefore. In the event that this Software fails to execute its programming instructions during the warranty period, your sole and exclusive remedy shall be to return the diskette(s) or tape cartridge(s) ("media") to Med-Media for replacement. Should Med-Media be unable to replace the media within a reasonable amount of time, your alternate remedy shall be a refund of the purchase price upon return of the Software and all copies thereof.

Limited Warranty of Media: Med-Media warrants the media upon which this product is recorded to be free from defects in materials and workmanship under normal use for a period of NINETY (90) DAYS from the date of purchase. In the event any media prove to be defective during the warranty period, your sole and exclusive remedy shall be to return media to Med-Media for replacement. Should Med-Media be unable to replace media within a reasonable amount of time, your alternate remedy shall be a refund of the purchase price upon return of the product and all copies.

Notice of Warranty Claims: You must notify Med-Media in writing of any warranty claim not later than thirty (30) days after the expiration of the warranty period.

Limitation of Warranty: Notwithstanding anything to the contrary contained herein, Med-Media makes no other express warranty, whether written or oral with respect to this product. **ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS HEREBY DISCLAIMED**.

Exclusive Remedies. The remedies provided above are your sole and exclusive remedies.

YOU ACKNOWLEDGE THAT IN NO EVENT SHALL MED-MEDIA BE LIABLE TO YOU, YOUR EMPLOYEES OR ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGE OR LOSS OF ANY NATURE (INCLUDING LOSS OF PROFITS) WHETHER BASED ON WARRANTY, CONTRACT, TORT, OR ANY OTHER LEGAL THEORY, EVEN IF MED-MEDIA HAS BEEN NOTIFIED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES OR LOSS. ANY LIABILITY OF MED-MEDIA UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT OF INITIAL SERVICE/LICENSE FEES THERETOFORE PAID TO MED-MEDIA FROM Y

Non-Competition. You shall not use the Software to offer services for remuneration to any other party. Any such use shall automatically constitute a revocation of the license granted herein.

This AGREEMENT will be governed by the laws of the Commonwealth of Pennsylvania, without reference to conflict of laws principles. In any dispute arising out of this AGREEMENT, you and Med-Media each consent to the exclusive personal jurisdiction and venue in the State and Federal courts within Dauphin County, Pennsylvania.

Notices. Any notice given under this Agreement shall be given to the following:

Med-Media, Inc.
6301 Grayson Road
MS 113
Harrisburg, PA 17111
Attn: Customer Service

General.

A. This Agreement may be amended or provisions waived only by another writing signed by an authorized representative of each of the parties.

B. If Med-Media fails to enforce any term or condition of this Agreement on one occasion, such failure to enforce on that one occasion shall not prevent enforcement on any other occasion.

C. All rights and remedies conferred by this Agreement or by law are cumulative and may be exercised singularly or concurrently.

D. If any provision of this Agreement is held invalid by any law or regulation of any government or by any court, such invalidity shall not affect the enforceability of other provisions herein.

Appendix D
WebCUR Login WID's for EMS Providers

A "**WID**" is a unique ***WebCUR Identification Number*** that is generated for each provider when they are added into the ***Crew- Common Support List*** area of EMStat.

A **WID** will be created for the all providers unless they are added as an ***Attendant*** or ***Other***. The EMS provider **MUST** know their **WID Username** and **Password** to be able to enter the **WebCUR Website Home Page**.

The **Username** is created from **3** different items from the provider's information; providers *Initials,* (first and last name) the *Certification Level (see **Certification Level Codes** below)*, and their *Certification Number*.

The **Password** is the same *Password* that was entered on the ***Crew- Common Support List*** area of EMStat.

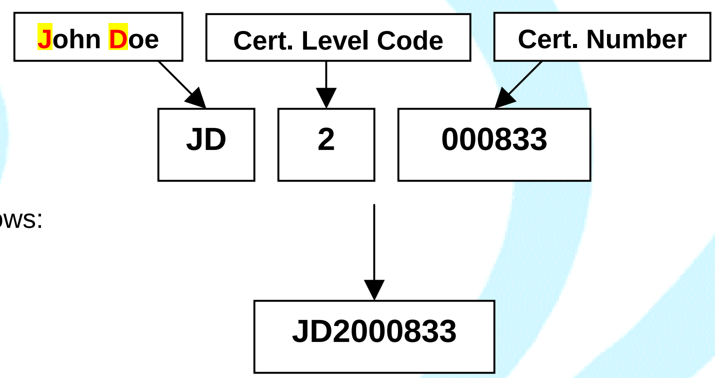
Example: An example of how the **WID** is created is displayed below.

Provider Name: **John Doe**

Certification Level: **EMT-P**

Certification Number: **000833**

WebCUR Password: **123456**



The **Certification Level Codes** are as follows:

- **1**) HP
- **2**) **EMT-P**
- **3**) EMT
- **4**) FR
- **7**) EMT-ST
- **8**) EMT-C
- **9**) EMT-I
- **10**) RN
- **11**) MD
- **29**) Para transit Driver
- **30**) Emergency Responder

The **WebCUR ID** Login for John Doe will be **JD2000833** and the ***Password*** will be **123456**.

Revisions

Content and Screen shots	04-21-03	MAP
Content updated	05-11-04	MAP
Content updated	05-19-04	RG / MAP
Content and Screen shots	05-21-04	MAP
Content updated	06-02-04	MK / MAP
Content and Screen shots	11-02-04	MAP
Content and Screen shots	12-09-04	MAP
Content updated	12-23-04	MK / MAP
Content updated	12-27-04	RG / MAP
Content and Screen shots	03-16-06	MAP
Content update	03-30-06	RG / MAP
Content and Screen shots	06-16-06	MAP

EMStat 4 Version Build

Version 4.0.097	05-21-04	MAP
Version 4.0.205	05-28-04	MAP
Version 4.0.346	11-02-04	MAP
Version 4.0.443	12-27-04	MAP
Version 4.0.508	03-16-06	MAP
Version 4.0.513	04-01-06	MAP
Version 4.1.09	06-16-06	MAP