Field Bridge
User Guide
Version 5.1

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IMAGETREND
EMS FIELD BRIDGE

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Chapter 1

IMAGETREND
EMS FIELD BRIDGE

Introduction to Field Bridge

1.1 Chapter Overview

This chapter will cover basic information about the purpose, structure and technical requirements of the Field Bridge and the roles of individuals given basic personnel capabilities for the application.

1.2 Overview

The ImageTrend EMS Field Bridge Field Data Application is a Windows-based client application designed to allow remote users to record emergency incident information in the field and synchronize their data with the centralized EMS repository.

With the ImageTrend EMS Field Bridge Field Data Application, you can enter run incident reports, view validation, print patient care reports, send/receive incidents with parent databases, and post runs to regulatory databases right from your desktop, laptop, or Tablet PC.

1.3 System Requirements

In order to run the EMS Bridge Field Data Application, your system must meet these specifications:

Required:	Recommended:	Optimal:
500 MHz Processor 512 MB RAM 200 MB Available Hard Disk Space	1 GHz Processor 2 GB RAM 600 MB Available Hard Disk Space 802.11 wireless	1.5 GHz Processor 4 GB RAM 1 GB Available Hard Disk Space 802.11 wireless Bluetooth GPRS/CDMA cellular modem

Operating Systems Supported
Microsoft Windows XP, XP Tablet PC Edition 2005, Vista, Windows 7

Screen Resolution Supported
1024 x 768 or greater

Additional Software
Microsoft .NET Framework 3.5 SP1
Adobe Flash 8 or higher
Adobe Reader 8 or higher

1.4 Installation

NOTES: In order to protect the sensitive patient information collected with the EMS Field Bridge, ImageTrend recommends creating non-administrative, password protected Windows accounts for field users. All users should be required to log in to the computer before use.

Desktop PC or Laptop

Insert the CD into your CD-ROM drive. The ImageTrend EMS Field Bridge System installation screen should appear automatically. If not, go to *My Computer,* double-click the CD drive icon and follow the onscreen instructions.

NOTE: The handwriting recognition functionality is only available for Tablet PC users. To use the e-signature function, please refer to the e-signature installation instructions in the following section.

Tablet PC

Insert the CD into your Tablet PC with the Tablet connected. The ImageTrend EMS Field Bridge System installation screen should appear automatically. If not, simply go to *My Computer* and double-click the CD drive icon and follow the onscreen instructions.

NOTE: The handwriting recognition and e-Signature functionality are standard on the Tablet PC. Please disregard the e-Signature installation instructions.

Uninstalling the Application

To uninstall the application, go to *Add/Remove Programs* in the Windows Control Panel. Select the ImageTrend EMS Field Bridge System and click remove. Follow the instructions to successfully uninstall the application.

Installing e-Signature capabilities on non-Tablet PCs

Signatures are supported on the ImageTrend EMS Field Bridge on any computers running Windows XP, Vista, 7 or Windows XP Tablet PC. In order to access this functionality on a non-Tablet PC operating system, it is possible to install the Tablet PC Software Development Kit (SDK) 1.7 on the machine. This is a free installation available at http://www.microsoft.com/downloads/details.aspx?familyid=B46D4B83-A821-40BC-AA85-C9EE3D6E9699&displaylang=en. This installation is also available on the EMS Field Bridge Installation CD as well as the EMS Field Bridge support website.

NOTE: Contact the system administrator with questions or for more information about the e-Signature capabilities.

1.5 Printing Setup

Network Connection

Printing from the EMS Field Bridge System can be performed by connecting the PC running the application (laptop, tablet, etc.) to a physical network resource such as a printer, central server or LAN connection. The desired printer can be selected from the drop-down menu in the *Print* dialog box.

Infrared Connection

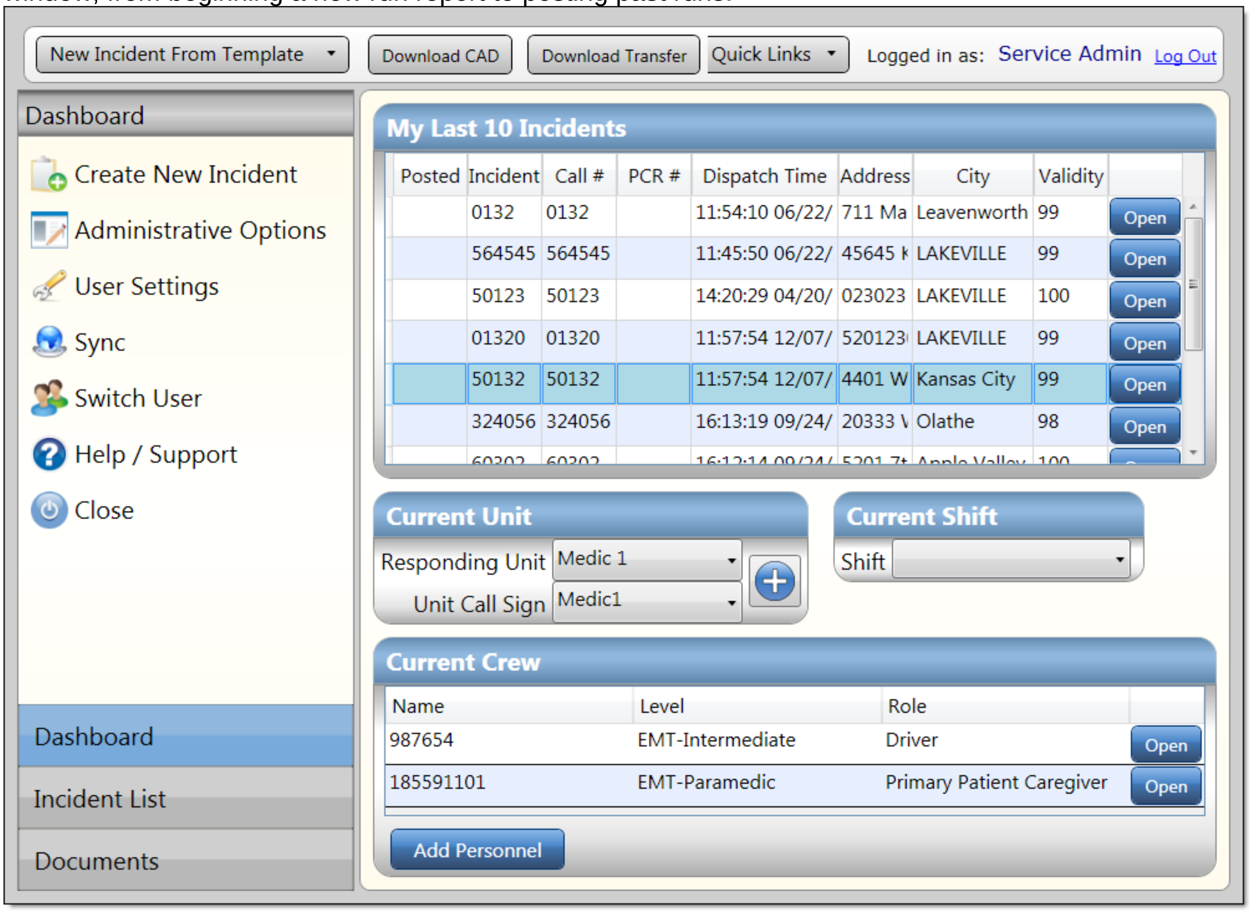
Printing from the EMS Field Bridge System can also be performed without physically connecting your device to a hardware resource. If the PC running the application (laptop, tablet, etc.) is infrared capable (as well as the desired printer), hold the device within direct view of the printer and follow the instructions for infrared printing found in your PC or printer manual.

Bluetooth Connection

Printing from the EMS Field Bridge System can also be performed without physically connecting your device to a hardware resource. If the PC running the application (laptop, tablet, etc.) is Bluetooth enabled, a Bluetooth paired device printer can receive the file and print it out. Simply maintain the device within range of the printer and follow the instructions for Bluetooth printing found in your PC or printer manual.

1.6 The Field Bridge Environment

The Field Bridge system allows users to enter data for run reports and administrators to configure reporting and data collection options, set service and staff information and upload documents and other resources for staff members to access. Upon logging in, users will see the Dashboard, which provides a shortcut to common tasks and information. All tasks within the Field Bridge can be accessed from this window, from beginning a new run report to posting past runs.



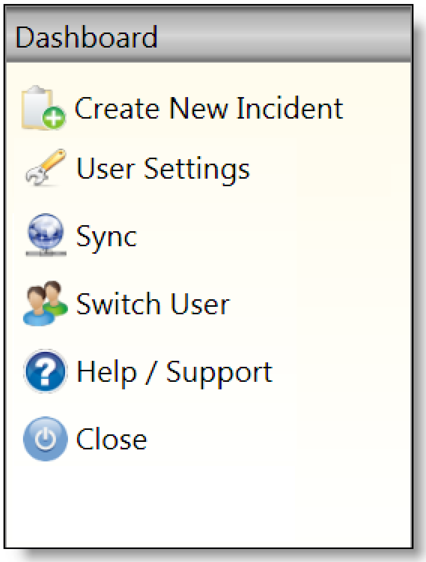
The Dashboard Options

The main section of the Dashboard page allows you to work with the last ten incidents that have been saved using this Field Bridge, as well as the current personnel, shift and vehicle. Your Dashboard may look different, as your agency can choose to turn off any section including the Current Crew, Current Unit or Current Shift widgets.

The Dashboard Menu

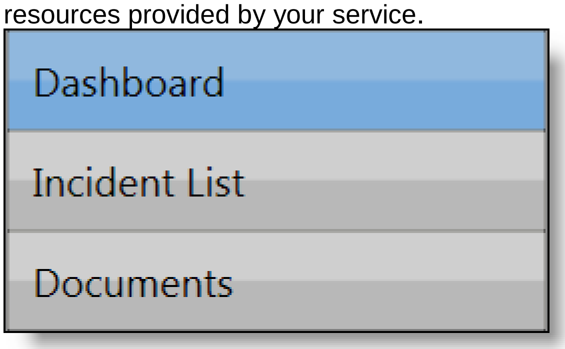
The left menu on the Dashboard page provides access to additional settings.

- *Create New Incident:* This opens a new incident report from the default template.
- *User Settings:* Allows you to set certain options about how your run forms will work within Field Bridge. These settings will be different for every user who logs in to Field Bridge.
- *Sync:* This connects you to your Service Bridge, State Bridge or Rescue Bridge to download any updates (from new staff members to setting changes).
- *Switch User:* This logs the current user out of the Field Bridge and allows a new user to sign in.
- *Help/Support:* This brings you to a summary of Field Bridge information, allows you to check the error log or check for application updates, go to the support website or open the documents that come with the Field Bridge.
- *Close:* This closes the Field Bridge application.



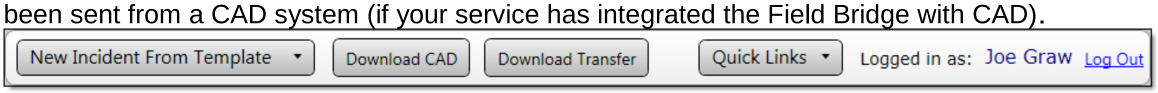
The Task Pane

The task pane provides access to the Dashboard, the incident list and any documents or resources provided by your service.



Toolbar

The toolbar across the top of the page provides access to the drop down menus for quick links and additional run form templates, as well as the opportunity to download runs that have been transferred from another Field Bridge system (with an Internet connection) and runs that have been sent from a CAD system (if your service has integrated the Field Bridge with CAD).



System Integration

The EMS Field Bridge can be integrated with ImageTrend's Service Bridge, Rescue Bridge or State Bridge for full functionality. The Service Bridge, State Bridge and Rescue Bridge allow administrators to configure the Field Bridge, provide a place for data to be gathered and analyzed and enhance the abilities of the Field Bridge to collect relevant data. Data collected in the Field Bridge will be uploaded to a Service Bridge, Rescue Bridge or State Bridge.

Chapter 2

IMAGETREND
EMS FIELD BRIDGE

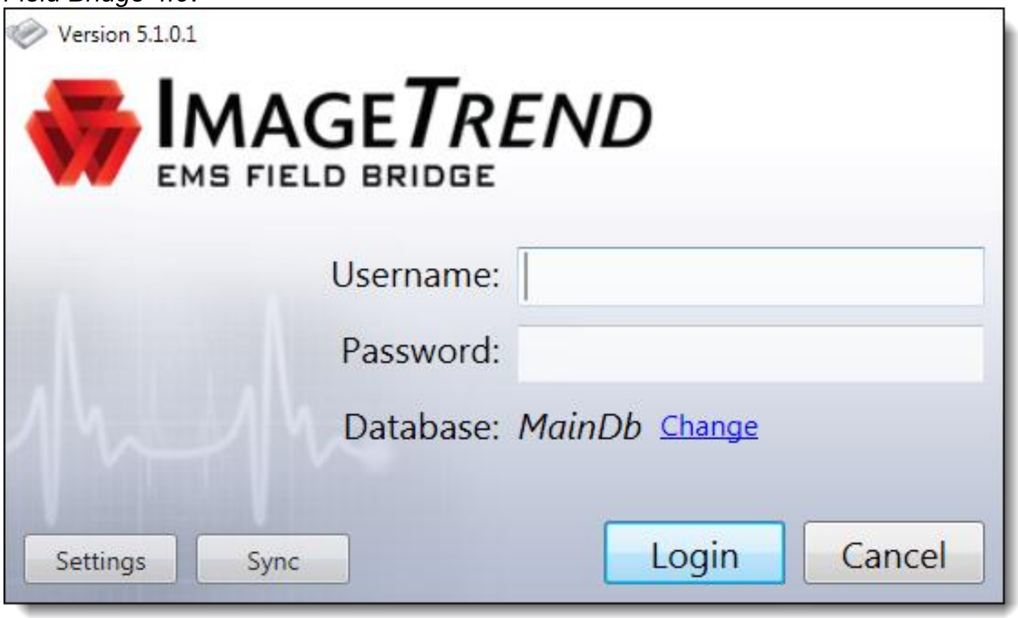
Quick Guide

2.1 Chapter Overview

Each time users log in to the Field Bridge, they will need to log in and, if the option is enabled, set up the shift personnel.

2.2 Login

In order to log in, the EMS Field Bridge application must be installed on your computer. Double-click the icon on your desktop, or from the *Start* menu, select *Program Files* or *All Programs*, *ImageTrend* and *Field Bridge 4.0*.



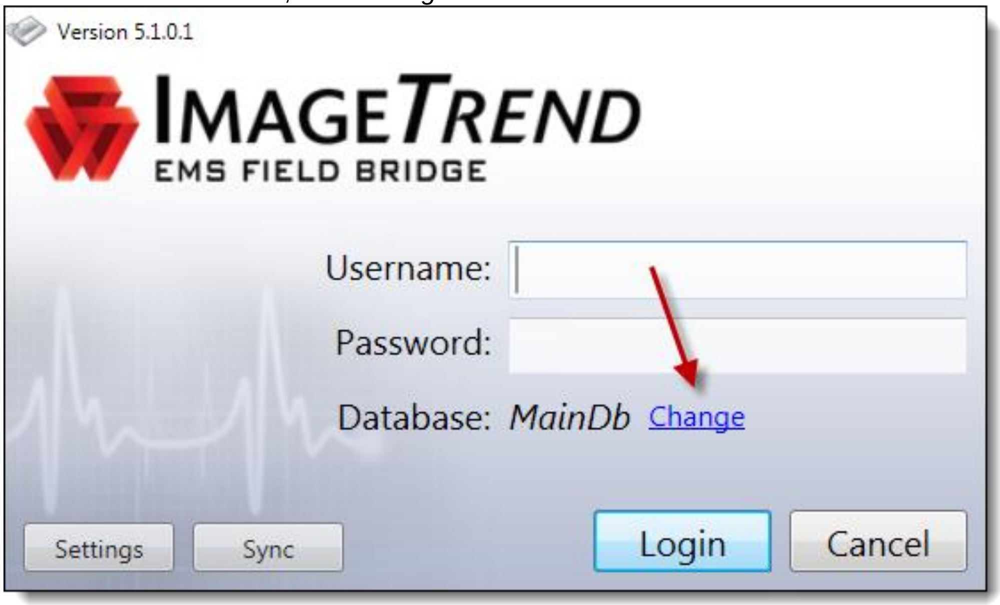
To login to the application, enter your username and password in the appropriate text fields. Once you have done so, click *Login*.

Working with Multiple Databases

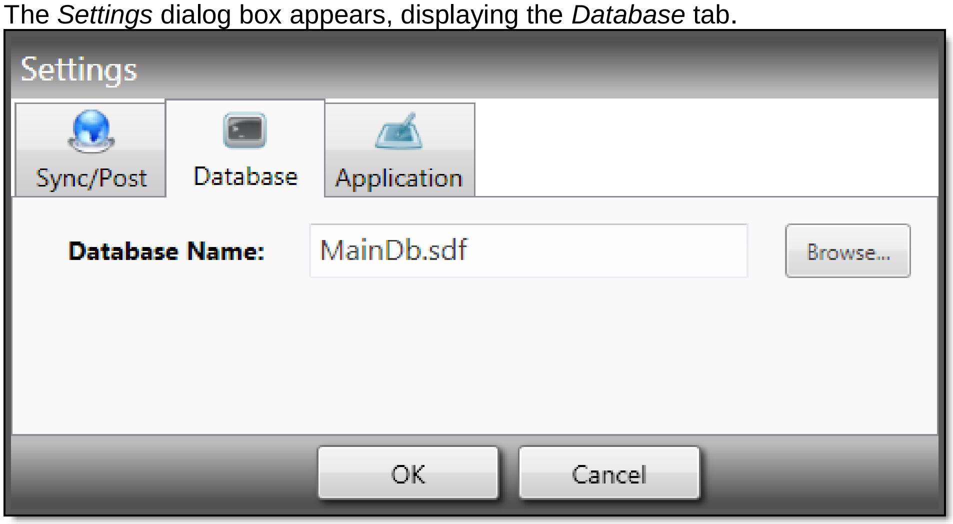
If you use a single computer and Field Bridge system to report to multiple services, you will also need to work with multiple databases and services. You should ensure that the correct service and database is selected each time you log in, to avoid sending runs to the wrong service.

1. Open the Field Bridge.
   HINT: Do not log in. These changes are made from the *Login* screen.

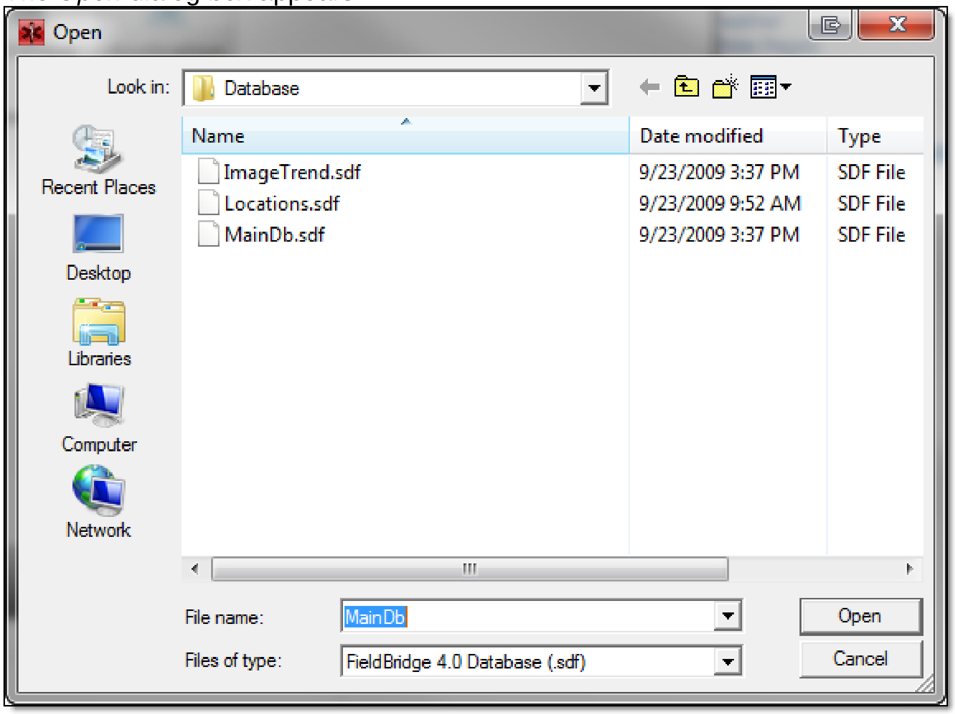
2. In the *Database* section, click *Change.*



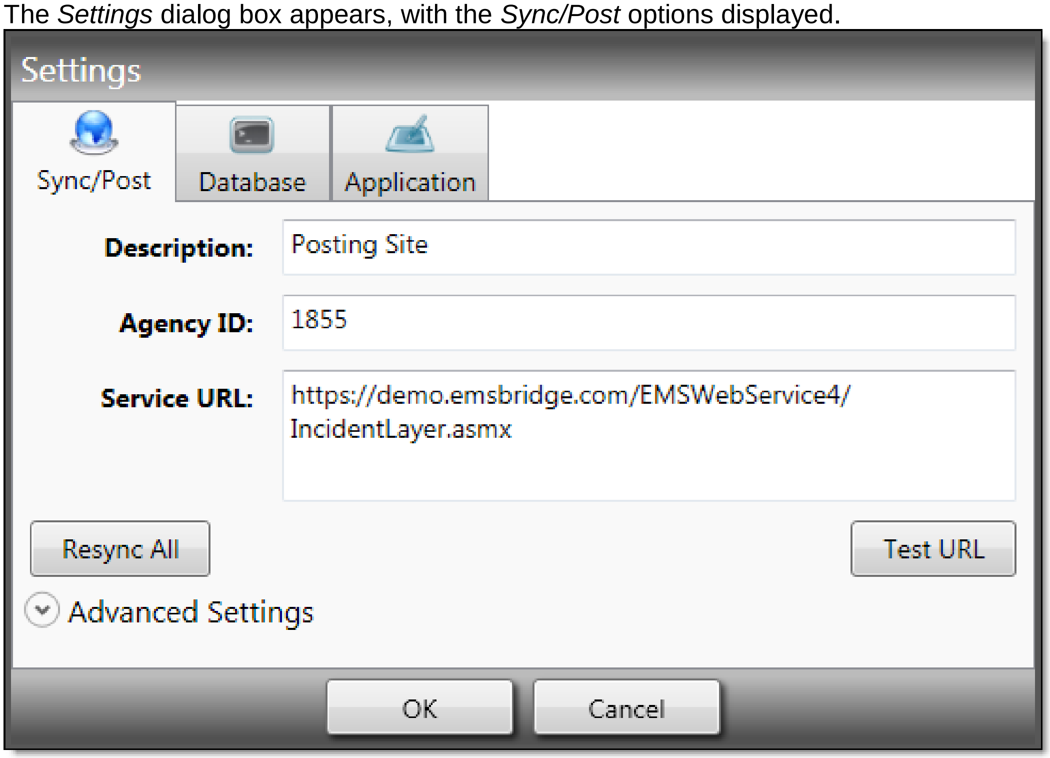
The *Settings* dialog box appears, displaying the *Database* tab.



3. Click *Browse…*
   The *Open* dialog box appears.



4. Select the desired database.
5. Click *Open.*
6. From the *Login* screen, click *Settings.*
   The *Settings* dialog box appears, with the *Sync/Post* options displayed.



7. In the *Agency ID* text box and the *Service URL* text box, change the agency ID and/or the URL for the Web-based system, as appropriate.

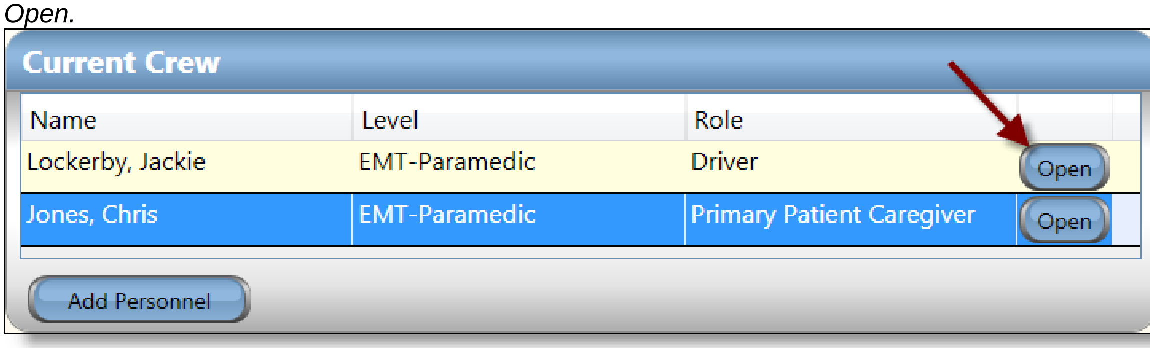
HINT: If you are posting to a different service, you will need to change the agency ID. You will only need to change the service URL if you are posting to a service with a different Service Bridge or State Bridge.

8. Click *OK.*
9. If prompted, enter a username and password to confirm your use of the new service.
   The new service is selected; you can now log in and safely record and post runs to the service.

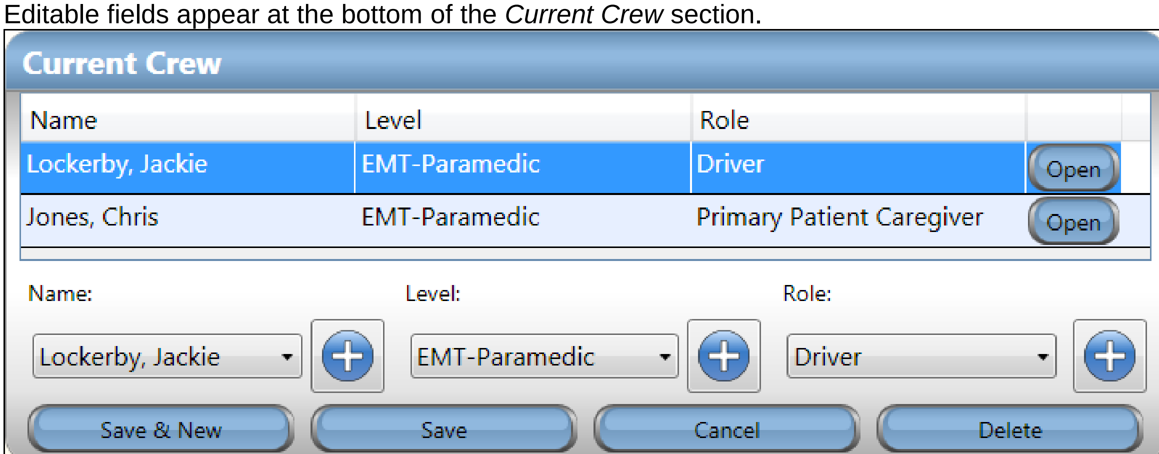
2.3 Switching Shift Personnel

Shift setup allows you to enter the current crew members working with this Field Bridge during this shift. These crew members will be automatically entered as personnel for all run forms completed while the personnel are listed in the *Current Crew* section. This section may not be available to you if it is turned off for your agency.

1. From the dashboard, in the *Current Crew* section, for the personnel member to change, click *Open.*



Editable fields appear at the bottom of the *Current Crew* section.



2. Using the provided fields, select the new crew member.
   HINT: If all crew members have fully completed profiles, the level and role may be entered when you select the name.
3. As needed, select the crew member's role and certification level.
4. When finished, click *Save.*
   The new crew member is listed for this shift.

2.4 Switching the Shift

If your agency records the name of the shift in run forms, you can set up the shift when you log on to the Field Bridge. This shift is then automatically recorded for all run forms completed while this shift is listed in the *Current Shift* section. This section may not be available to you if it is turned off for your agency.

1. From the dashboard, in the *Current Shift* section, select the desired shift from the drop down menu.

The shift is saved.

2.5 Switching the Current Unit

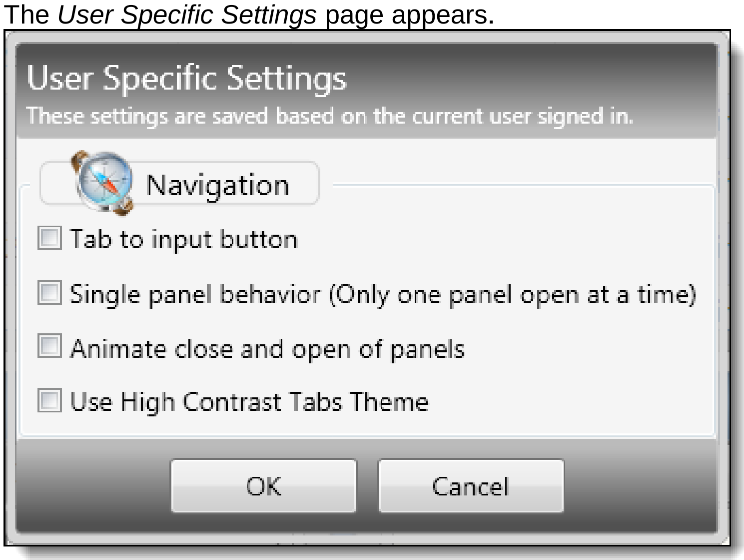
The Current Unit widget allows you to set up the unit and its call sign for this shift. Once this information is set, it will be automatically entered into all new run forms that you start from this Field Bridge. This section may not be available to you if it is turned off for your agency.

1. From the *Current Unit* section, from the *Responding Unit* drop down menu, select the unit.
2. From the *Unit Call Sign* drop down menu, select the call sign for this unit.
   The unit information is saved and will be entered into new run forms.

2.6 Setting Up Personal Settings

The Field Bridge allows each user to personalize certain things about the way the Field Bridge run forms function when that user is logged in. You can configure these settings for your own profile without affecting any other Field Bridge user.

1. From the left menu on the dashboard, click *User Settings.*
   The *User Specific Settings* page appears.



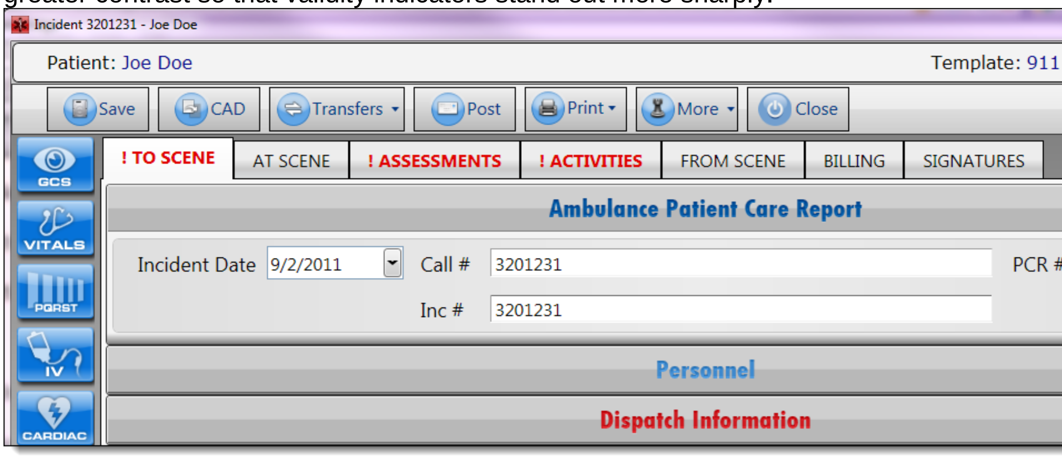
2. Select or deselect the checkboxes, according to your preferences.

   Tab to Lookup button for combo boxes
   If this option is selected, when you press *Tab* while working in a run form, *Lookup* buttons will be selected in order. If this option is deselected, *Lookup* buttons will be ignored and the next field will be selected.

   Single panel behavior
   If this option is selected, only one panel will be open at a time on a run form, and panels will be closed when a new panel is selected. If this option is deselected, multiple panels can be open at once and panels will need to be manually closed if desired.

Animate close and open of panels
If this option is selected, an animation effect will be added when opening or closing panels on the run form. If this option is deselected, no effect will be added.

Use High Contrast Tab Theme
If this option is selected, the color scheme on the Field Bridge will be changed to have greater contrast so that validity indicators stand out more sharply.

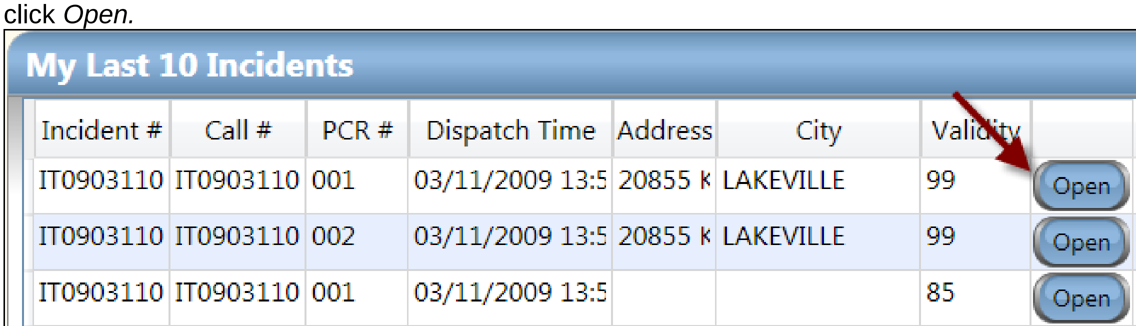


3. When finished, click *OK.*

2.7 Opening a Previous Run Form

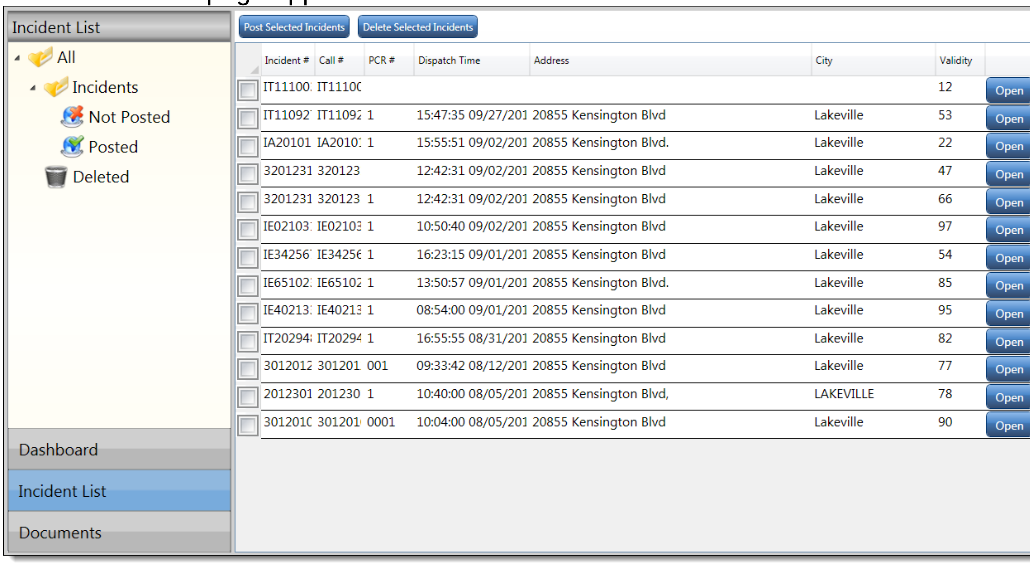
If necessary, you can locate and open a run form that you previously created. This option will only be available if the run form is still saved in the system. You can open run forms from either the dashboard (if the run was one of the last ten incidents submitted) or from the incident list.

1. To open one of the last ten incidents, from the dashboard, from the *My Last 10 Incidents* section, click *Open.*



The run form appears.
OR
To open another incident,

a. From the task pane, select *Incident List.*
   The *Incident List* page appears.



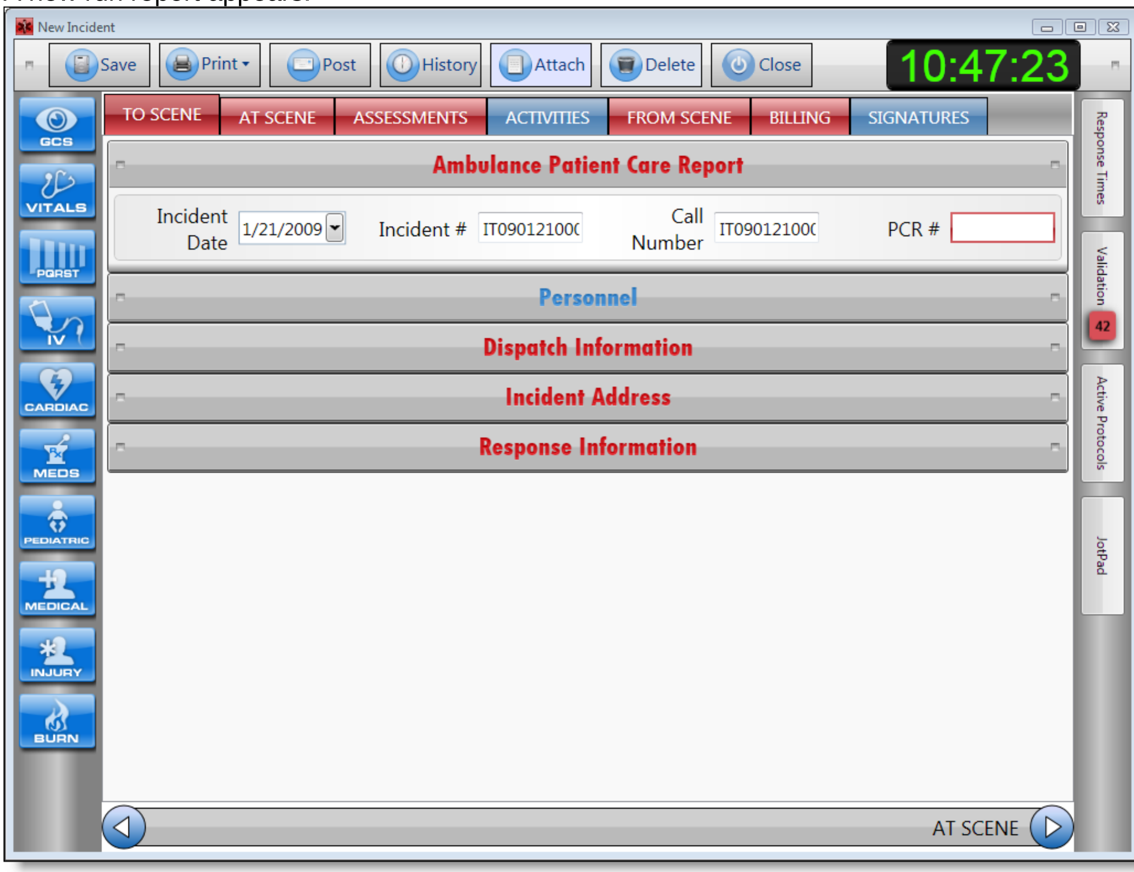
b. If necessary, from the left menu, select the type of runs to view.
c. For the desired run, click *Open.*
   The run form appears.

2.8 Beginning a New Run Form

You can begin a new run form at any time either from the default template or from a specific template.

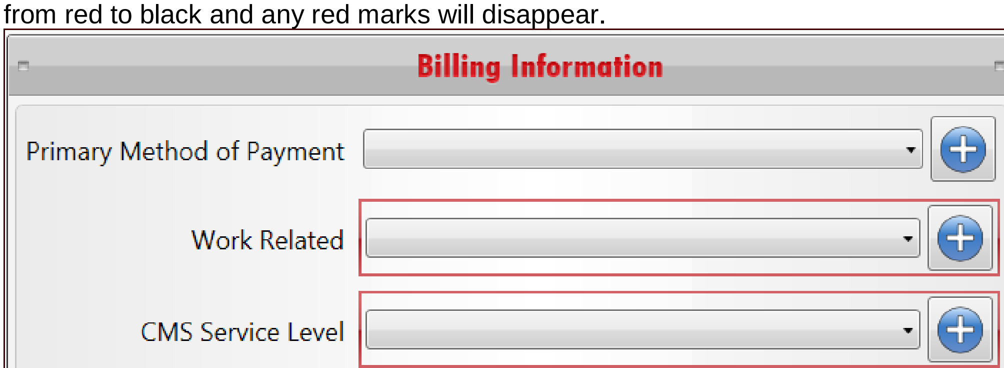
1. From the *Dashboard* menu, click *Create New Incident.*
   OR
   From the *New Incident From Template* drop down menu in the upper left, select the desired template.

A new run report appears.



2. To open a panel, click the heading.
3. To open a power tool or run form information pane, click the desired button.
4. Using the provided fields and tabs, complete the information in the run form.
5. When finished, click *Save.*
6. If prompted, enter the validity reasons for any required fields that were left incomplete.

NOTE: Sliding panels, drop down menus or text fields marked in red denote that a required field has not been completed. Once a required (red) field has been completed, the tab will change from red to black and any red marks will disappear.



Chapter 3

ImageTrend EMS Field Bridge

Patient Care Report Tools

3.1 Chapter Overview

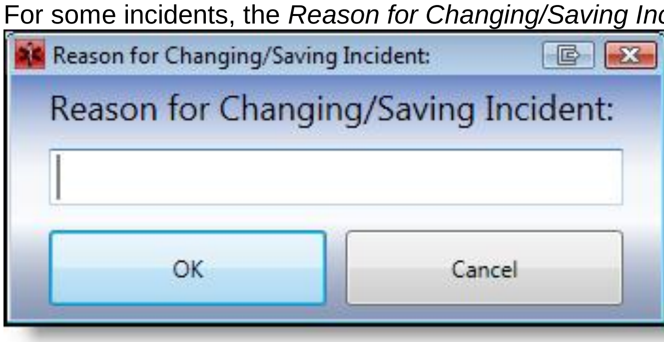
The Field Bridge supplies several sets of tools to complete incident reports. The tools available from the main toolbar of a run report allow the user to perform basic functions on the entire incident report. The tools available from the *Power Tool* toolbar allow the user to more easily enter information for particular areas of the incident report. This chapter provides an overview of the tools available and how to use them.

3.2 Working with the Main Toolbar

The main toolbar in a run report provides basic tools to work with incident reports.

Save

1. To save an incident report, click the *Save* button.
   For some incidents, the *Reason for Changing/Saving Incident* dialog box will appear.



2. Enter the reason the incident is being re-saved.
3. Click *OK.*

Print

To print an incident report, the report to be printed must be in view and the run report must have been saved.

1. From the main toolbar, click the *Print* button and select the desired type of report to print.
   After clicking the desired print option, the user may be prompted to enter a reason for printing the report.
2. Enter the necessary reason into the appropriate field.
3. Click *OK*.
   The report is generated as a PDF.
4. Print the PDF file.
   NOTE: The primary report for delivery to the hospital and conveyance of the patient and call information is the Prehospital Care Report.

Post

Posting capabilities are determined by the system administrator. If the *Post* button is non-selectable, you do not have the required permission to post an incident report.

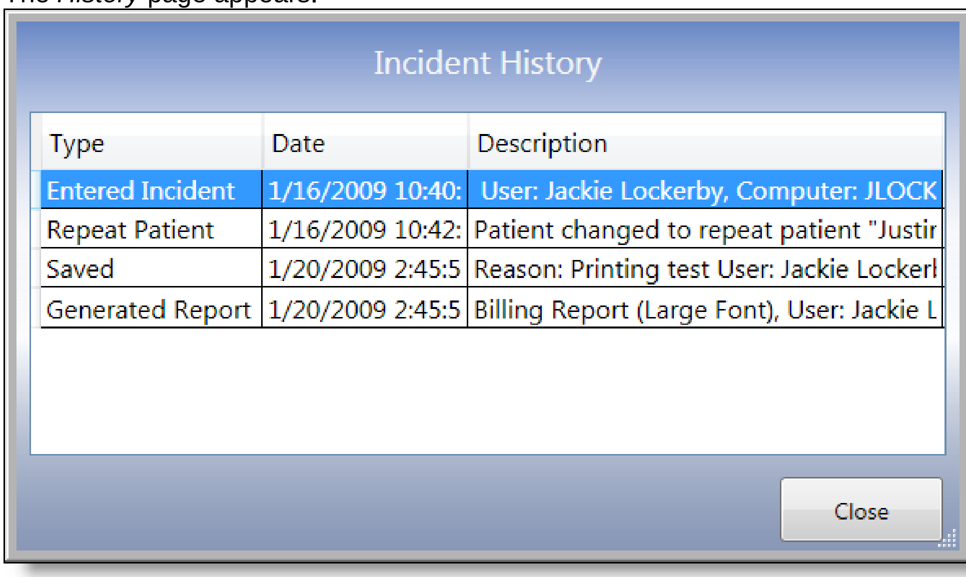
Based on the validity of the report and the settings created in the Service Bridge, you may need to complete additional fields or specify a reason for the lack of completion before a run report can be submitted.

NOTE: To read more about posting an incident report, please refer to the Administrator's Guide.

History

Viewing history will display a record of events related to this incident that have taken place (e.g., when it was entered, when it has been re-saved).

1. From the toolbar, click *More* and select *History.*
   The *History* page appears.

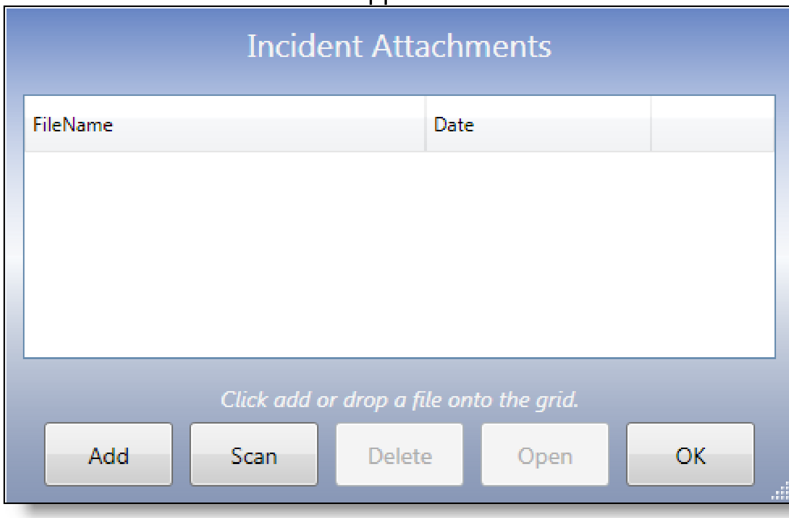


2. When finished, click *Close.*

Attachments

1. To work with attachments to an incident report, from the main toolbar, click the *More* and select the *Attach* button.

The *Attachments* window will appear.



2. To add an attachment, drag and drop the file(s) onto the *Incident Attachments* dialog box.
   OR
   a. Click the *Add* button.
      The *Open* dialog box appears.
   b. Navigate to and select the desired file.
   c. Click *Open.*
      The attached file name will appear in the *Attached Files* list in the *Attachments* window.
   d. Repeat steps a–c until all desired files are added.

3. To view the attached file, double-click the file name from the *Attachments* window.
   OR
   a. Select the desired file.
   b. Click *Open.*
4. To delete an attached file,
   a. From the *Attached Files* list, select the file.
   b. Click *Delete*.
   c. In the confirmation dialog box, to delete the file, click *Yes.*
      To close the dialog box without deleting the attached file, click *No*.

Delete

If duplicate run reports are being created or run reports created for test or training purposes have been completed, run reports can be deleted. These run reports will not be posted.
⚠ **WARNING:** Do not delete run reports that contain information that should be posted. Run reports should only be deleted if they contain invalid data.

1. From the desired report, click *More* and select *Delete.*
   A confirmation dialog box opens.
2. To remove the incident, click *Yes.*
   To cancel, click *No.*

3.3 Working with the Incident Toolbar

The *Incident* toolbar appears above the main toolbar and contains identifying information about the incident, as well as links to switch the template being used for this run form and to any quick links that your service might have set up.

Switching the Run Form Template

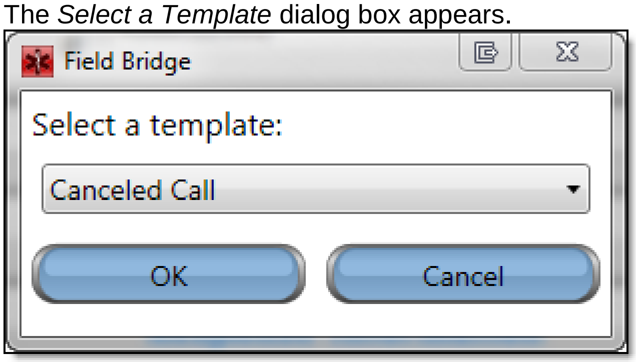
Switching run form templates is based on permissions; if you do not have access to this feature and would like to, please speak with your service administrator. If you choose to switch a run form template, the information within your current run form will be copied into the new run form with the correct template.

WARNING: If you switch to a run form template that does not have as many tabs or fields (e.g., if you switch from a cardiac arrest run form to a cancelled call run form), any information that should be entered into a field that isn't there will be lost. For instance, if you enter information about the patient and switch to a cancelled call template that does not collect information about the patient, the patient information will be gone. In addition, any default values that are set up for the new run form will overwrite information that you have already entered.

1. From the *Incident* toolbar, click *Switch.*

   The *Select a Template* dialog box appears.

2. From the *Select a Template* drop down menu, select the new desired template.
3. Click *OK.*
   A warning dialog box appears.
4. To continue and switch the template, click *Yes, Switch templates.*
   OR
   To return to the run form without switching the template, click *No, Cancel switching templates.*

Viewing a Quick Link

Quick links are set up by your service administrator and can be different for every service. These allow you to quickly open a program on your computer or if you have an Internet connection, to open a website from the Field Bridge. Quick links may not be available for your agency and may not work depending on the Internet browser that you have installed on this computer.

1. From the *Incident* toolbar, click the *Quick Links* button.

   A menu appears.
2. Select the desired quick link.
   The program or website appears.

3.4 The Power Tool Toolbar

The *Power Tool* toolbar opens a variety of tools to improve the ease and efficiency of documentation. Thw *Power Tool* toolbar may be available either on the left side of your screen or under the *Power Tool* button on the right side of the run form, depending on the way your Field Bridge is set up. Additionally, some power tools may not be available to you based on your agency's setup.

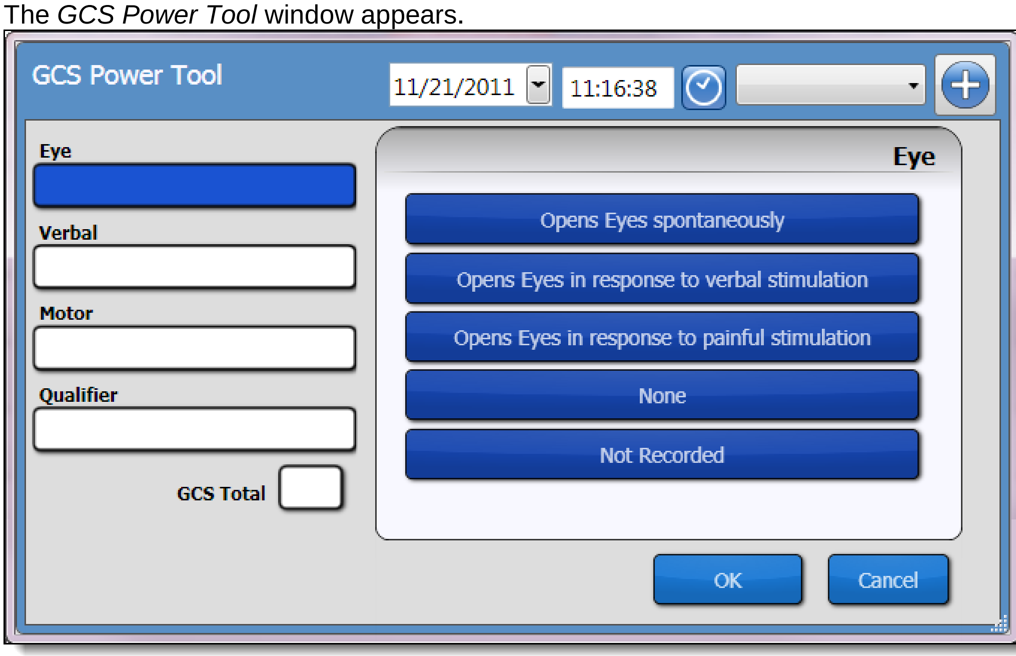
- GCS power tool
- Vitals calculator
- PQRST power tool
- IV power tool
- Cardiac power tool
- Medications power tool
- EKG Import
- Pediatric power tool
- Medical Assessment power tool
- Injury Assessment power tool
- Burn Assessment power tool

Using the GCS Power Tool

Values entered into the GCS power tool appear in the *Activities* tab under the *Activities* panel.

1. From the run report, in the *Power Tool* toolbar, click the *GCS* button 

.
   The *GCS Power Tool* window appears.



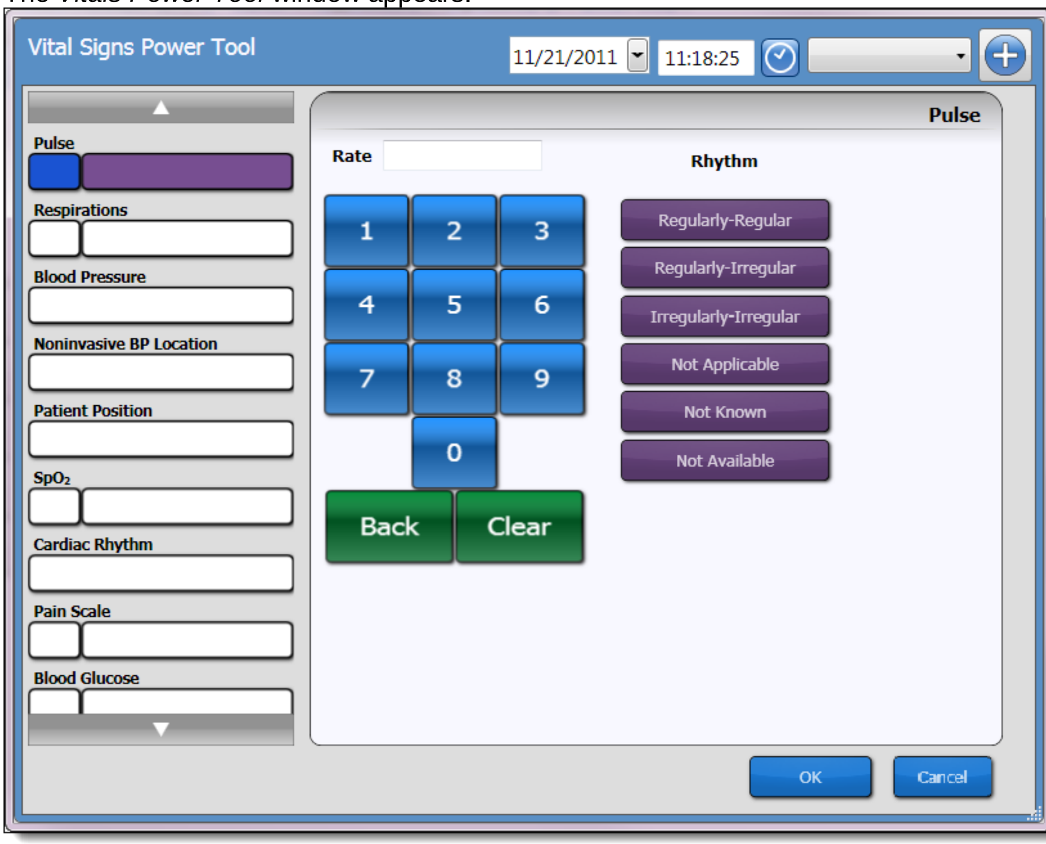
2. Using the fields in the top right, enter the time and date and crew member for this assessment.
3. Using the provided fields, click the GCS values for this patient.
   After all values are entered, the score is automatically calculated.
   HINT: As you click each value, the buttons update to display values for the next field.
4. When finished, click *OK.*
   The score is recorded in the *Activities* pane.

Using the Vitals Power Tool

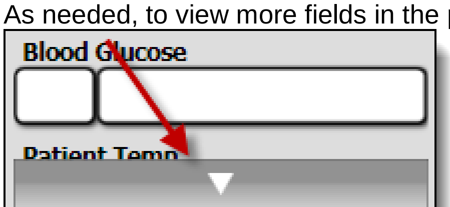
Values entered in the Vitals power tool will appear in the *Activities* pane under the *Activities* tab.

1. From the run report, in the *Power Tool* toolbar, click the *Vitals* button .

   The *Vitals Power Tool* window appears.



2. Using the fields in the top right, enter the time and date and crew member for this assessment.
3. Using the provided fields, click the buttons to enter vitals values for this patient.
   HINTS:
   Each field, when selected, will display the same color as the buttons that should be used to enter values for that field.
   For certain fields, selecting a value will automatically advance you to the next field. For fields in which you could potentially enter multiple values, you will need to click the next field to advance.
4. As needed, to view more fields in the power tool, click the *Down* arrow on the left side.



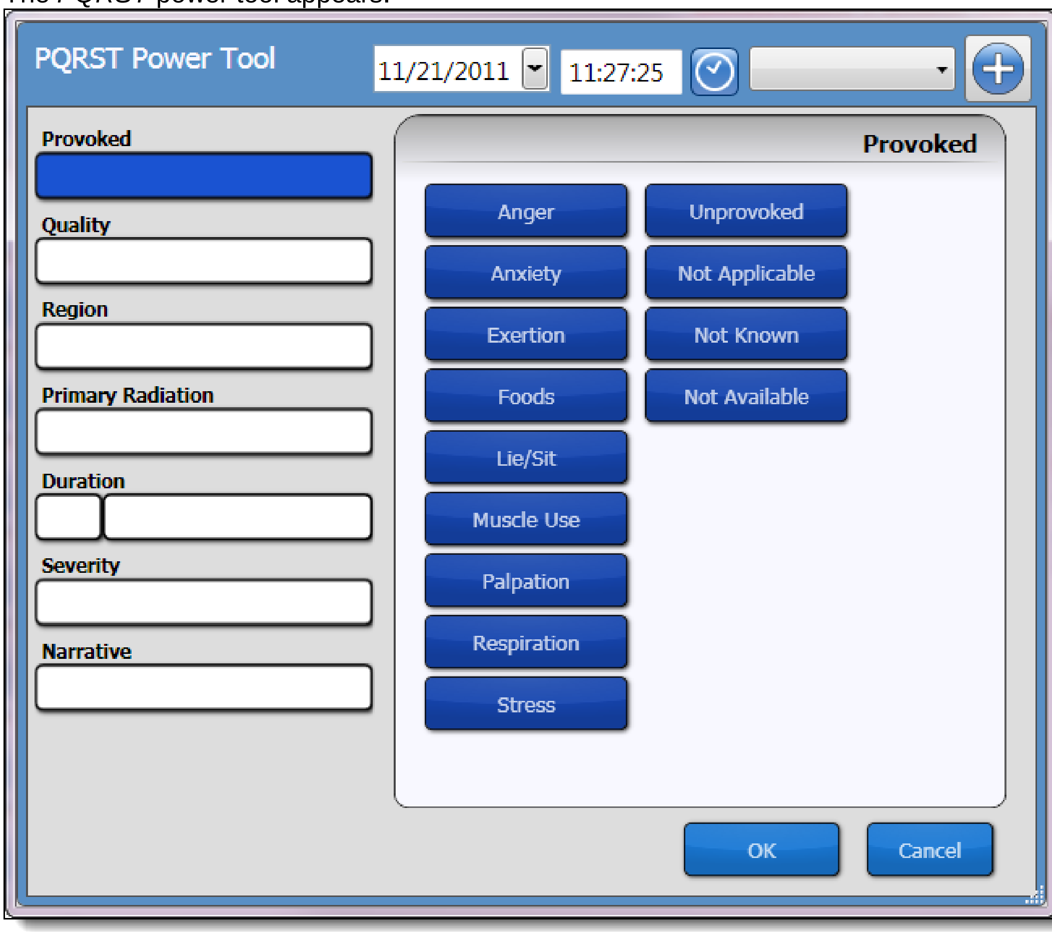
5. When finished, click *OK.*
   The vitals are recorded in the *Activities* pane.

Working with the PQRST Power Tool

Information entered into the PQRST power tool will be displayed in a vitals record in the *Activities* tab.

1. From the run report, in the *Power Tool* toolbar, click the *PQRST* button .

   The *PQRST* power tool appears.



2. Using the fields in the top right, enter the time and date and crew member for this assessment.
3. Using the provided buttons and fields, enter the desired values.
   HINTS:
   For most fields, selecting a value will automatically advance you to the next field. For fields in which you could potentially enter multiple values (e.g., numeric fields), you will need to click the next field to advance.
   Each field, when selected, will display the same color as the buttons that should be used. to enter values for that field.
4. In the *Narrative* field, type into the blank text box.

   HINT: To bring up a keyboard on the screen, click the *Keyboard* icon .

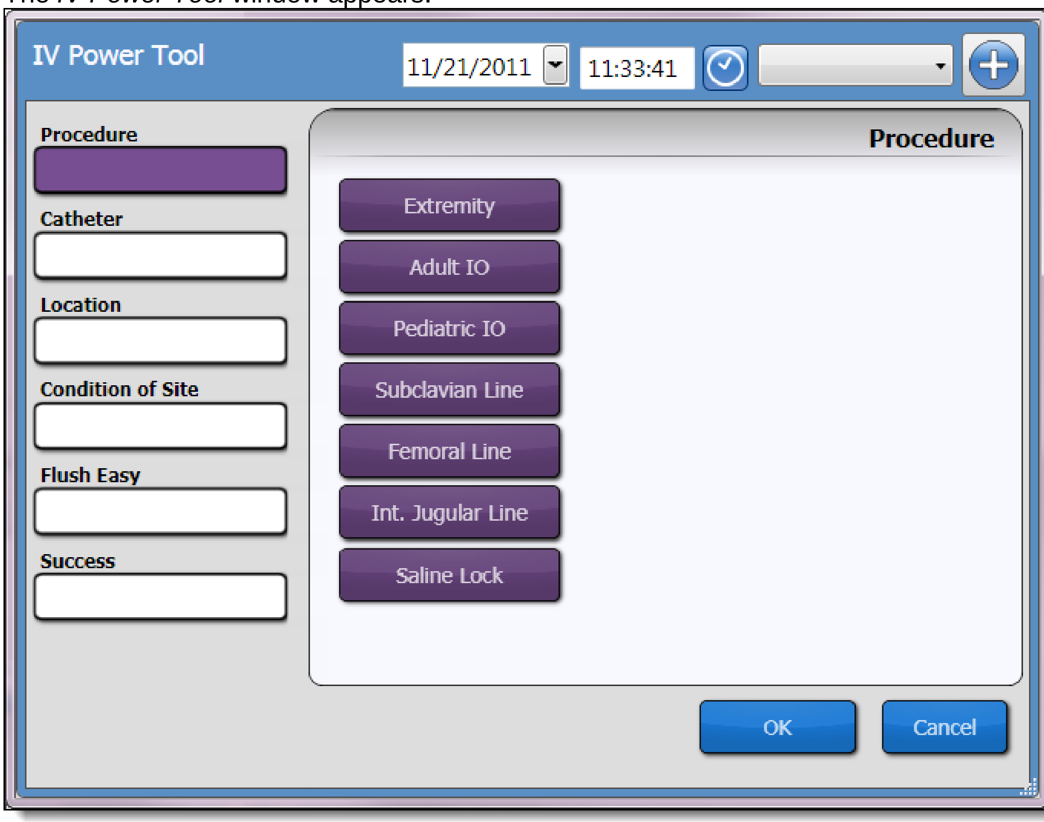
5. When finished, click *OK.*
   The information is entered into the *Activities* grid.

Working with the IV Power Tool

Information entered into the IV power tool will be displayed in the *Activities* tab under the *Activities* pane. Depending on the information entered, the power tool will automatically calculate and enter the dosage of your IV.

1. From the run report, from the *Power Tool* toolbar, click the *IV* button .

   The *IV Power Tool* window appears.



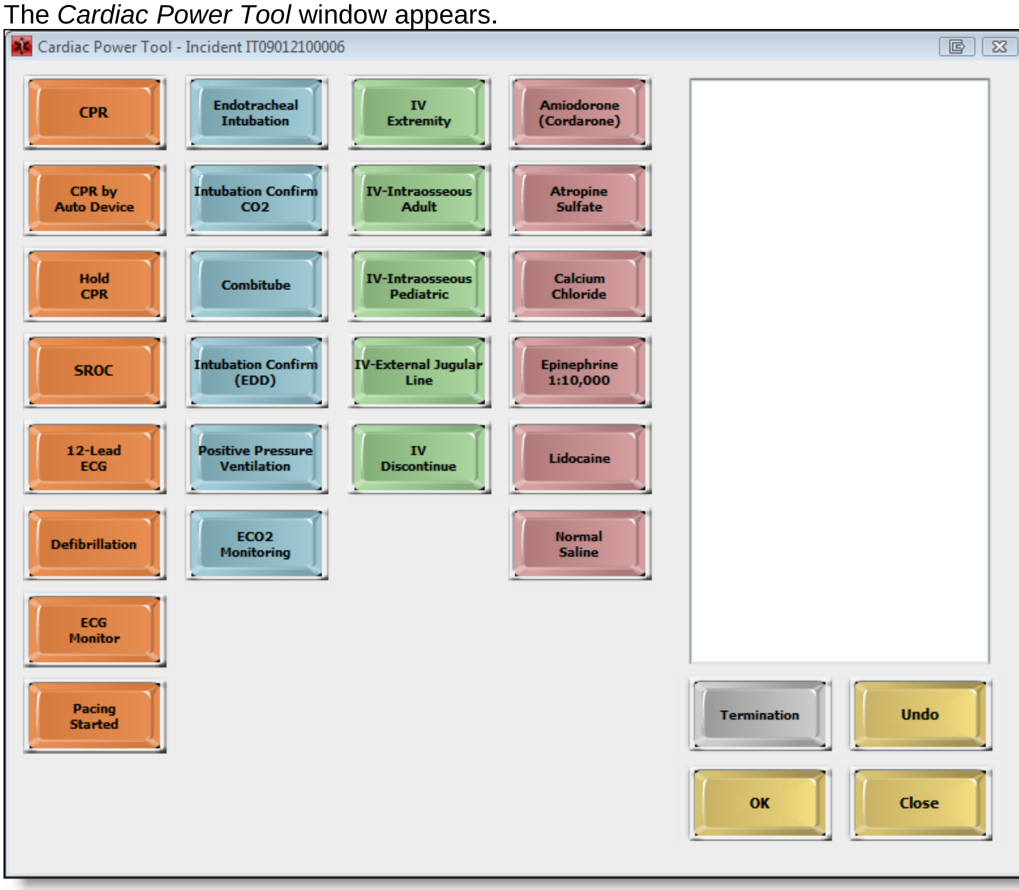
2. Using the fields in the top right, enter the time and date and crew member administering this procedure.
3. Using the provided fields, enter the IV information.
   Depending on the information that is provided, additional fields and dialog boxes may appear to enter more information.
   HINTS:
   As you enter each value, you are automatically moved to the next field.
   Each field, when selected, will display the same color as the buttons that should be used.
4. When finished, click *OK.*
   The information is saved in the *Activities* pane.

Working with the Cardiac Power Tool

Information entered in the Cardiac power tool will be displayed in the *Activities* tab and the *Activities* pane.

1. From the run report, from the *Power Tool* toolbar, click the *Cardiac* button .

The *Cardiac Power Tool* window appears.

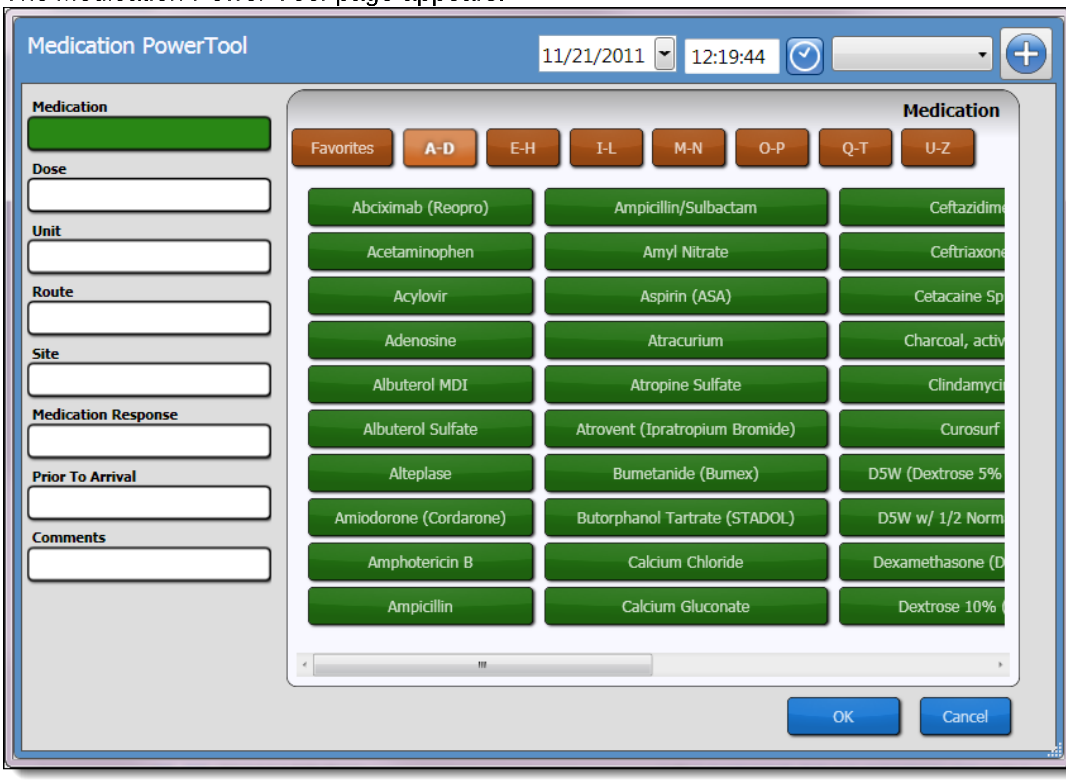


2. Click the provided buttons to indicate any cardiac information.
   HINT: The time you click each button is recorded.
3. When finished, click *OK.*

Working with the Medication Power Tool

The medications displayed in the Medication power tool are sorted according to name. There is also a category for favorite medications. The favorite medications displayed here must be set up on the Service Bridge, State Bridge or Rescue Bridge.

1. From the run report, from the *Power Tools* toolbar, click the *Meds* button .
   The *Medication Power Tool* page appears.



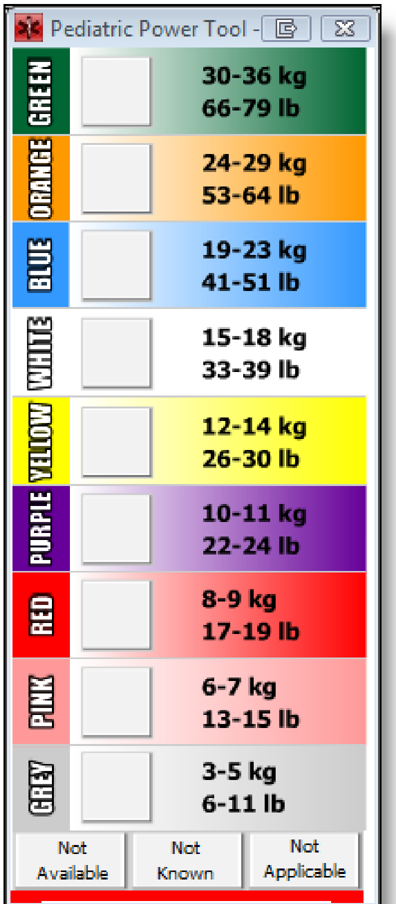
2. Using the fields in the top right, enter the time and date and crew member administering this medication.
3. To jump to either favorite medications or medications starting with a specific letter, click the appropriate blue button.
4. To record a medication, click the appropriate medication.
   The medication is selected and if default values are set up, the dosage and units are automatically entered.
5. As needed, click additional buttons to record more information about the medication.
   HINT: As you click buttons for each option, the value will be filled in. If only one option can be included for a field, the next field will automatically be selected after you choose an option. For fields that allow you to click multiple options (such as number fields), you will need to click the next field to continue.
6. When finished, click *OK.*
   The medication record is saved in the *Activities* grid.

Working with the Pediatric Power Tool

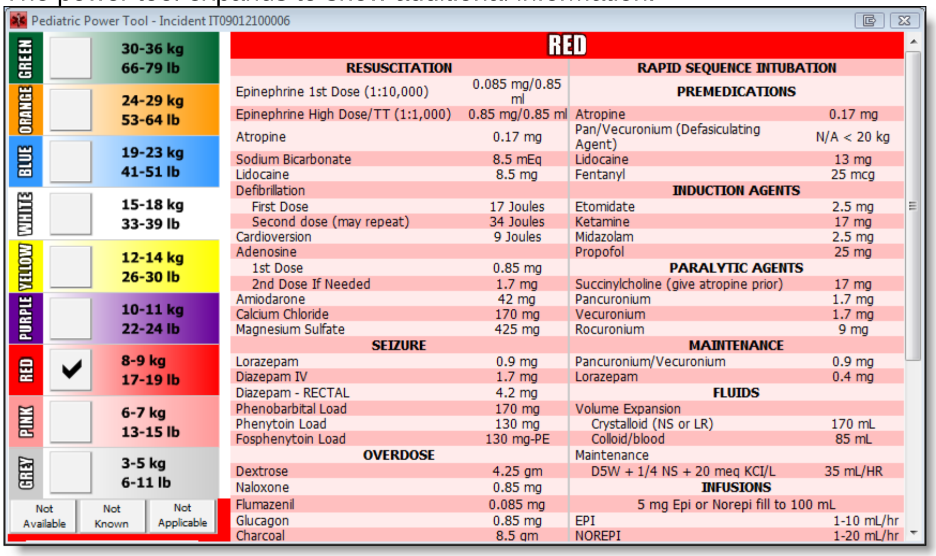
The Pediatric power tool is available for reference at any time within a run form.

1. From the run form, from the *Power Tool* toolbar, click the *Pediatric* button .

The *Pediatric Power Tool* window appears.



2. Select the correct weight.
   The power tool expands to show additional information.



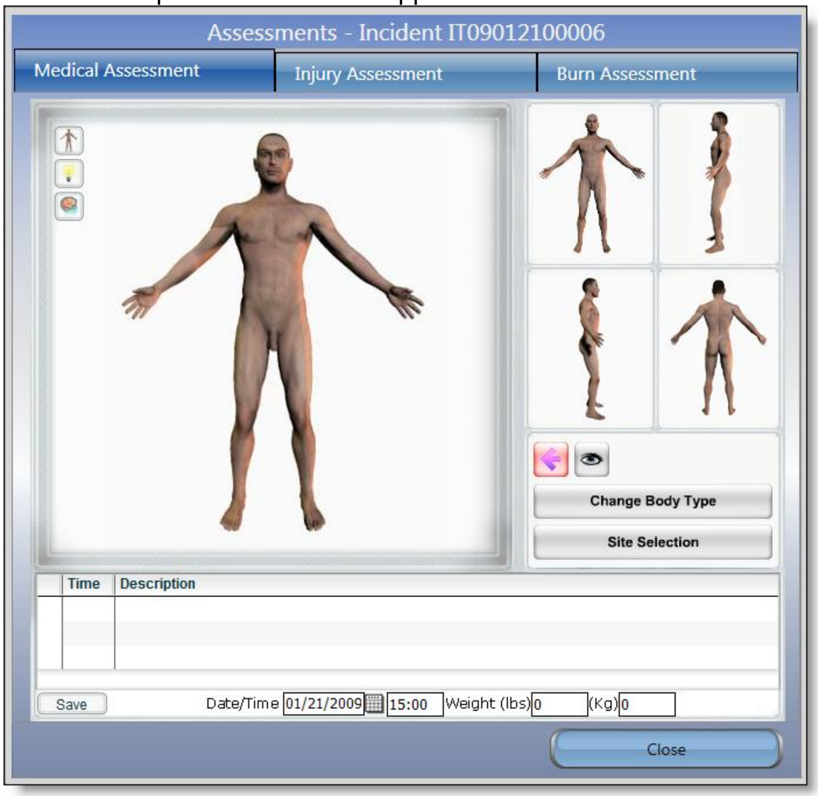
Working with the Medical Powertool

The information collected in the assessment power tools can be accessed from the *Assessments* tab.

1. From the run form, from the *Powertool* toolbar, click the *Medical* button .

   OR
   From the *Assessments* tab, from the *Assessments* panel, click the *Medical* button.

The *Medical* power tool window appears.



2. If necessary, select the body type.
   HINT: If you have specified information about the patient already, you may not need to select a body type.
3. Once the correct body type is selected, click the part of the body which is affected.
   A list of medical conditions will appear.
4. Select the condition(s) which are applicable.
   As conditions are selected, they are recorded in the *Details* text box below the list of conditions.
   HINT: Users can click more than one condition at one site.
5. To select normals,
   a. From the left side of the power tool, click *Site Selection.*
      The *Site Selection* popup appears.
   b. Select the desired sites.
      OR
      Select *Select All Normals.*
6. To add assessment details to any of the selections, click inside the *Details* text box and type the desired text
7. To save the condition information, click *OK.*
   To go on without saving, click *Cancel*.
8. Repeat for any other parts of the body which are affected.
9. Once all assessment findings have been, click *Save*.
   All the saved assessments will be displayed.
10. To edit a line item,
    a. Select the desired item.
    b. Using the fields below the list of findings, make any changes to the date and time information.
    c. Double click any annotations on the body to change them.
    d. Make any changes to your findings, times or assessment details.

   e. When finished, click *Update Exam* to save your changes.
11. If necessary, to change the recorded date or time, type the new information into the text boxes or use the calendar.
    NOTE: The date and time are set by default to the current date and time or the time the users arrived at the patient, depending on the application settings.
12. Using the *Weight* text boxes, enter the patient’s weight.
    The patient’s weight will be automatically converted to pounds or kilograms depending on which data is entered.

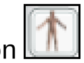
Working with the Injury Assessment

The information collected in the assessment power tools can be accessed from the *Assessments* tab.

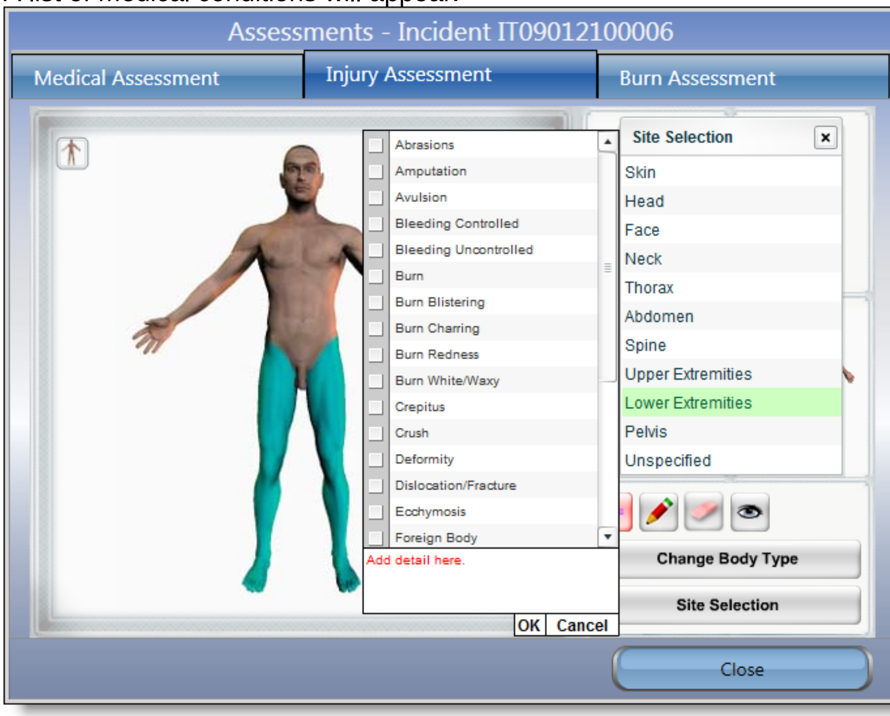
1. From the run form, from the *Powertool* toolbar, click the *Injury* button .

   OR
   From the *Assessments* tab, from the *Assessments* panel, click the *Injury* button.
   The *Injury Assessment* power tool window appears.

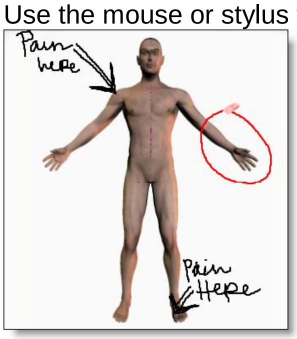
2. If necessary, select the body type.
   HINT: If you have specified information about the patient already, you may not need to select a body type.
3. Once the correct body type is selected, click the part of the body which is affected.
   A list of medical conditions will appear.
   OR
   a. Click *Site Selection.*
      The *Site Selection* pop up window appears.

HINT: The *Select Injury Site* button is helpful for selecting injury sites on the back without rotating the body or to select *unspecified* for the body site. You can select skin from the *Select Injury Site* button or by clicking the *Skin* button  in the upper left of the main body view pane.

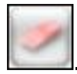
b. Select the desired location.
A list of medical conditions will appear.



4. Select the condition(s) which are applicable.
   As conditions are selected, they are recorded in the *Details* text box below the list of conditions.
   HINT: Users can click more than one condition at one site.
5. To add assessment details to any of the selections, click inside the *Details* text box and type the desired text
6. To save the condition information, click *OK.*
   To go on without saving, click *Cancel*.
7. Repeat for any other parts of the body which are affected.
8. To write freehand on the image,
   a. Click the *Draw* icon .
   b. Use the mouse or stylus to draw or write on the image.



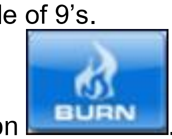
9. To erase a freehand drawing on the image,

a. Click the *Erase* icon .
b. Hover the mouse over the desired drawing until it turns red
c. Click the mouse.
   The drawing is erased.

10. To view or hide the injury pins on the image, click the *Show/Hide Visibility* icon .

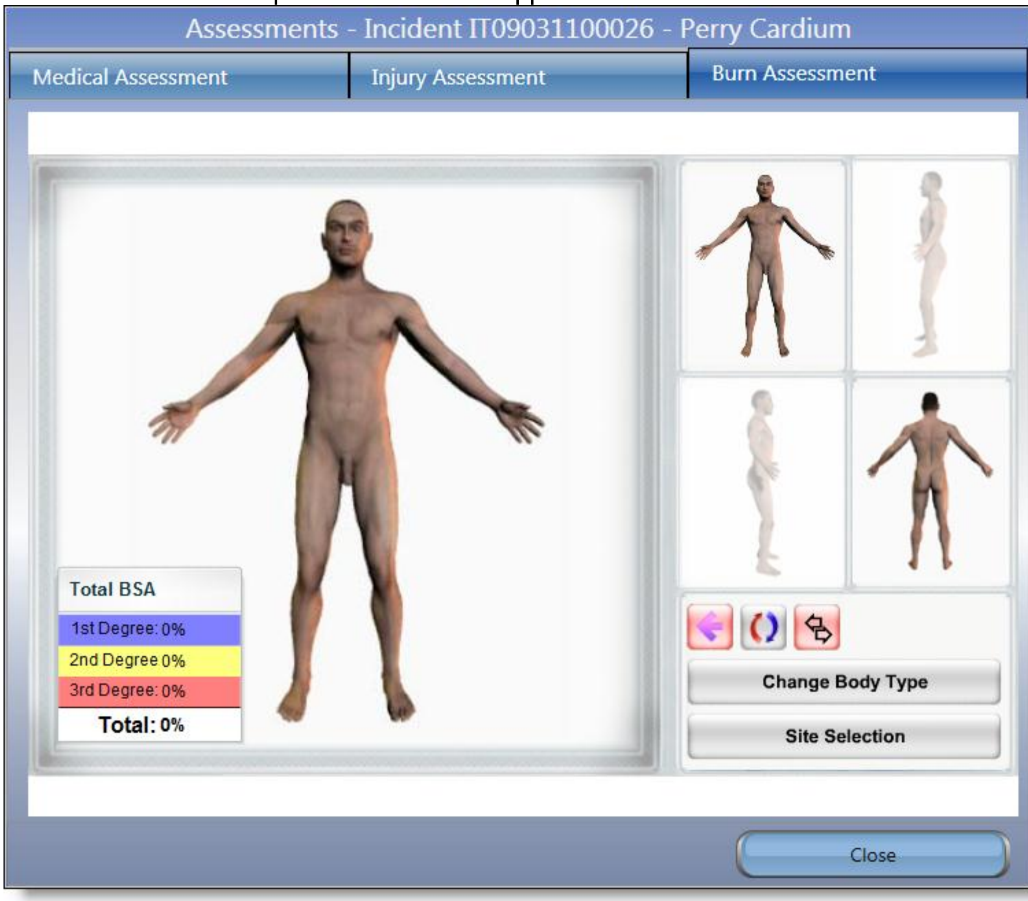
Working with the Burn Assessment Power Tool

The information collected in the assessment power tools can be accessed from the *Assessments* tab. The total percent of body surface area is automatically calculated and also broken down by burn type percentage. The burn assessment can be documented on the front or back of the body and is scaled correctly for adult, child and infant body type based on the Rule of 9's.

1. From the run form, from the *Power Tool* toolbar, click the *Burn* button .

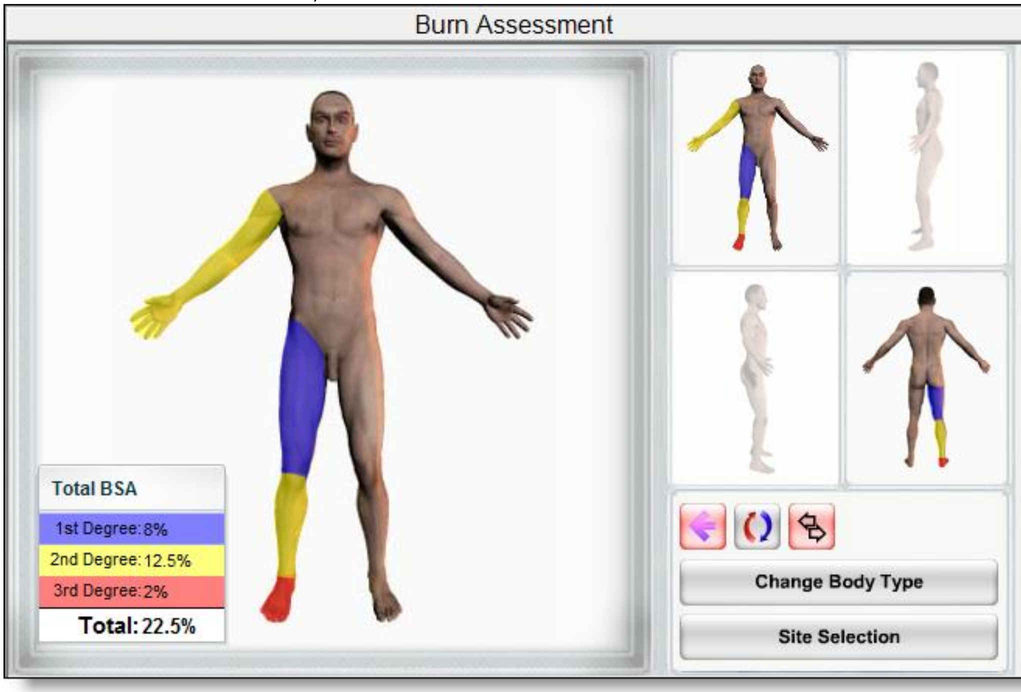
   OR
   From the *Assessments* tab, from the *Assessments* panel, click the *Burn* button.

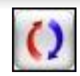
The *Burn Assessment* power tool window appears.



2. If necessary, select the body type.
   HINT: If you have specified information about the patient already, you may not need to select a body type.
3. To indicate a burn, click the desired portion of the body once for a first degree burn, twice for a second degree burn or three times for a third degree burn.
   OR
   a. Click *Site Selection.*
      The *Site Selection* pop up window appears.
   b. Select the desired location.
   c. Click the highlighted portion of the body once to indicate a first degree burn, twice for a second degree burn or three times for a third degree burn.

4. To undo a burn indication, click on the area a fourth time.



5. To document circumferential burns, click the *Circumferential*  button.
HINT: When the button is active it will be displayed as red and any selections that you make will appear on the mini-panel at the right.
6. To save entry time, to automatically transfer the burn assessments to the *Injury Assessment* section, click the *Transfer to Injury*  button.
NOTE: This feature is active by default. Click it again to turn it off.

3.5 The Run Information Toolbar

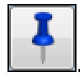
The *Run Information* toolbar is displayed on the right side of the run form and allows you to enter and review information in the run report.

- Response Times
- Validation
- Active Protocols
- JotPad
- Power Tools
  NOTE: The *Power Tools* button may or may not be displayed depending on your agency's settings.

Pinning the Run Information Toolbar

The *Run Information* toolbar will automatically close when you click outside of the displayed pane unless you pin it. If the toolbar is pinned, the pane will remain displayed.

1. From the run report, from the *Run Information* toolbar, click the desired pane to open.

2. In the upper right of the pane, click the *Pin* icon .
   The right pane is fixed and the main window of the run form is shrunk to fit into the remaining space.

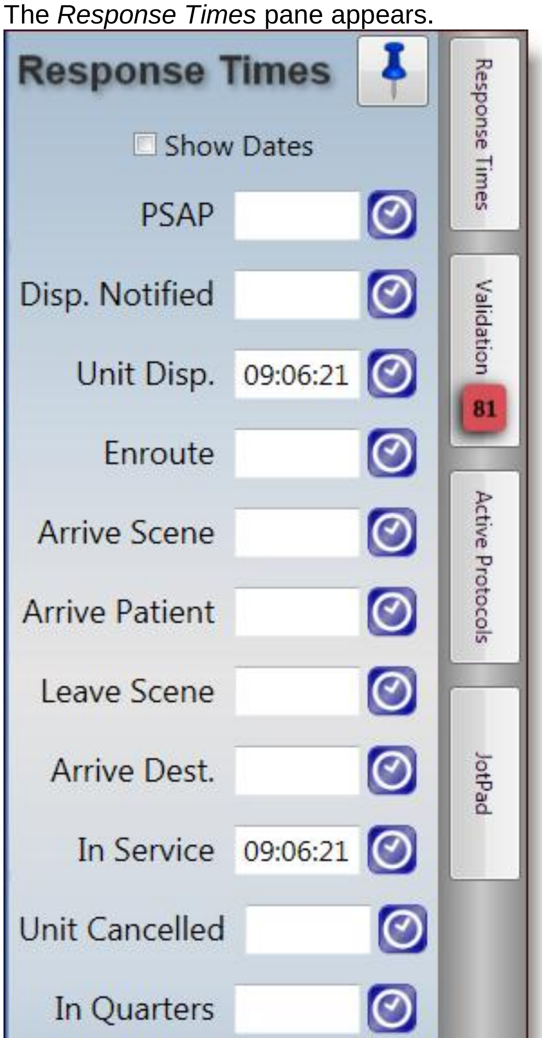
3. To unpin the pane, click the *Unpin* icon .
   The pane closes.

The Response Times Pane

The *Response Times* pane allows you to enter all information about the times involved in this run.

You can type in these times or hit the *Now* icon  to enter the current time.

1. From the run form, from the *Run Information* toolbar at the right, click the *Response Times* button.
   The *Response Times* pane appears.



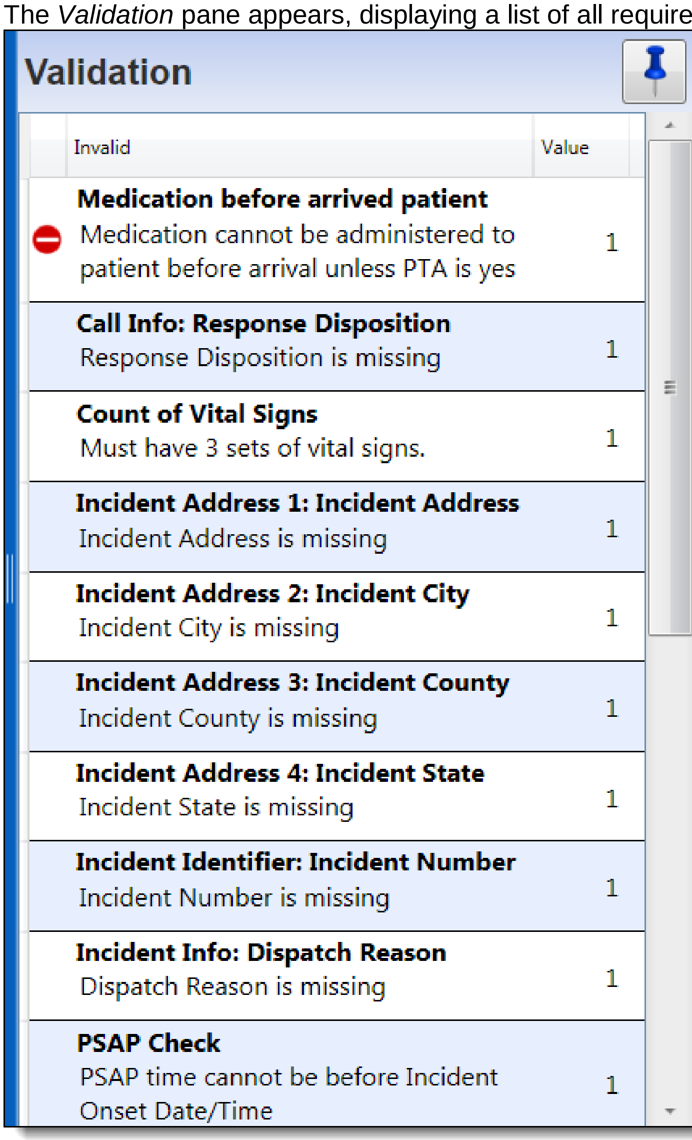
2. Using the provided fields, enter the times for this incident.
   OR

   To record the current time for a field, click the *Now* icon for that field.
3. To also show the dates for the fields (e.g., if an incident beginning just before midnight stretches into the next day), select the *Show Dates* checkbox.

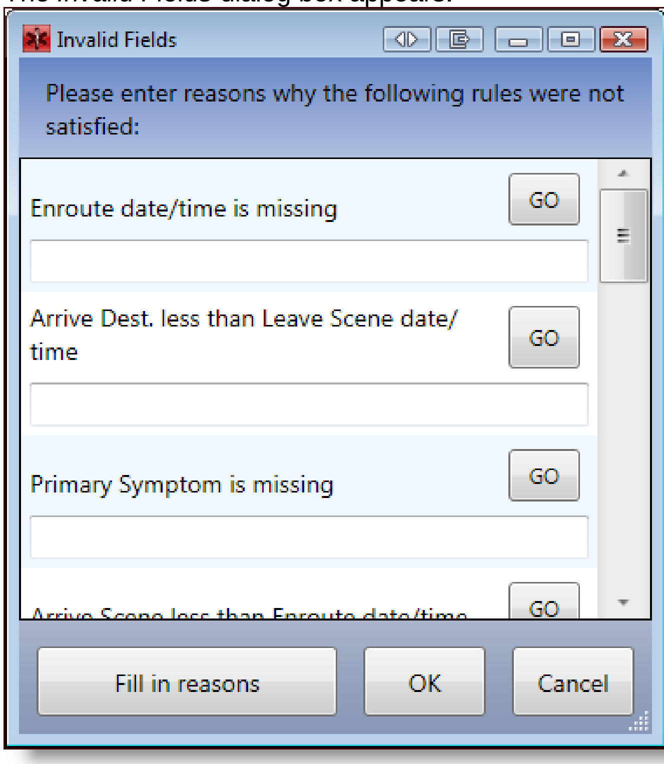
Working with Validation

Validation is set up by your organization to ensure that all important fields on the run form are completed. The *Validation* pane will display a score based on the number of fields you have completed, and allows you to view the required fields that are not completed. The validity score of your run form will continually update as you complete more required fields. You can also add a reason for why any required fields was left incomplete, if necessary. This will not raise your validity score, but can inform reviewers of the reason for the blank field.

1. From the run form, from the *Run Information* toolbar at the right, click the *Validation* button.
   The *Validation* pane appears, displaying a list of all required incomplete fields.



2. To go to a field, click the rule.
   The run form opens to the tab and panel with the selected field.
3. To enter a reason for fields that were left blank,
   a. Click the *Validity Reasons* button.
      NOTE: This button may not be visible on your run form depending on your agency's settings.
      The *Invalid Fields* dialog box appears.



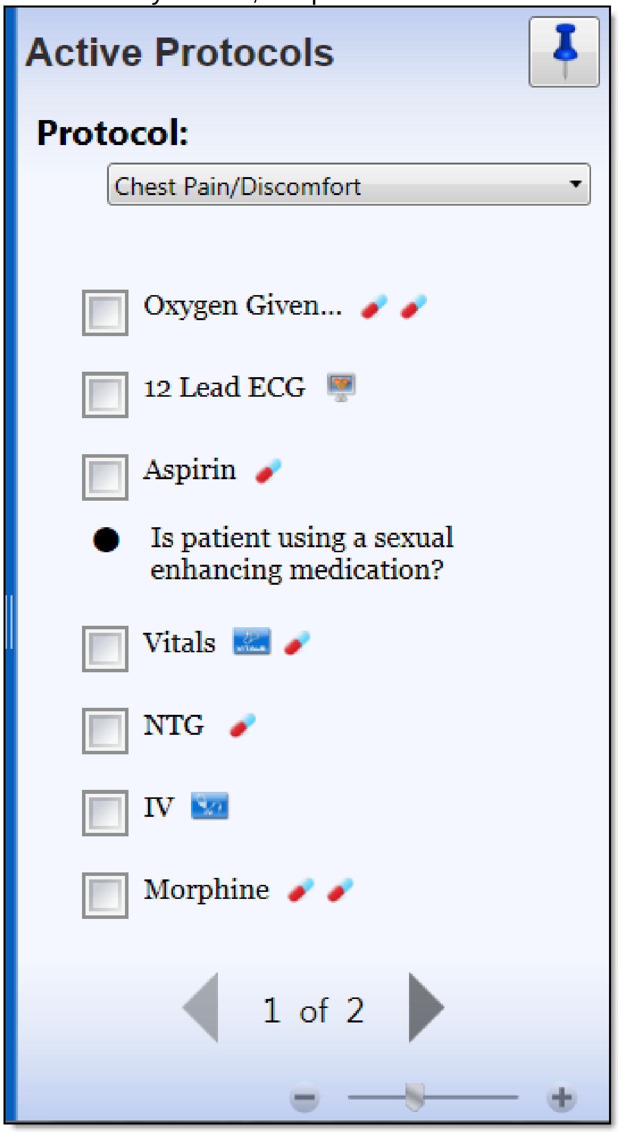
   b. For each field, enter the reason.
   c. To enter one reason for all fields,
      i. Type the reason in the first text box.
      ii. Click *Fill in reasons.*
   d. When finished, click *OK.*
      The reasons are saved.

Working with Active Protocols

Active protocols are set up by your organization and will guide you through the steps for a particular provider impression. An active protocol provides a checklist and can automatically bring up power tools to record the steps you need to take for your protocol.

1. From the run report, from the *Run Information* toolbar at the right, click the *Active Protocols* button.
   The *Active Protocols* pane appears.
2. From the *Protocol* drop down menu, select the desired protocol.
   The protocol checklist appears.

NOTE: By default, the power tool will use the selected provider impression.



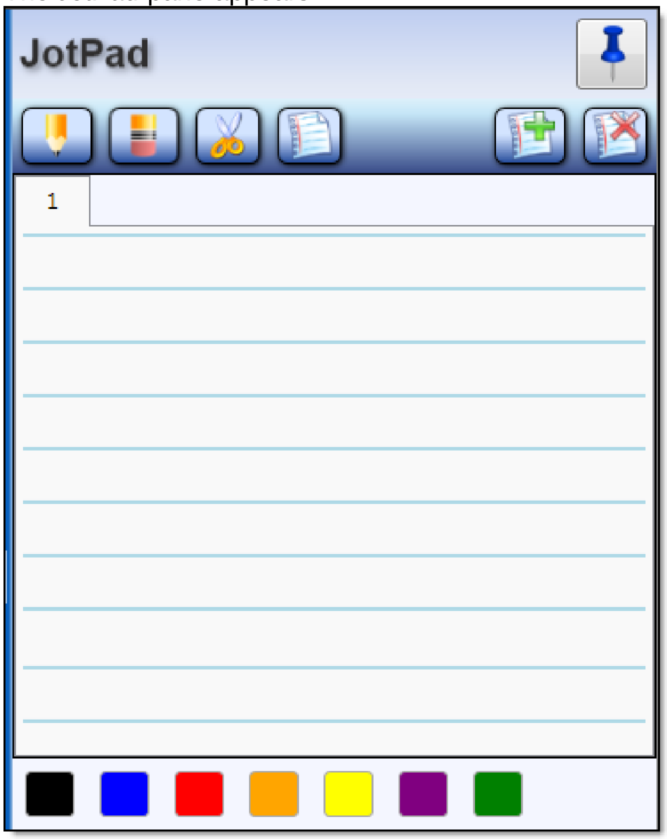
3. As you reach each step, select the checkbox.
   For steps requiring data entry, a power tool or run form page will appear.
4. Complete the requested information.
5. Repeat steps 3–4 for each step.
6. If necessary, if there are multiple pages for the protocol, click the *Next* and *Previous* icons and the bottom of the pane to access additional steps.
7. If a particular step in the active protocol is not used, or if it is used differently than expected, record the reasons in the *Comments* text box.

Working with the Jot Pad

Jot allows users to record information quickly in their own handwriting. The text can then be entered in incidents. Information in the Jot pad will not be included on the run form unless it is copied into the fields, but simply allows users a quick way to make notes in the field. The Jot pad is especially useful for users of the Field Bridge on a Tablet PC.

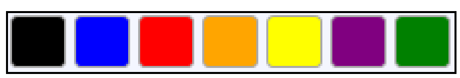
Users can also create drawings on the Jot pad.

1. From the run form, from the *Run Information* toolbar at the right, click the *JotPad* button. The *JotPad* pane appears.



2. Using the provided tools and your mouse or stylus, make any desired notes or drawings on the Jot pad.

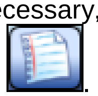
   Draw 
   Allows the mouse or stylus to draw on the Jot pad.

   Pen Color 
   Changes the color of the marks drawn on the Jot pad.

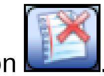
3. If necessary, erase any strokes using the *Erase* icons.

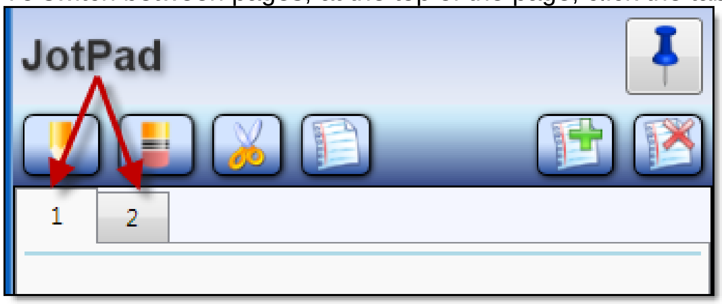
   Erase by Point 
   Erases the amount of the drawing as is covered by the eraser icon.

   Erase by Stroke 
   Erases each stroke from the time your mouse or stylus was clicked or touched the screen to when it was released.

4. If necessary, to remove all marks on this page of the Jot pad, click the *Remove All* icon .

5. To add another page to the jot pad, click the *Add Page* icon .

6. To remove a page from the jot pad, click the *Remove Page* icon .
7. To switch between pages, at the top of the page, click the tab for the desired page.



The Power Tool Toolbar

Depending on your agency's setup, there may be a *Power Tool* button in the *Run Information* toolbar at the right. Clicking this button will open the Power Tool toolbar on the right side.

3.6 Run Form Data Entry Tools

Within the tabs of the run form, you will see several icons to bring up tools for your data entry. These tools can help you select more accurate information, provide calculators to easily enter numbers with your stylus or finger or automatically enter information based on a zip code or information entered earlier in the run form.

Add buttons
Several sections of the run form allow you to record multiple entries, such as procedures or personnel associated with the incident; these sections will have an *Add* button that allows you to create a new record for that section.

Keyboard 
The *Keyboard* icon will provides an on-screen keyboard to type with a stylus or hand.

Lookup 
The *Lookup* icon provides a list of additional options to select for the field, allowing you to easily search for and select options from a list.

Number Pad 
The *Number Pad* icon provides a number pad to enter numbers with a stylus or hand.

Now button 
The *Now* icon enters the current date and time into the associated field.

Set from Postal Code
The *Set from Postal Code* button enters city, state and county information automatically based on the postal code.

Signature Panels
The *Signature* tab has a pane included in every signature panel that will capture signatures entered with a stylus or finger.

Navigation Arrows 

You can progress between the tabs on the run form by clicking the desired tab or by clicking the *Next* and *Back* icons.

Chapter 4

IMAGETREND
EMS FIELD BRIDGE

Recording a New Incident

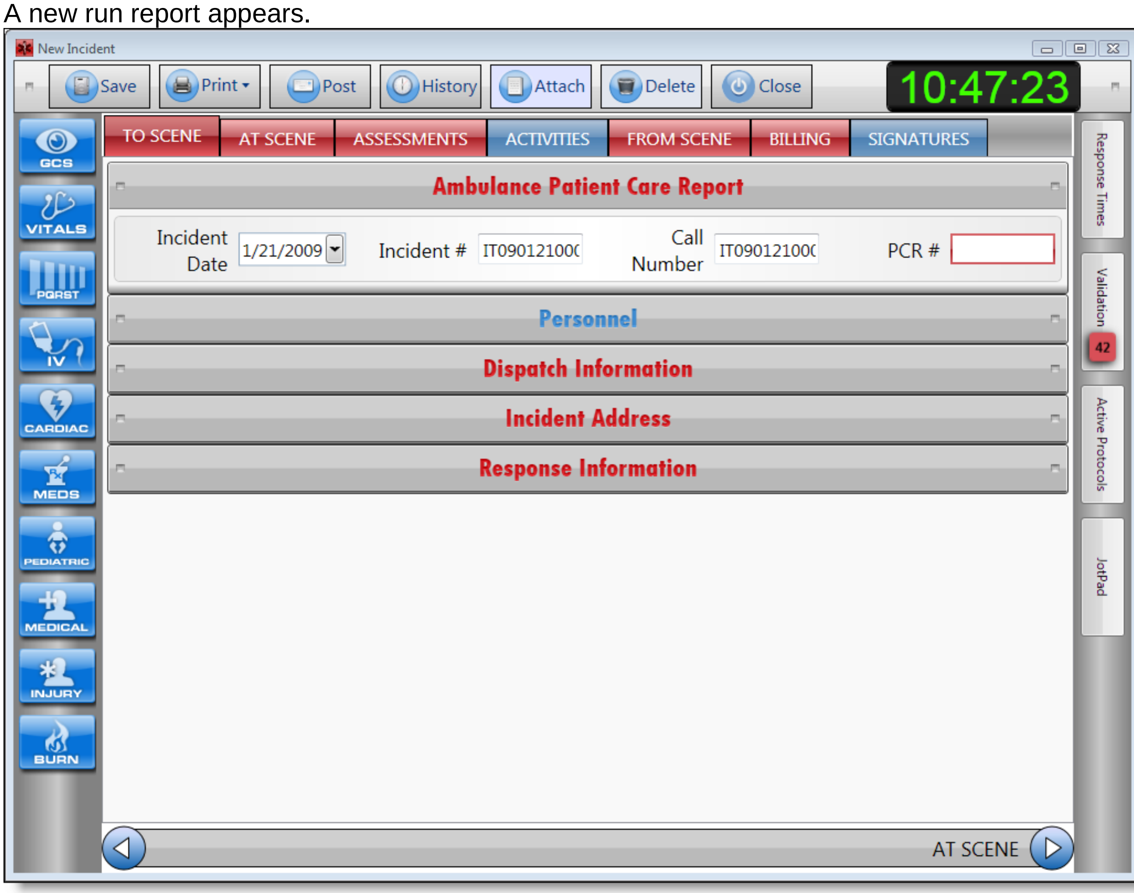
4.1 Chapter Overview

Users can create incident reports using a variety of tools. This chapter explains how to create a basic run report without the use of additional tools. There are multiple run forms within the system, and this chapter explains how to enter data in two default run forms.

4.2 Beginning a New Incident Report

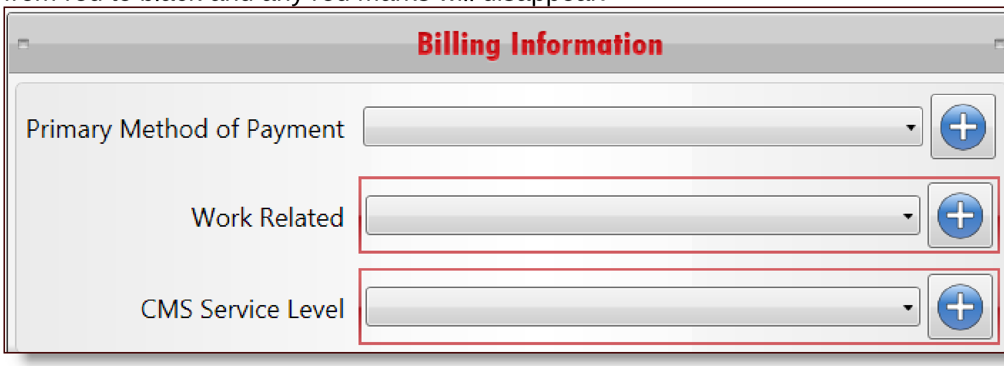
You can begin a new run report from the default report or a custom report that has been created by your service. Custom reports can have information completed according to the type of call or can hide fields that are unnecessary. These instructions will show the default run form.

1. From the *Dashboard* menu, click *Create New Incident.*
   OR
   From the *New Incident From Template* drop down menu in the upper left, select the desired template.
   A new run report appears.



2. To open a panel, click the heading.
3. To open a power tool or run form information pane, click the desired button.
4. Using the provided fields and tabs, complete the information in the run form.
5. When finished, click *Save.*
6. If prompted, enter the validity reasons for any required fields that were left incomplete.
   NOTE: Sliding panels, drop down menus or text fields marked in red denote that a required field has not been completed. Once a required (red) field has been completed, the tab will change

from red to black and any red marks will disappear.

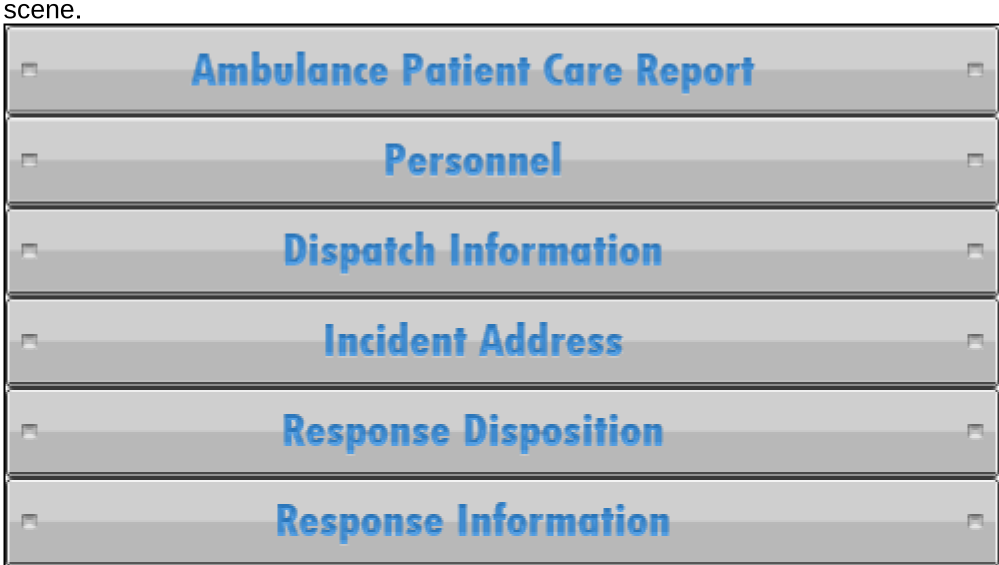


4.3 The Standard Template

The Standard template is the familiar default template that has been provided with the Field Bridge since version 3.

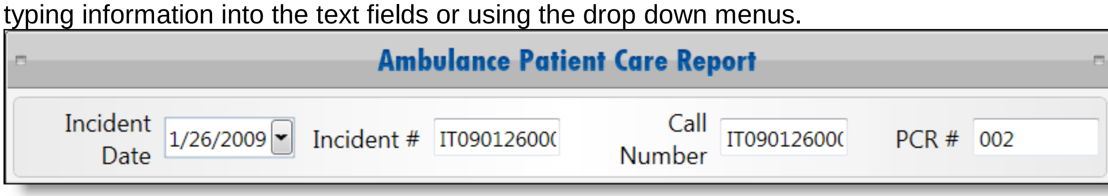
The "To Scene" Tab

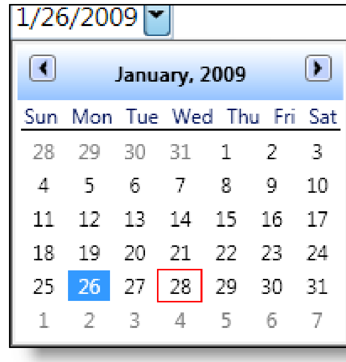
The *To Scene* tab has six sliding panels to enter information about your initial response to the scene.



The Ambulance Patient Care Report Panel

The information for the *Ambulance Patient Care Report* sliding panel can be entered by typing information into the text fields or using the drop down menus.



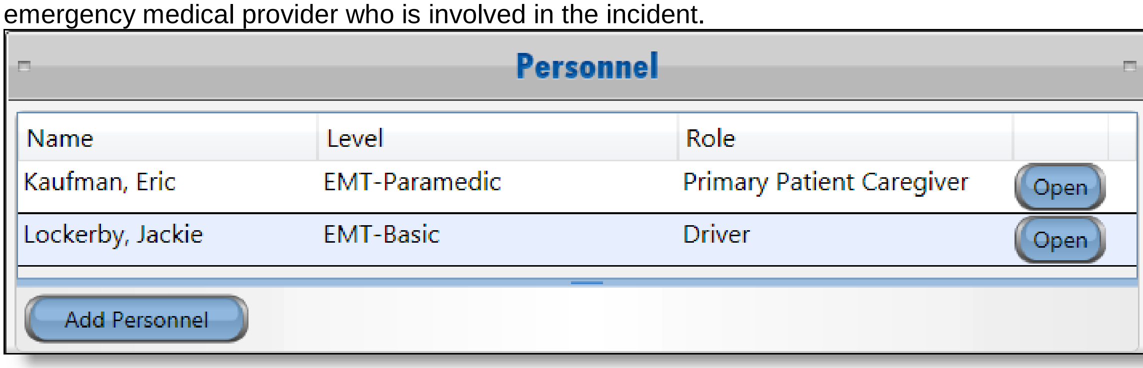


The *Incident Date* field will automatically be populated with today's date. To change the date, use the down arrow to the right of the date to view the calendar. Clicking the blue arrows located at the top of the calendar will change the month shown. To select the desired date, click the new date. Once selected, the date will be highlighted by a blue box. Today's date will always remain outlined by a red box.

The incident number and call number may be automatically populated if your service has the auto call numbering feature enabled. If you need to enter an incident number or call number, make sure the number is unique from any other run that you or another unit in your service may enter.

The Personnel Panel

The *Personnel* sliding tab allows the user to select the name, level and role of every emergency medical provider who is involved in the incident.



The personnel may already be selected if your Field Bridge uses the Shift Setup feature. The default level and role can be established by the system administrator. If this is set by the administrator, when a user selects a name, the level and role will be automatically populated.

Changing Personnel

You can change the personnel included in this run form if necessary.

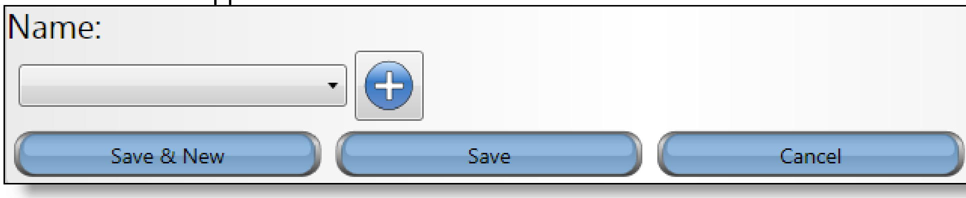
1. For the staff member to change, click *Open.*
   Editable fields appear.

2. Using the drop down menus or the *Lookup* buttons, change the personnel information.
3. When finished, click *Save.*

Adding Personnel

You can add an additional staff member to the run form.

1. From the *Personnel* panel, click *Add Personnel.*
   Additional fields appear.

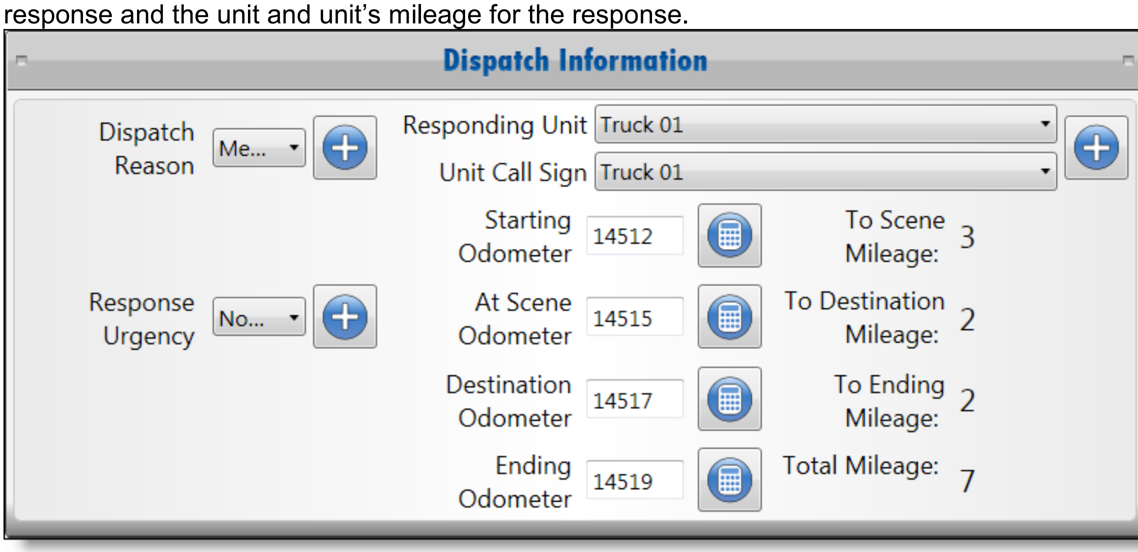


2. From the *Name* section, use the drop down menu or the *Lookup* button to select the desired staff member.
   Additional fields appear.

3. Using the drop down menus and *Lookup* buttons, select the remaining information.
4. When finished, click *Save.*
   The crew member is added.

The Dispatch Information Panel

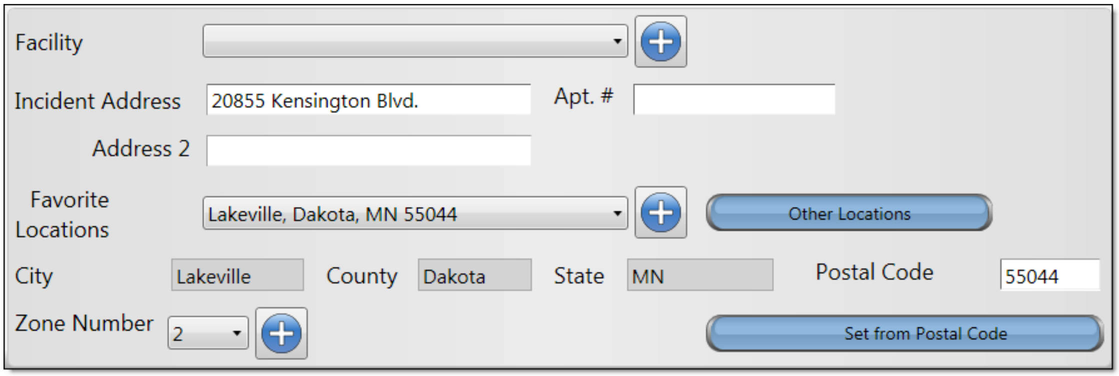
The *Dispatch Information* sliding panel allows you to select the reason and urgency of the response and the unit and unit's mileage for the response.



Using the provided text fields, drop down menus, *Lookup* buttons and *Number Pad* buttons, enter the desired information. The mileage will be automatically calculated as you change the information, and as you change the mileage, the remaining text boxes will be updated to match the value.

The Incident Address Panel

The *Incident Address* sliding panel allows you to enter the address of the incident or select it from a variety of quick pick options.

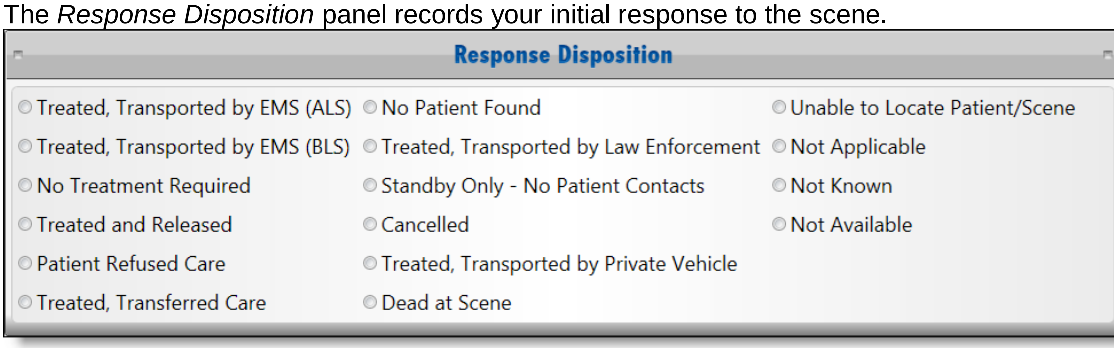


For patients picked up at a hospital, listed nursing home or other health care facility, use the *Facility* drop down menu and/or *Lookup* button to auto-populate the address information. For locations (city, state, county and zip) that are frequently visited, use the *Favorite Locations* drop down or *Lookup* button to auto populate the information. Users can also enter the incident postal code and click *Set from Postal Code* to automatically populate the incident city, county and state. To search for another location if the information is incorrect, click *Other Locations* and search to locate the desired location.

Finally, the user may simply enter information regarding the incident address into the appropriate fields as desired.

The Response Disposition Panel

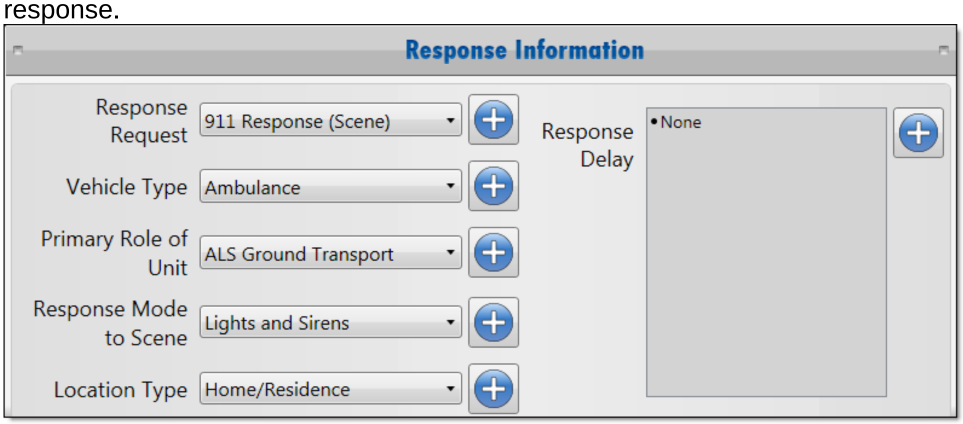
The *Response Disposition* panel records your initial response to the scene.



Only one option can be selected from the *Response Disposition* panel.

The Response Information Panel

The *Response Information* sliding panel allows you to enter information about the response request and mode, unit type and role, the location type and any delays in response.



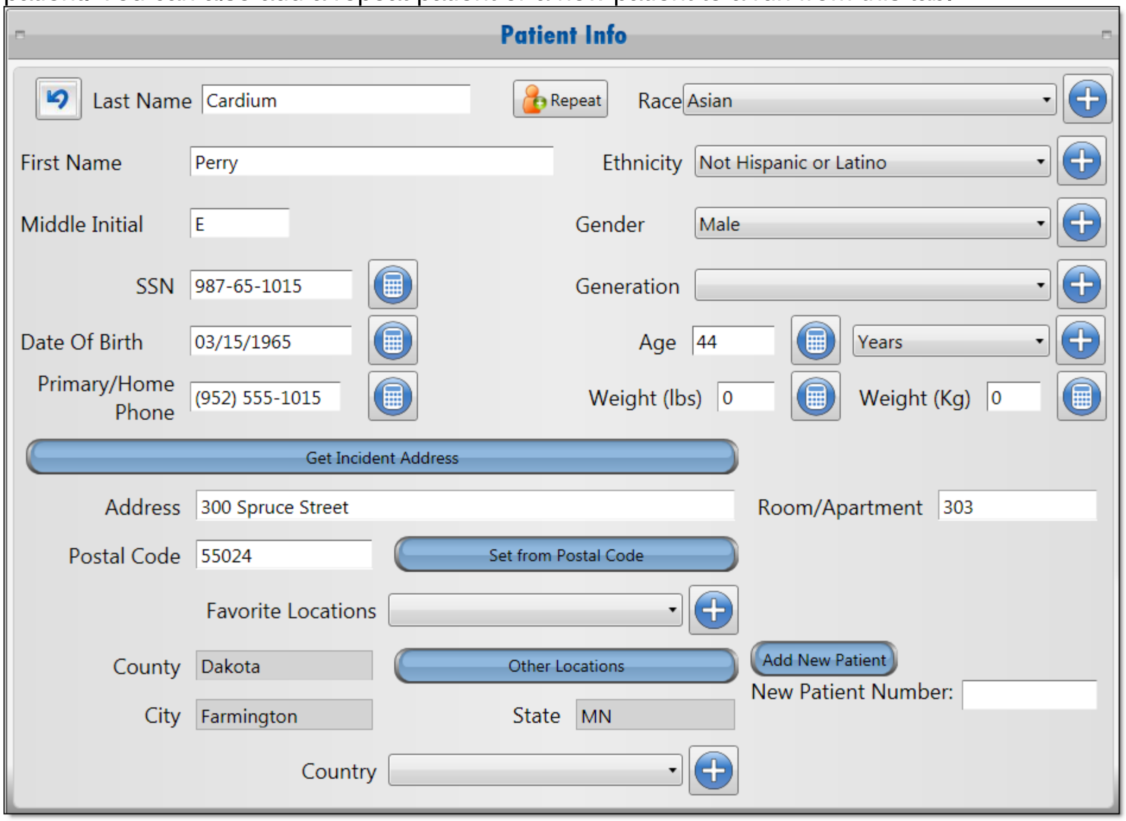
Using the drop down menus, scroll list and *Lookup* buttons, select any information. You can select multiple options from the *Response Delay* scroll box by clicking each desired option.

The "At Scene" Tab

The *At Scene* tab has ten sliding panels to enter information about the initial scene, including patient information, barriers to patient care and prior aid.

The Patient Information Panel

The *Patient Information* tab contains demographic and contact information about the patient. You can also add a repeat patient or a new patient to a run from this tab.



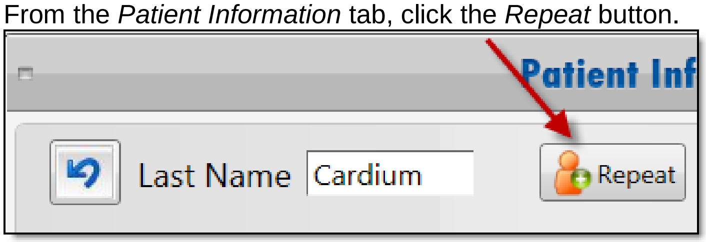
Using the text fields, drop down menus, *Lookup* and *Number Pad* buttons, enter any desired information. You can look up address information using the *Get Incident Address, Set from Postal Code* or *Other Locations* features.

NOTE: If the patient's date of birth is not known, you may enter the estimated age if your agency allows this.

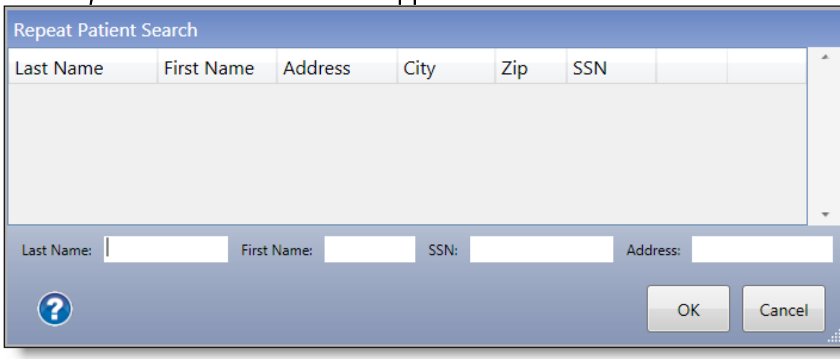
Adding a Repeat Patient

You can automatically fill saved patient information into the *Patient Information* tab by adding a repeat patient. Repeat patients must be set up on the Service Bridge, State Bridge or Rescue Bridge in order for this information to be available. You must enter a repeat patient using the appropriate button; the system will not automatically recognize a repeat patient if you simply type their information in.

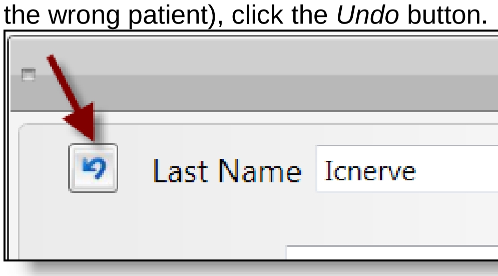
1. From the *Patient Information* tab, click the *Repeat* button.



The *Repeat Patient Search* box appears.



2. Using the provided fields, enter search terms to locate the desired patient.
   As you type, records matching your search terms appear.
3. Select the desired patient.
4. Click *OK.*
   The patient's information is added to the run form.
5. **OPTIONAL:** To remove the patient information (e.g., if you accidently suggested the wrong patient), click the *Undo* button.

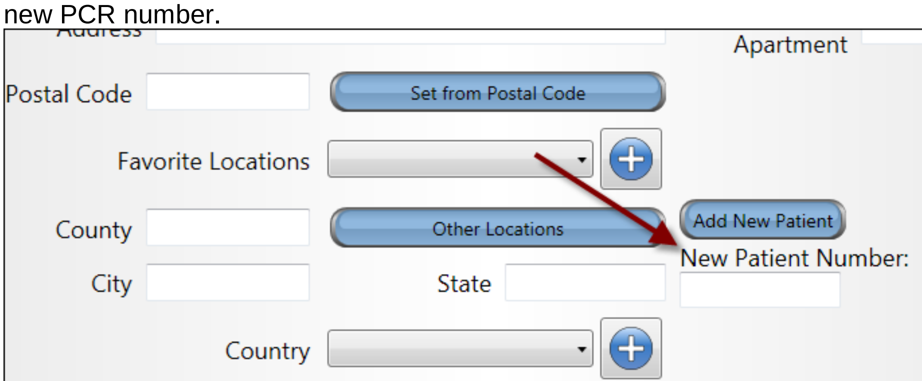


The repeat patient's information is removed from the run form.

Adding a New Patient

Adding a new patient will open a new incident report, copying any relevant information from the original report. If you enter a new PCR number, that information will also be filled in to the new form.

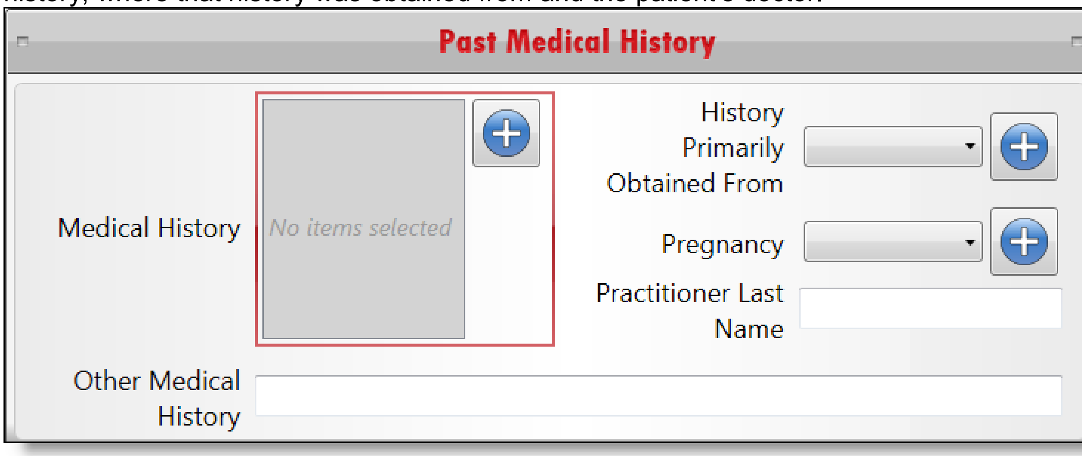
1. From the *Patient Information* tab, in the *New Patient Number* text box, type a new PCR number.



2. Click *Add New Patient.*
   A new run form appears.
3. Complete the run form for this patient.

The Past Medical History Panel

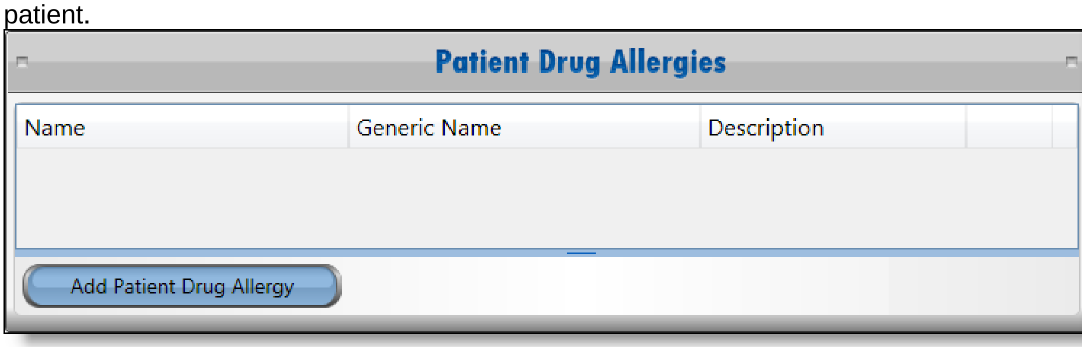
The *Past Medical History* pane allows you enter information about the patient's medical history, where that history was obtained from and the patient's doctor.



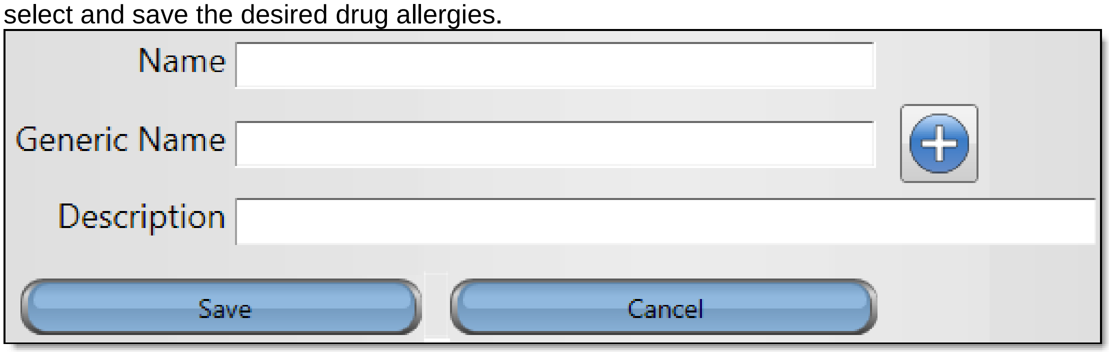
Using the *Lookup* buttons, drop down menus and text boxes, enter information about the patient's medical history. For the *Medical History* scroll box, you will only see the values that are selected. Click the *Lookup* button to select any conditions.

The Patient Drug Allergies Panel

The *Patient Drug Allergies* panel allows you to enter any known drug allergies for the patient.

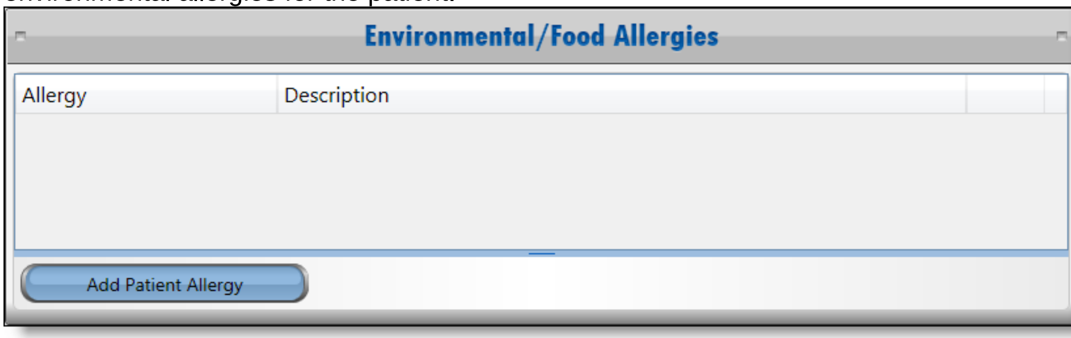


After selecting to add or edit a patient drug, use the text fields or the *Lookup* button to select and save the desired drug allergies.

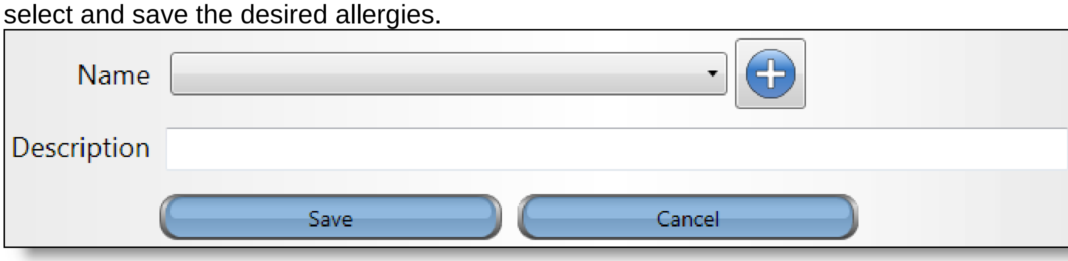


The Environmental/Food Allergies Panel

The *Environmental/Food Allergies* panel allows you to enter any known food or environmental allergies for the patient.

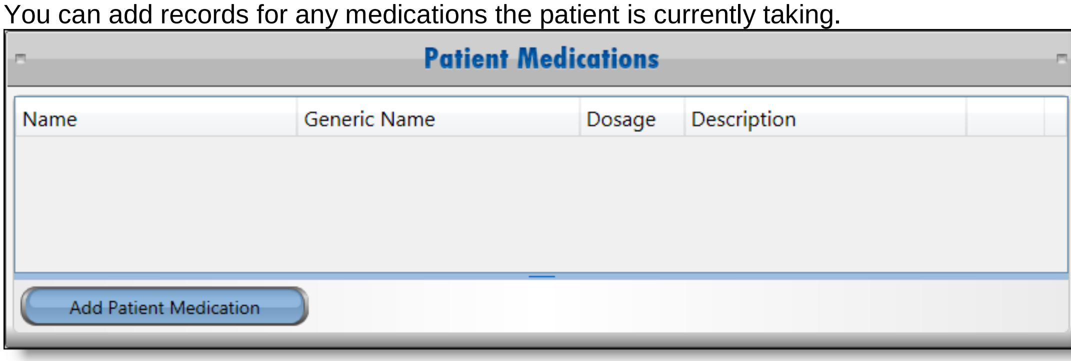


After selecting to add or edit a patient allergy, use the fields or the *Lookup* button to select and save the desired allergies.

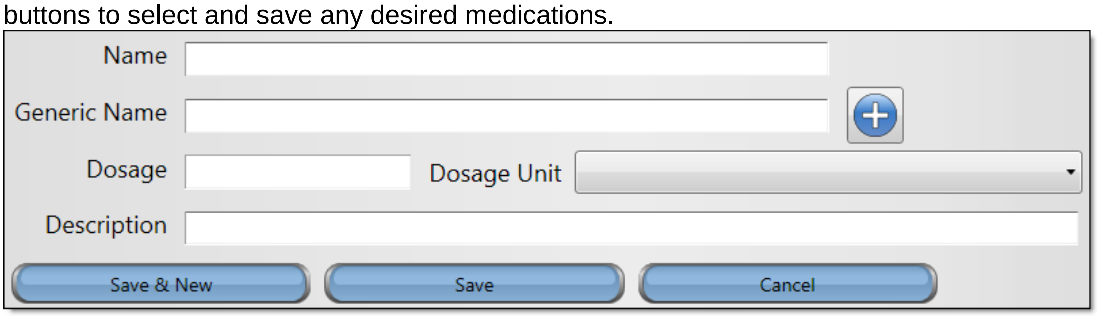


The Patient Medications Panel

You can add records for any medications the patient is currently taking.

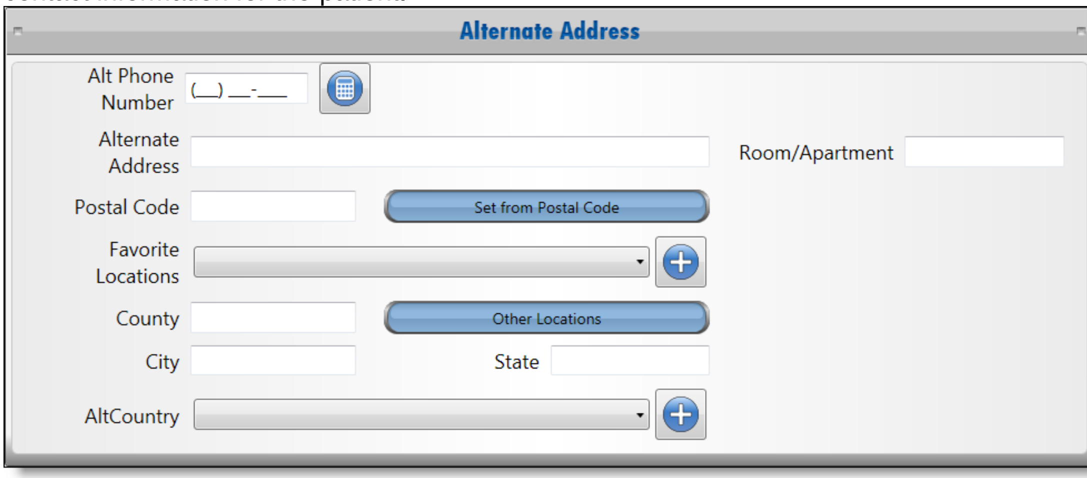


After choosing to add or edit any medications, use the provided fields and *Lookup* buttons to select and save any desired medications.



The Alternate Address Panel

The *Alternate Address* panel records information about any alternate address and contact information for the patient.



Use the provided fields, *Lookup* and *Number Pad* buttons, and location lookup features to enter all desired information.

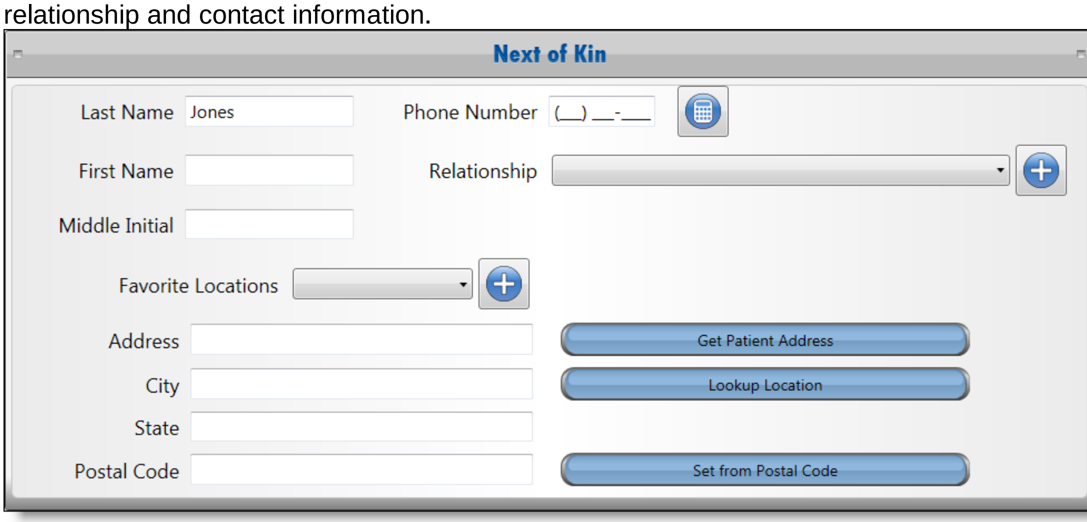
HINTS:

You can set city and state information based on a zip code by using the *Set from Postal Code* button.

If the wrong location information is filled in, you can search for the correct information using the *Other Locations* button.

The Next of Kin Panel

The *Next of Kin* panel records information about the patient's next of kin, including name, relationship and contact information.



Using the provided fields, *Lookup* and *Number Pad* buttons, and location lookup features, enter all known information.

HINTS:

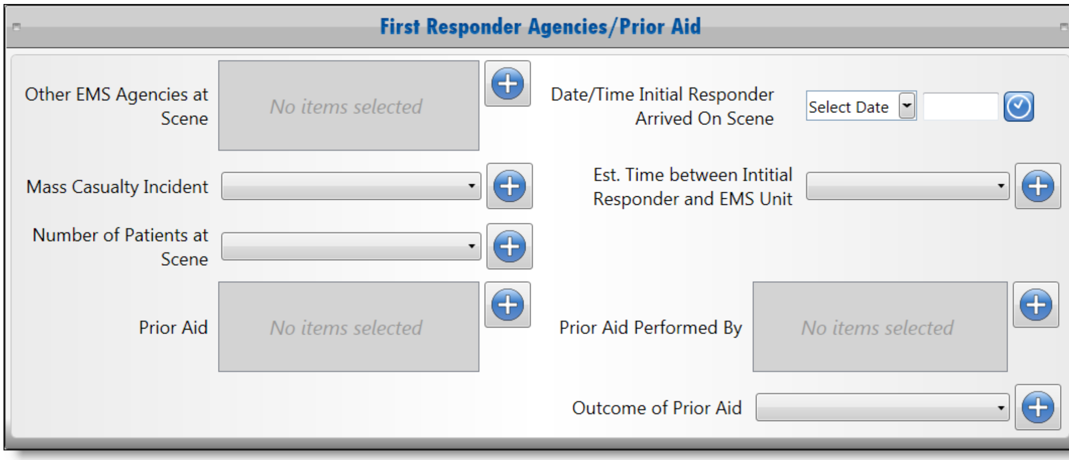
You can set city and state information based on a zip code by using the *Set from Postal Code* button.

If the wrong location information is filled in, you can search for the correct information using the *Other Locations* button.

If the next of kin lives at the same address as the patient, you can copy the patient's information to this panel using the *Get Patient Address* button.

The First Responder Agencies/Prior Aid Panel

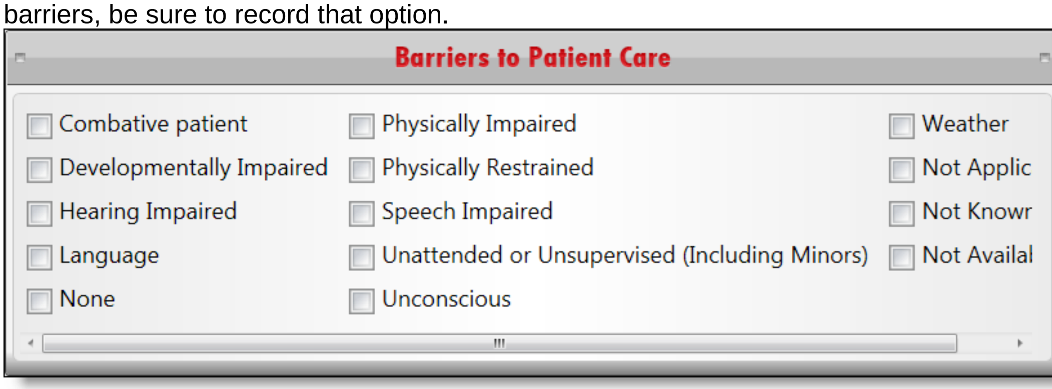
The *First Responder Agencies/Prior Aid* panel allows you to record any prior aid at the scene.



Using the provided fields, *Lookup* buttons, *Now* buttons and calendar, enter any prior aid information. The scroll boxes will display only the values that have been selected using the *Lookup* buttons.

The Barriers to Patient Care Panel

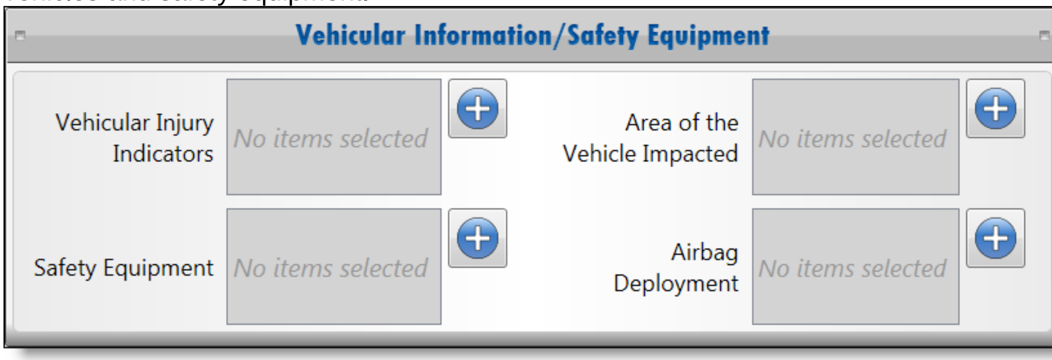
The *Barriers to Patient Care* panel records any barriers to patient care. If there are no barriers, be sure to record that option.



Use the checkboxes to select as many options as apply.

The Vehicular Information/Safety Information Panel

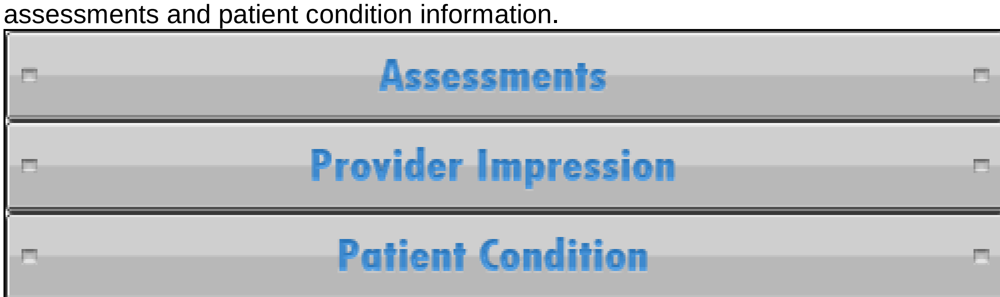
The *Vehicular Information/Safety Information* panel records any information about vehicles and safety equipment.



Use the *Lookup* buttons to enter any information for this panel. The scroll lists will display only selected options.

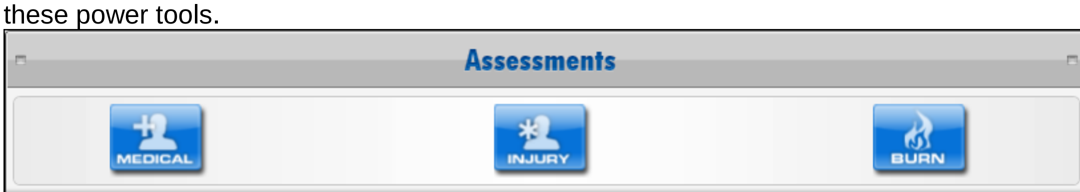
The Assessments Tab

The *Assessments* tab has three sliding panels to record provider impressions, patient assessments and patient condition information.



The Assessments Panel

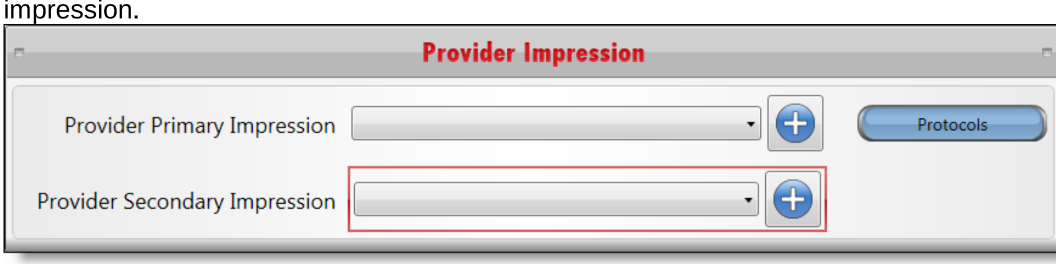
The *Assessments* panel provides additional links to the *Medical Assessment, Injury Assessment* and *Burn Assessment* power tools. All information will be recorded within these power tools.



Click a power tool to add information or view any existing information.

The Provider Impression Panel

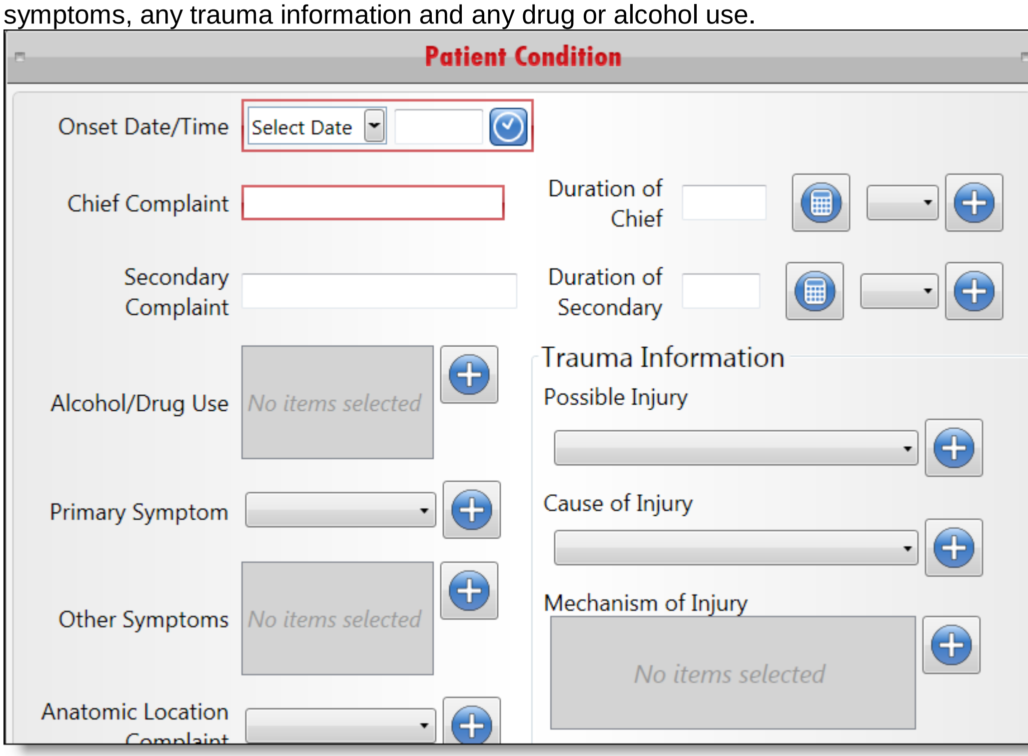
The *Provider Impression* panel allows you to select a primary and secondary provider impression and to bring up an active protocol for the selected primary provider impression.



Use the drop down menus or lookup buttons to select a provider impression. To begin an active protocol for the selected primary impression, click *Protocols.*

The Patient Condition Panel

The *Patient Condition* panel records information about the patient's complains and symptoms, any trauma information and any drug or alcohol use.



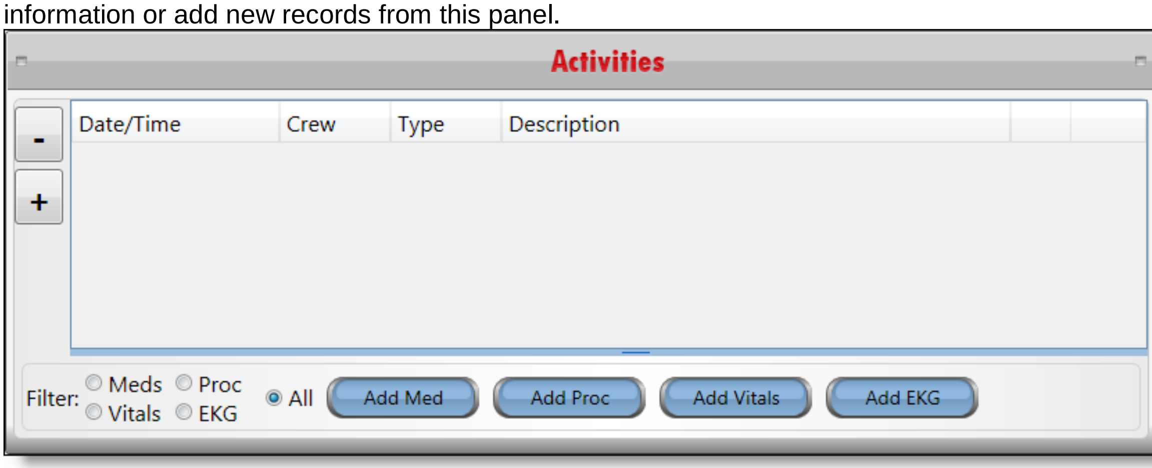
Using the provided fields, the calendar and the *Lookup, Now* and *Number Pad* buttons, enter the desired information. The scroll lists will display only the values that have been selected using the *Lookup* buttons.

The Activities Tab

The *Activities* tab has two sliding panels to record information about any activities taken in regards to the patient and any cardiac arrest data.

The Activities Panel

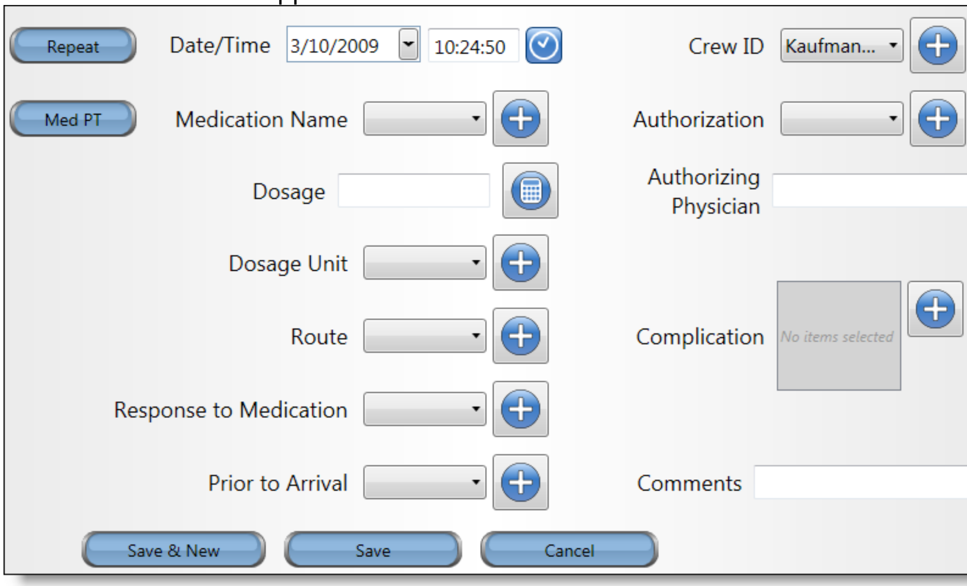
The *Activities* panel records and activities taken in regards to the patient, including medications, procedures, vitals or EKG records. Most information that is added with power tools will be displayed in this panel. You can edit these records to add additional information or add new records from this panel.



Adding a Medication Record from the Activities Panel

Adding a new medication record can be done from the Medications power tool or from the *Activities* panel. Records that have been added with the power tool can also be edited from the *Activities* panel to add more information or change the record. All activities, including medication records, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Med.*
   The *Add Med* section appears.

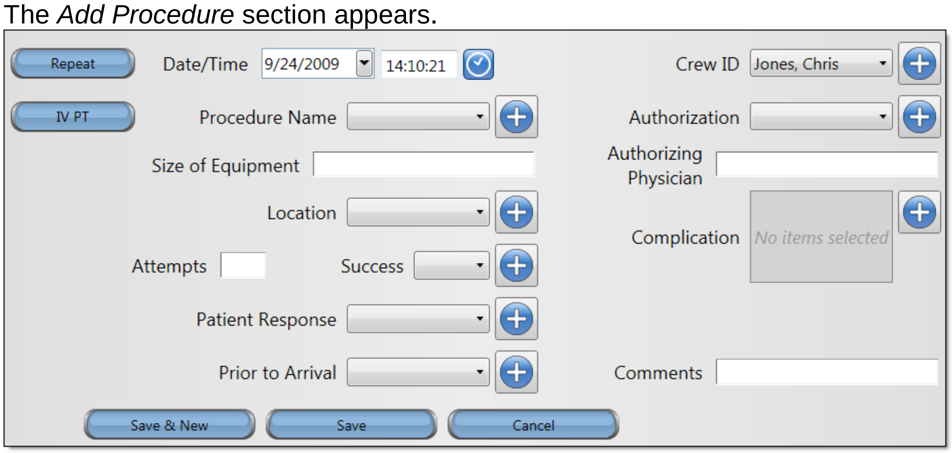


2. Using the provided fields, *Lookup* buttons and *Number Pad* button, enter the desired information about the medication.
   HINT: Some information may already be completed for you, such as the crew administering the medication and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new medication record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding a Procedure Record from the Activities Panel

Some procedure records can also be added with power tools, including a record for an IV. Records that have been added with the power tool can also be edited from the *Activities* panel to add more information or change the record. All activities, including procedure records, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Proc.*
   The *Add Procedure* section appears.

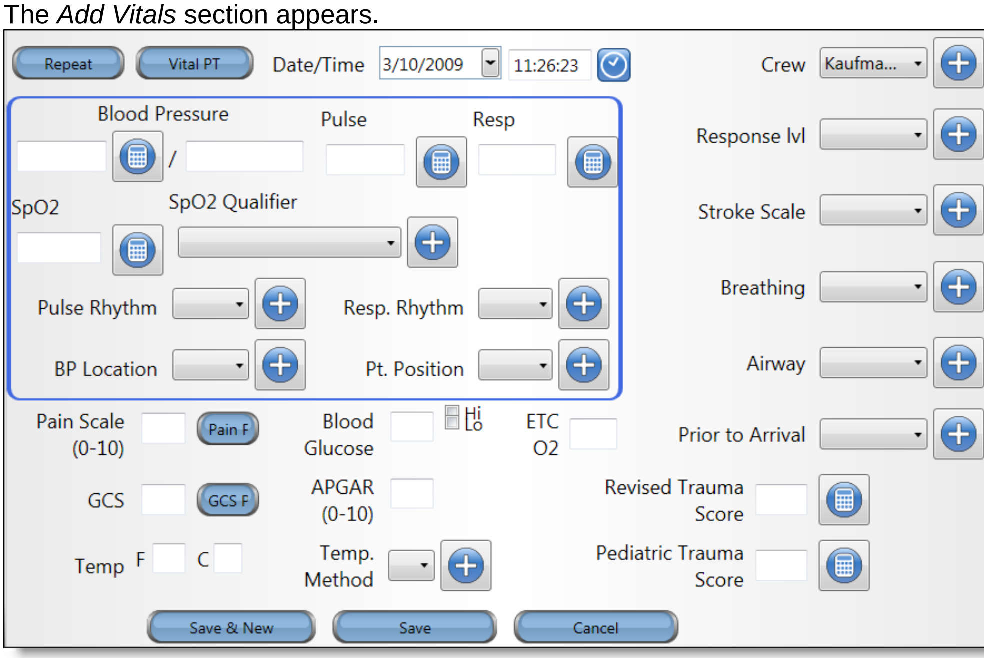


2. Using the provided fields, *Lookup* buttons and *Number Pad* button, enter the desired information about the procedure.
   HINT: Some information may already be completed for you, such as the crew administering the procedure and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new procedure record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding Vitals from the Activities Panel

Vitals can also be added from the Vitals power tool, but can be added with more information and depth in the *Activities* panel. Records that have been added with the power tool can also be edited from the *Activities* panel to add more information or change the record. All activities, including vitals, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add Vitals.*
   The *Add Vitals* section appears.

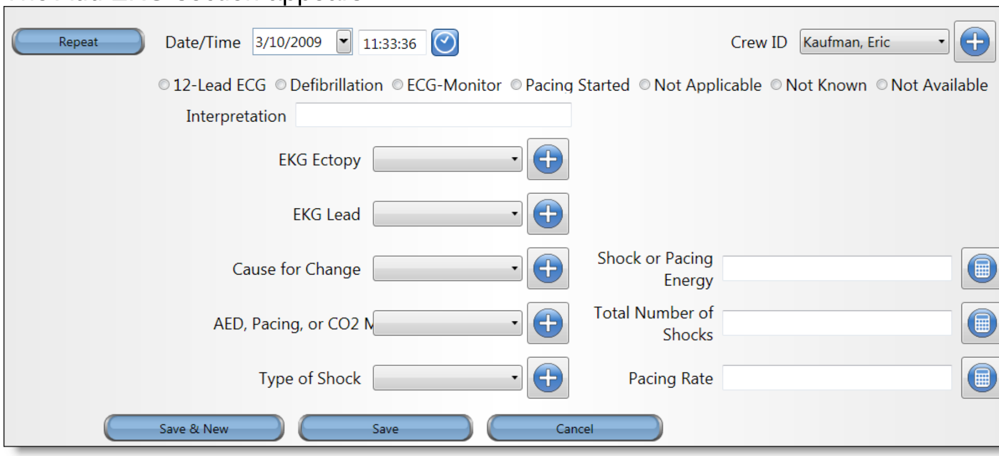


2. Using the provided fields, *Lookup* and *Number Pad* buttons and the *GCS, Pain* and *Vitals* power tool buttons, enter the desired information about the procedure.
   HINT: Some information may already be completed for you, such as the crew recording the vitals and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new vitals record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding an EKG Record from the Activities Panel

EKG records can also be added from the *EKG Import* power tool if you are integrated with an EKG monitor. All activities, including vitals, will be displayed in the scroll list once saved.

1. From the *Activities* pane, click *Add EKG.*
   The *Add EKG* section appears.

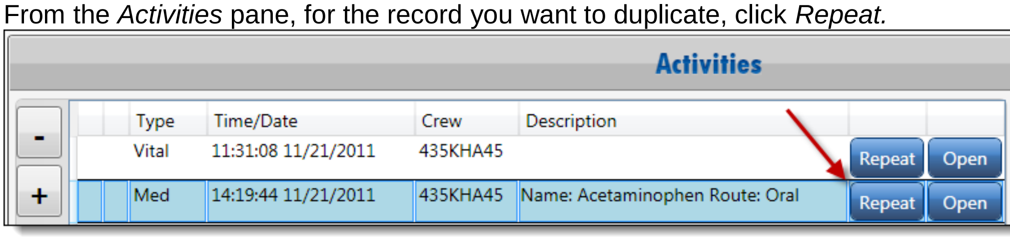


2. Using the provided fields, *Lookup* and *Number Pad* buttons, enter the desired information about the EKG.
   HINT: Some information may already be completed for you, such as the crew ID and the date and time. This information can be changed if necessary but is automatically filled in based on previous information entered in the run form.
3. When finished, to save this record and begin a new EKG record, click *Save and New.*
   OR
   To save this record without beginning a new record, click *Save.*

Adding a Duplicate Activity Record

After adding an activity record such as a medication or procedure, you can quickly create a duplicate record that only requires you to update things that have changed from the original record (such as the time administered). This can provide an easy way to quickly record events that occur multiple times, such as medications that are given several times.

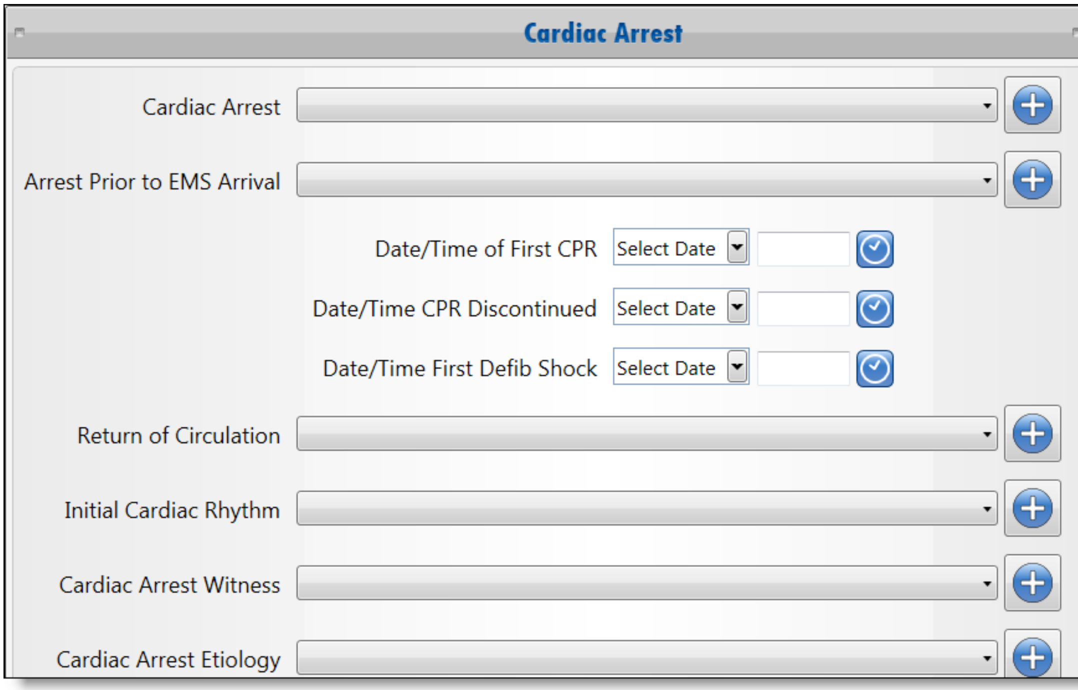
1. From the *Activities* pane, for the record you want to duplicate, click *Repeat.*



   Additional fields appear for the selected type of activity, with information included based on the record being copied.
2. Make any changes to the record.
3. When finished, click *Save.*

The Cardiac Arrest Panel

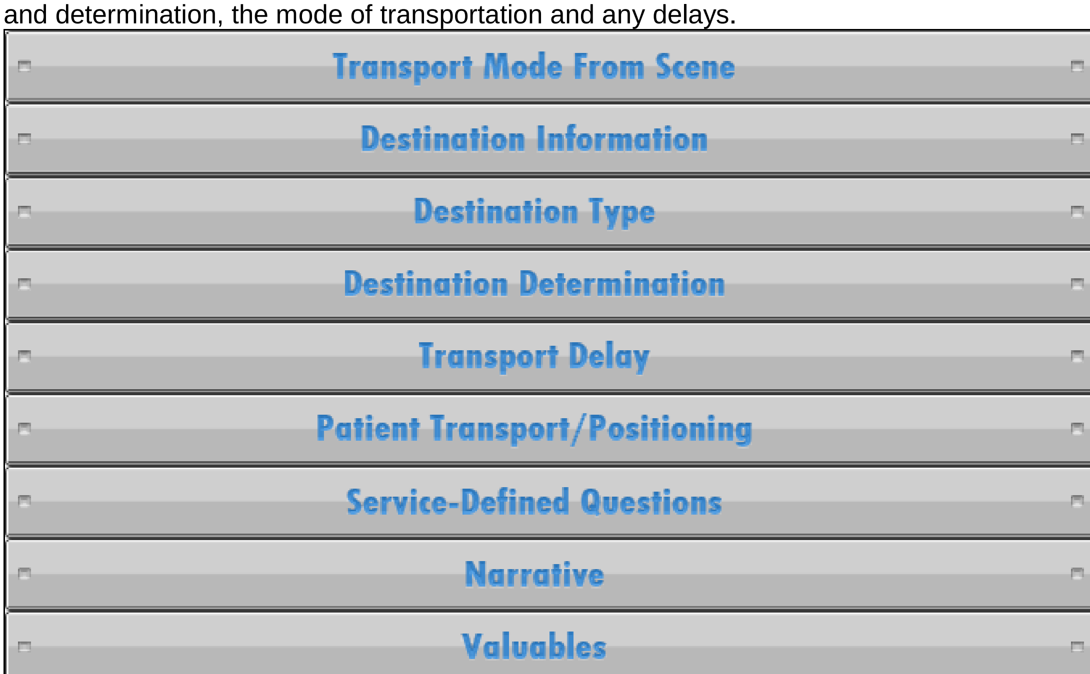
The *Cardiac Arrest* panel allows you to enter information about any cardiac arrest event that occurred on this run.



Using the drop down menus or *Lookup* buttons, calendars and *Now* buttons, enter any needed information about cardiac arrest on this call.

The From Scene Tab

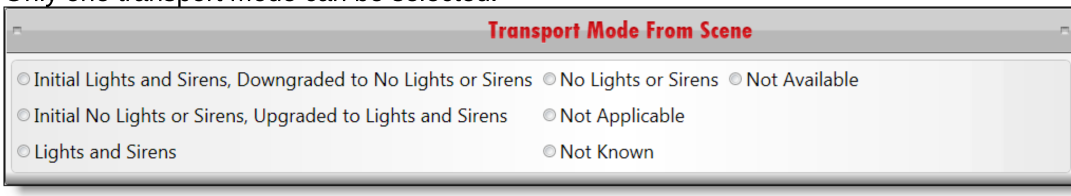
The *From Scene* tab contains nine sliding panels that allow you to enter information about the return from the scene on this run, including the response disposition, destination information, type and determination, the mode of transportation and any delays.



The Transport Mode From Scene Panel

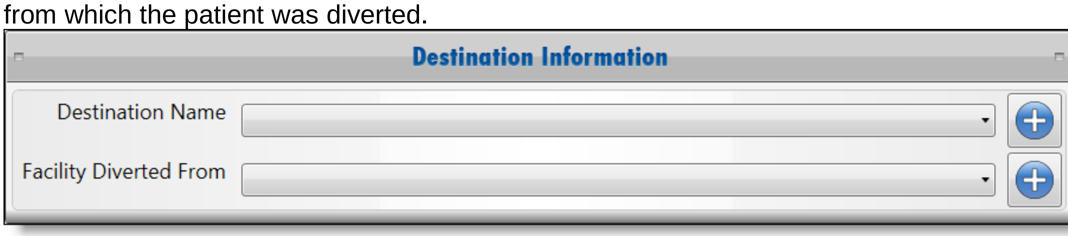
The *Transport Mode From Scene* panel records the vehicle's mode of transportation when leaving the scene.

Only one transport mode can be selected.



The Destination Information Panel

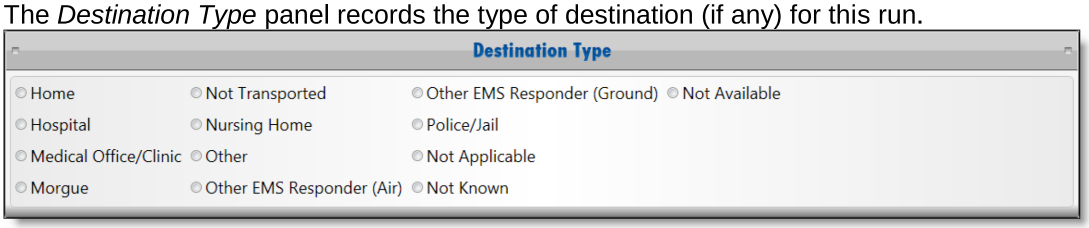
The *Destination Information* panel records the facility destination name and any facility from which the patient was diverted.



Using the drop down menus or *Lookup* buttons, select the facility and destination information.

The Destination Type Panel

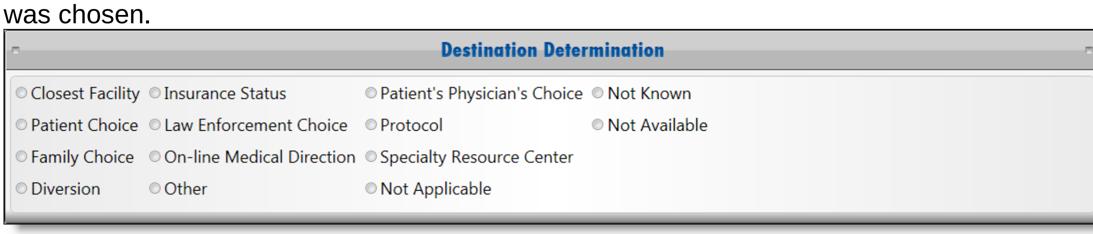
The *Destination Type* panel records the type of destination (if any) for this run.



Only one destination type can be selected.

The Destination Determination Panel

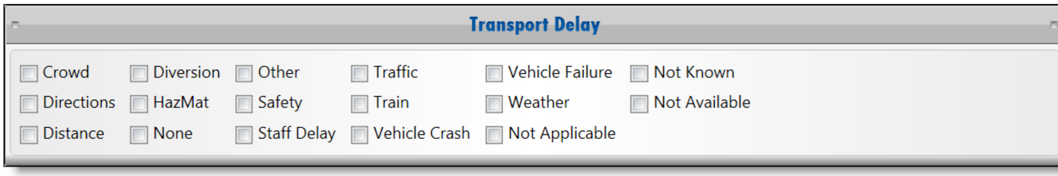
The *Destination Determination* panel records the reason why the selected destination was chosen.



Only one destination determination reason can be selected.

The Transport Delay Panel

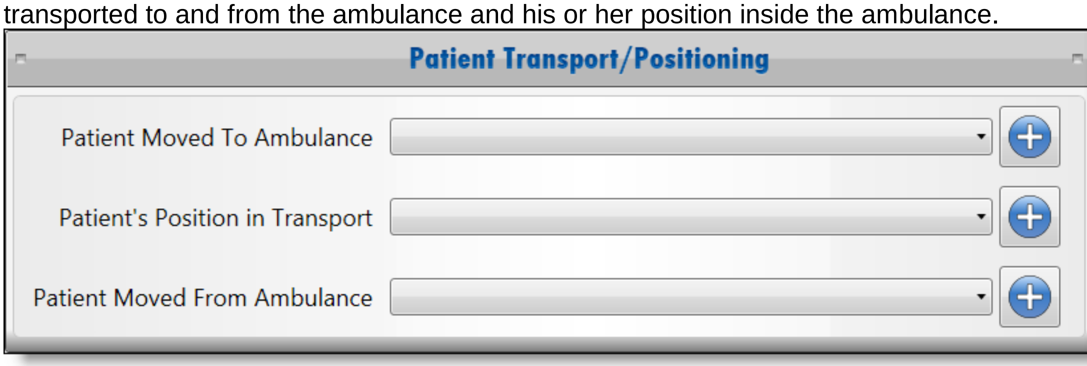
The *Transport Delay* panel records the cause(s) of any possible delay in your process from the scene.



You can select as many delays as are applicable. When one delay is selected, no others will be deselected, so make sure to deselect any option that you do not want to record (e.g., if *Not Applicable* is selected, deselect it when you select a delay).

The Patient Transport/Positioning Panel

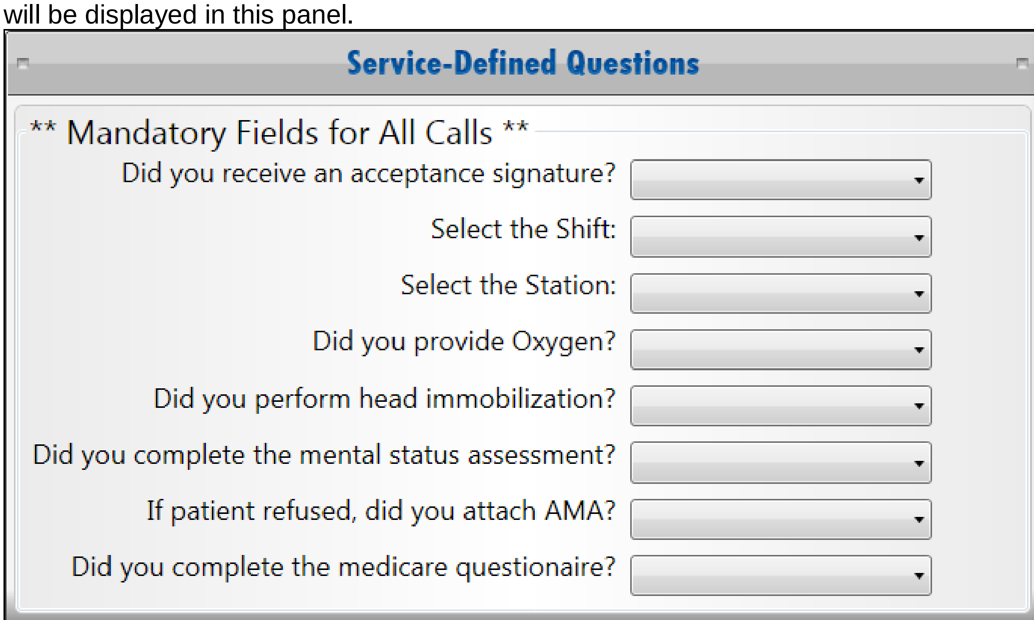
The *Patient Transport/Positioning* panel records information about how the patient was transported to and from the ambulance and his or her position inside the ambulance.



Use the drop down menus or *Lookup* buttons to select the desired information.

The Service-Defined Questions Panel

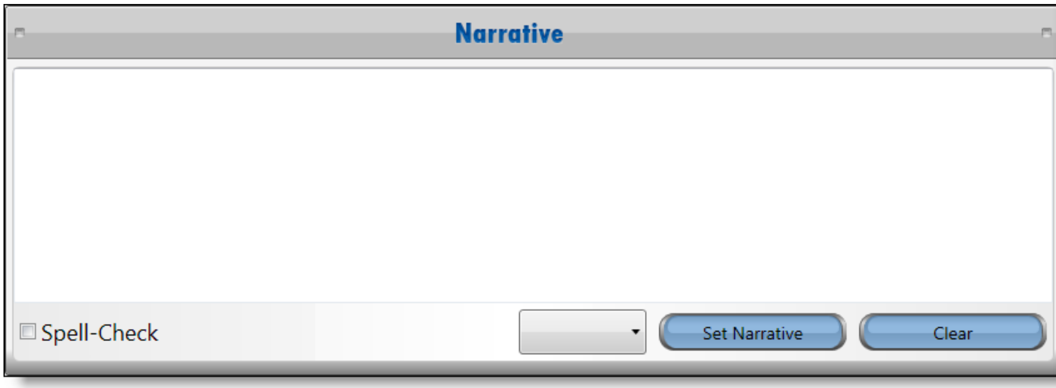
The *Service-Defined Questions* panel will differ according to your service and may not be displayed. Each service administrator can set up questions specific to the service, which will be displayed in this panel.



Using the provided fields, enter answers to each of the questions.

The Narrative Panel

The *Narrative* panel records the narrative for your run; it can be automatically generated if your service allows this feature, although you can later edit the narrative to add additional information and details.

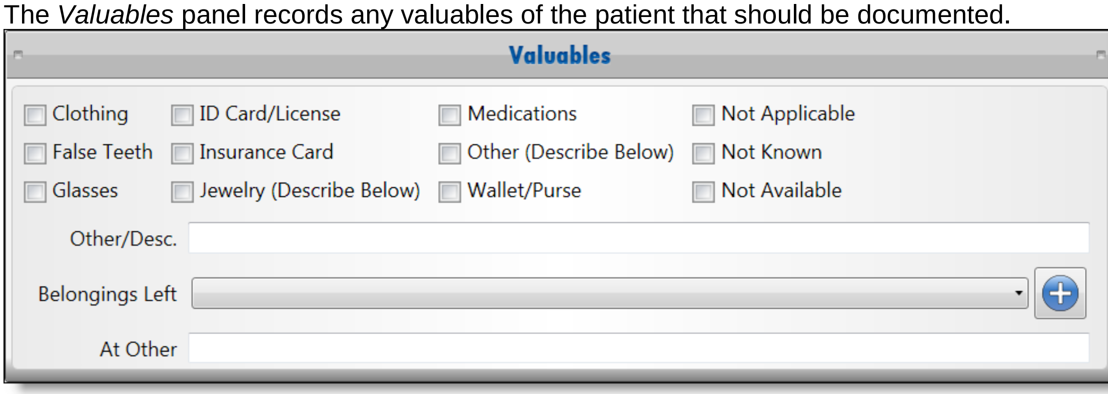


Generating an Automatic Narrative

1. From the drop down menu, select the type of narrative you would like to generate.
2. Click *Set Narrative.*
   The *Auto-Narrative Questions* dialog box appears.
3. In the text box, type the answer to the question.
4. Click *OK.*
5. Repeat steps 3–4 until new questions stop appearing.
   The narrative is generated.
6. In the text box, add any desired details.
   WARNING: After adding any additional details, DO NOT click the *Set Narrative* button or the *Clear* button unless you want to delete the additional information you have added.

The Valuables Panel

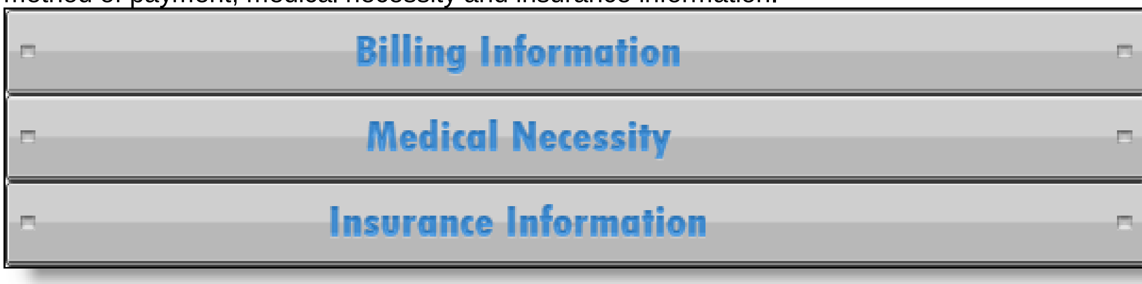
The *Valuables* panel records any valuables of the patient that should be documented.



Using the provided fields and the *Lookup* button, enter all relevant information. You can select as many valuables as are applicable. When one valuable is selected, no others will be deselected, so make sure to deselect any option that you do not want to record (e.g., if *Not Applicable* is selected, deselect it when you select a valuable).

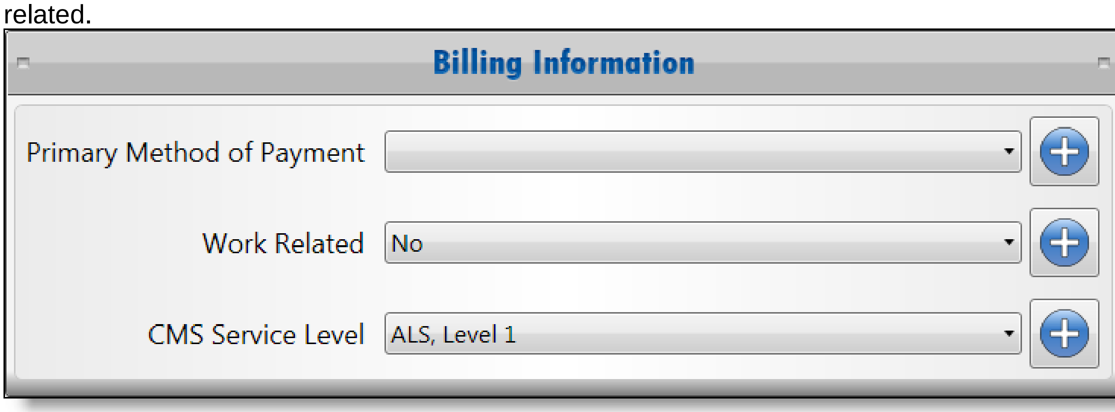
The Billing Tab

The *Billing* tab contains three panels with information relevant to billing for this run, including the method of payment, medical necessity and insurance information.



The Billing Information Panel

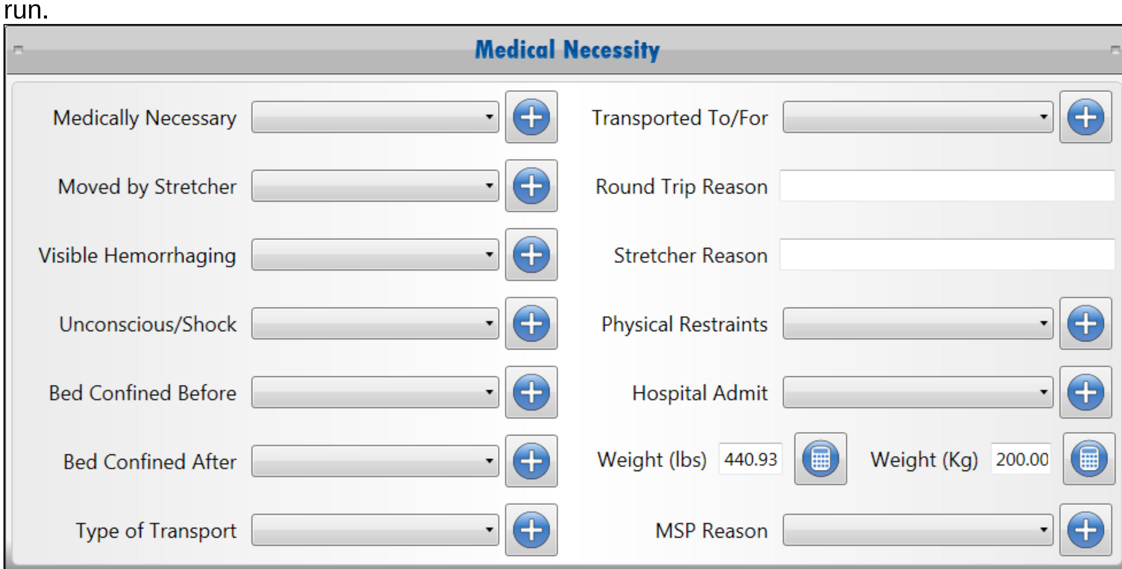
The *Billing Information* panel records basic information necessary for billing, including the primary method of payment, the CMS service level and whether this incident was work related.



Using the drop down menus or the *Lookup* buttons, select the desired information for the panel.

The Medical Necessity Panel

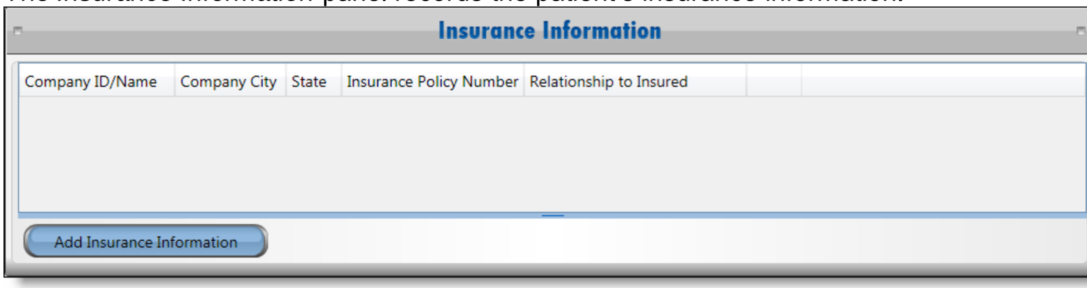
The *Medical Necessity* panel records information relevant to the medical necessity of the run.



Using the drop down menus, *Loookup* and *Number Pad* buttons, and text boxes, enter the needed information. Some information may already be displayed in this panel; this information has been copied from another part of the run form.

The Insurance Information Panel

The *Insurance Information* panel records the patient's insurance information.

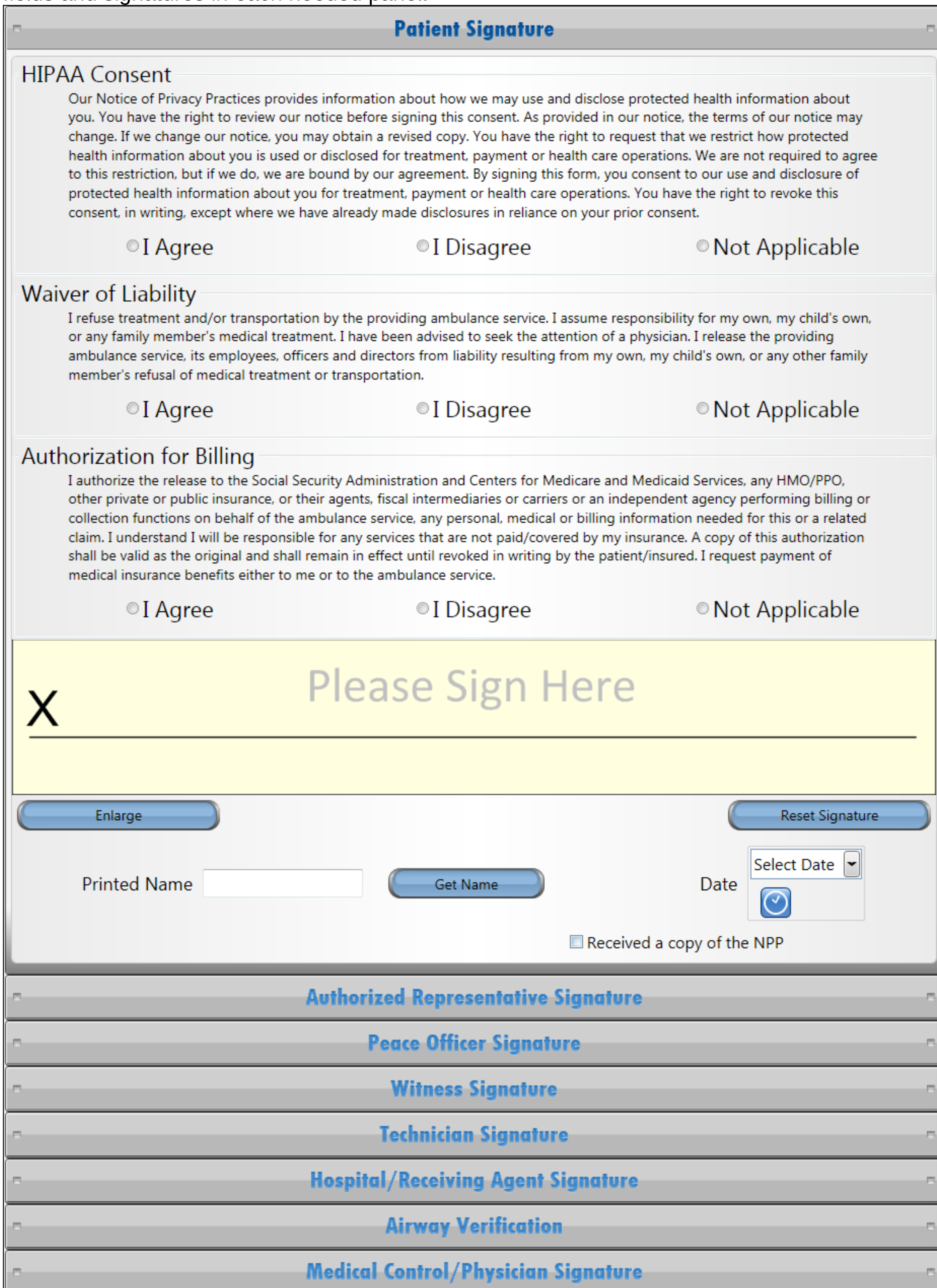


To enter all known insurance information, click *Add Insurance Information.* You can add as many records for insurance information as needed.

The Signatures Tab

The *Signatures* tab can record all the necessary signatures for your run form, including the patient signature, an airway verification and any AMA. If using a tablet PC, the stylus can be used to sign.

For each panel, allow the subject to read and answer each piece of consent text before signing. You can enlarge the signature panel for additional room using the *Enlarge* button. If the subject needs to start again, the *Reset Signature* option will clear the current signature. Complete the fields and signatures in each needed panel.

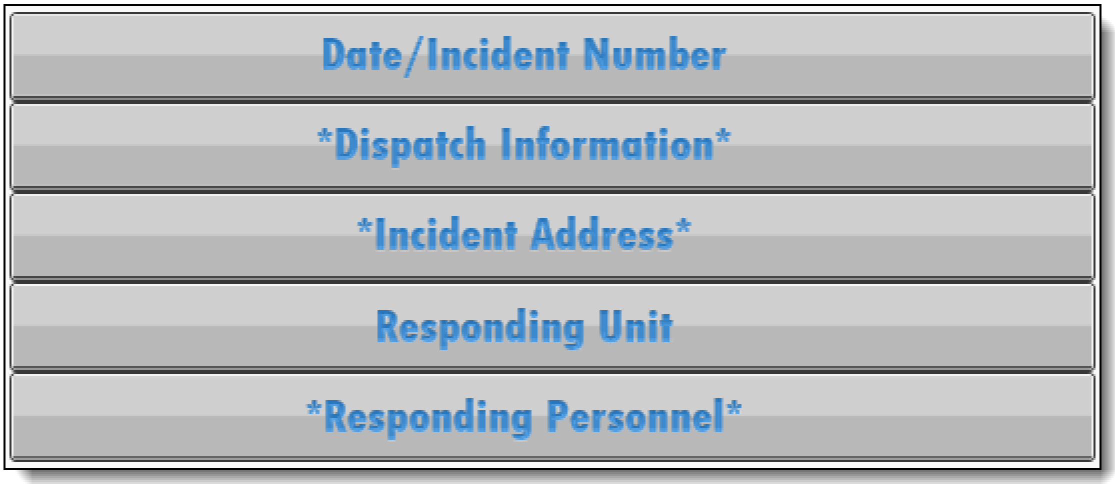


4.4 The Smart Incident Report

The smart incident report is a new template that uses the dynamic run form and has additional tabs panels than those used in the standard run form template.

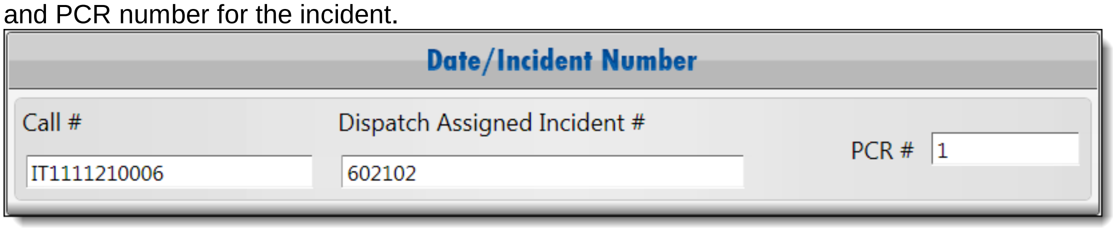
The Dispatch Info Tab

The *Dispatch Info* tab contains five panels to contain information about your initial response to the scene.



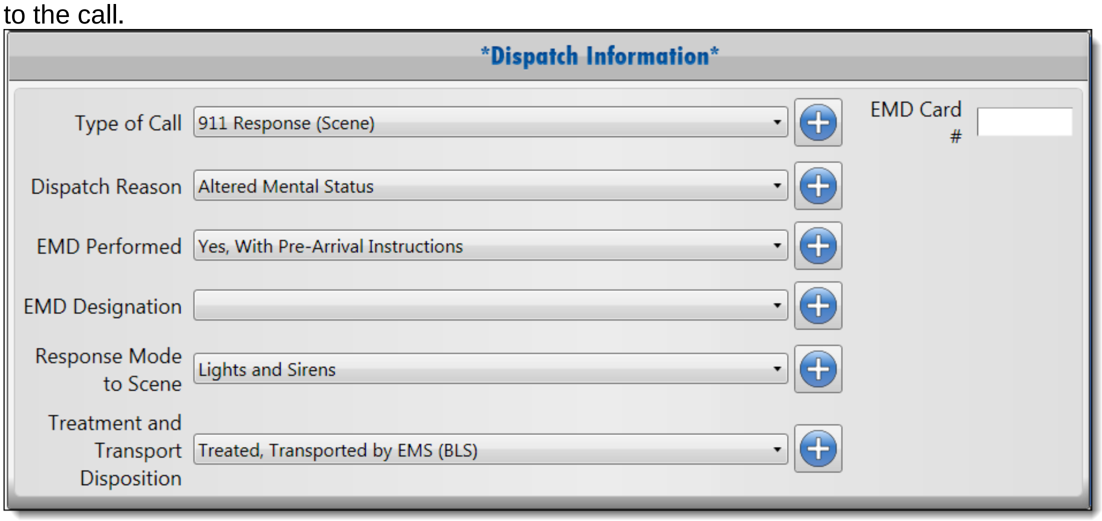
The Date/Incident Number Panel

The *Date/Incident Number* panel allows you to record the call number, incident number and PCR number for the incident.



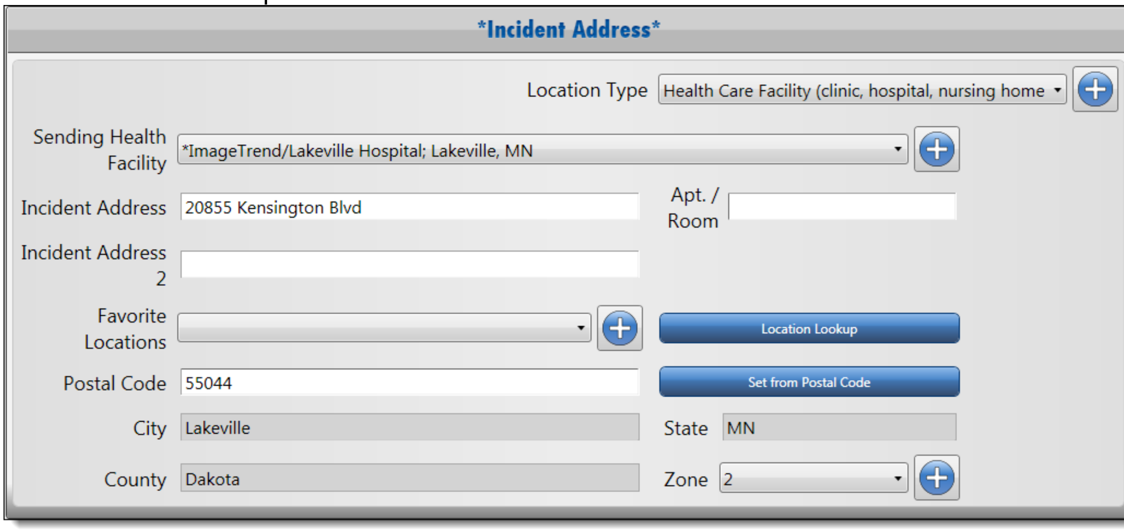
The Dispatch Information Panel

The *Dispatch Information* panel contains information related to dispatch and the response to the call.



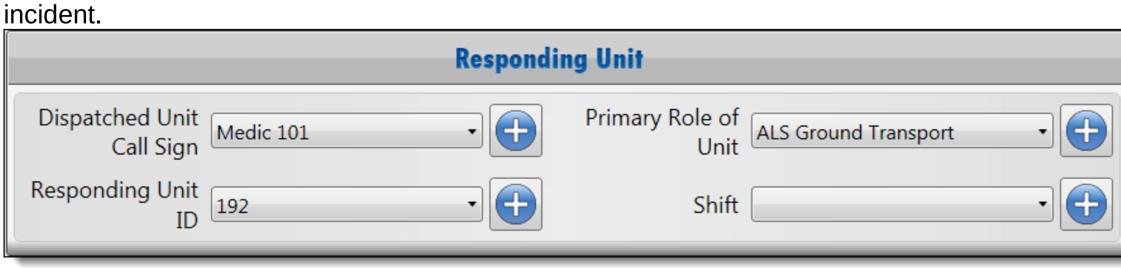
The Incident Address Panel

The *Incident Address* panel contains all information about the location of the incident.



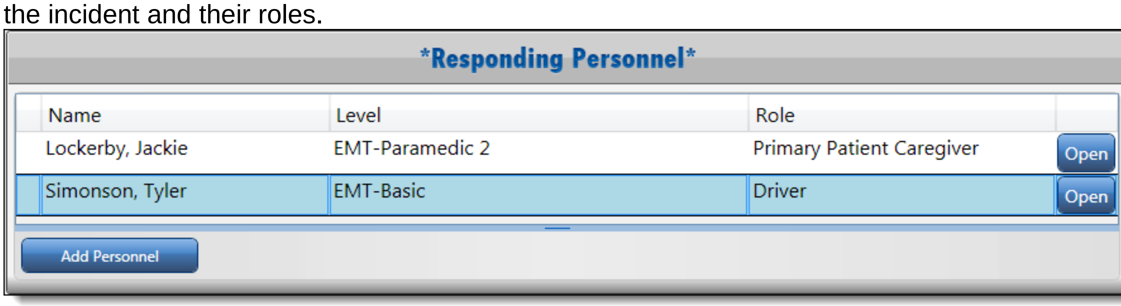
The Responding Unit Panel

The *Responding Unit* panel contains information about the unit that responded to the incident.



The Responding Personnel Panel

The *Responding Personnel* panel captures information about the staff who responded to the incident and their roles.

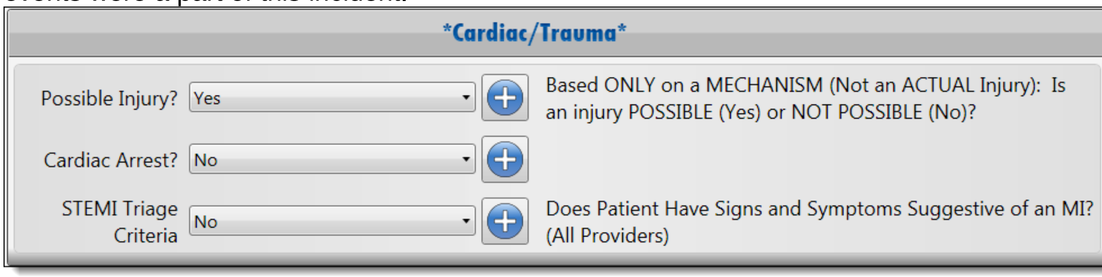


The Call Conditions Tab

The *Call Conditions* tab has six panels that can be filled out to document your incidents.

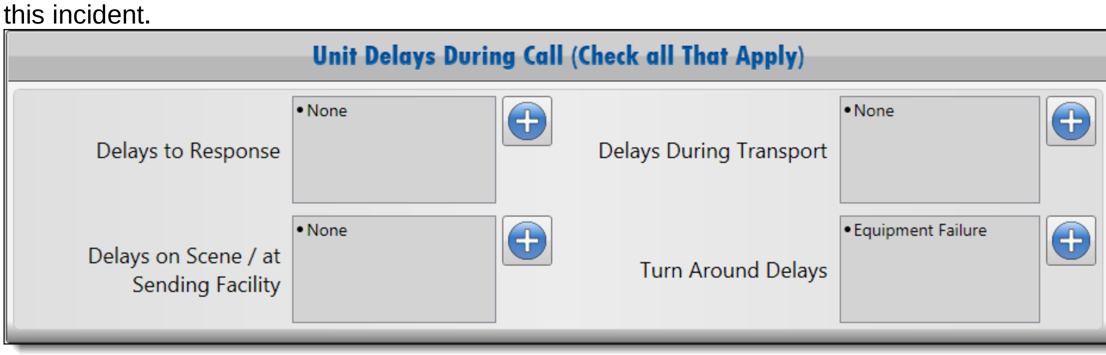
The Cardiac/Trauma Panel

The *Cardiac/Trauma* panel records basic information about whether cardiac or trauma events were a part of this incident.



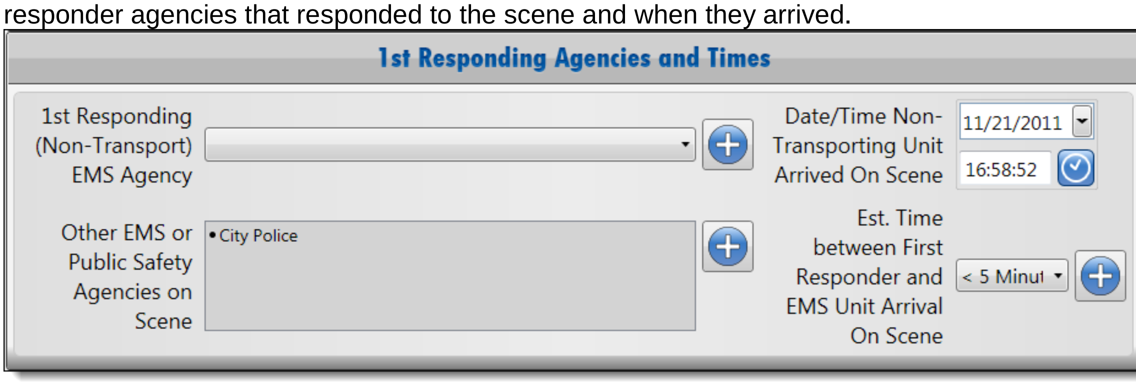
The Unit Delays During Call Panel

The *Unit Delays During Call* panel allows you to select any delays that occurred during this incident.



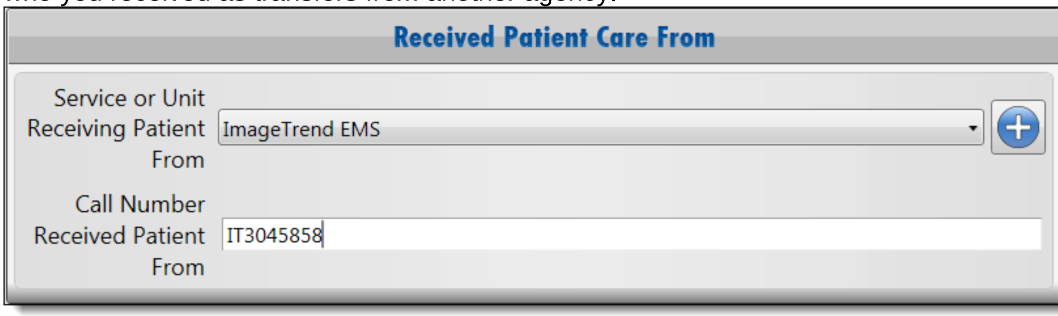
The 1st Responding Agencies and Times Panel

The *1st Responding Agencies and Times* panel allows you to document any first responder agencies that responded to the scene and when they arrived.



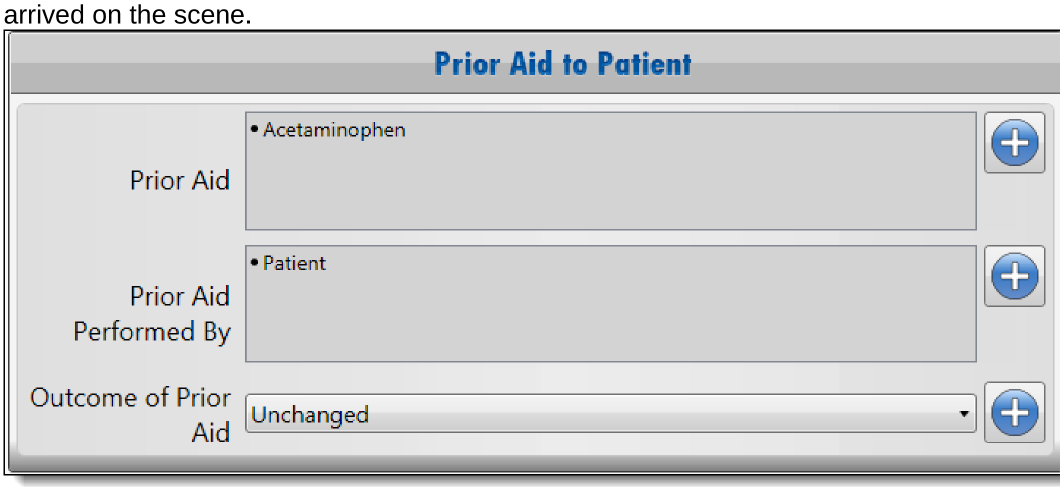
The Received Patient Care From Panel

The *Receives Patient Care From* panel allows you to record information about patients who you received as transfers from another agency.



The Prior Aid to Patient Panel

The *Prior Aid to Patient* panel records any aid that was provided before your EMS unit arrived on the scene.

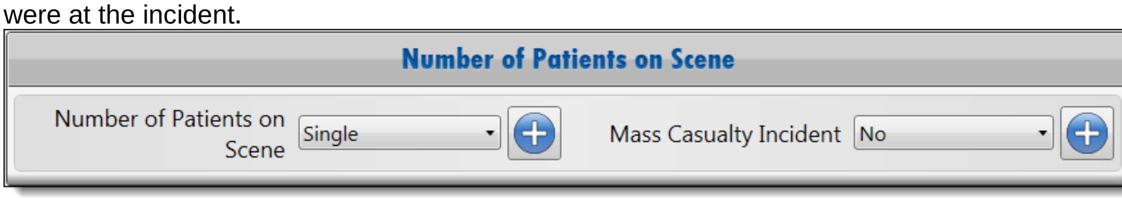


The Patient Info Tab

The *Patient Info* tab contains four panels directly related to the patient information.

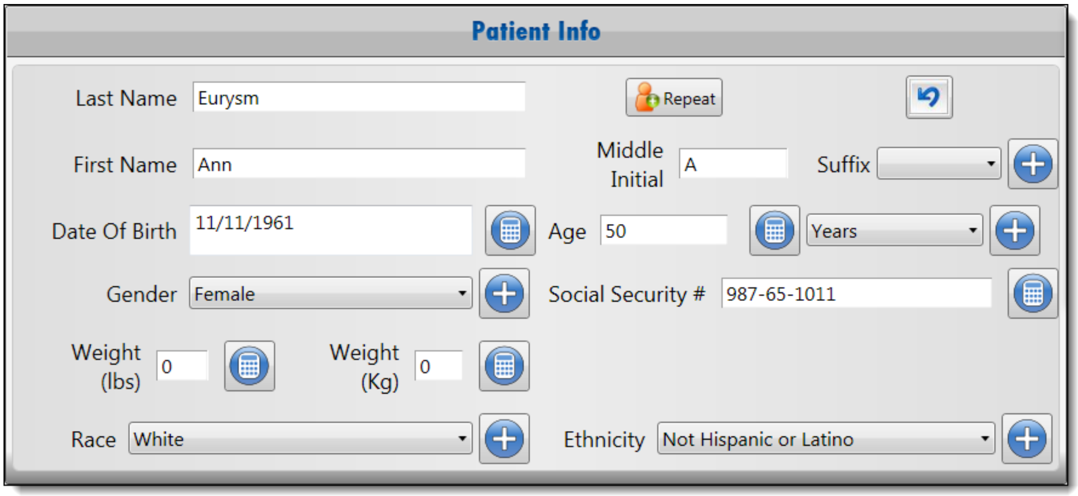
The Number of Patients On Scene Panel

The *Number of Patients on Scene* panel records information about how many patients were at the incident.



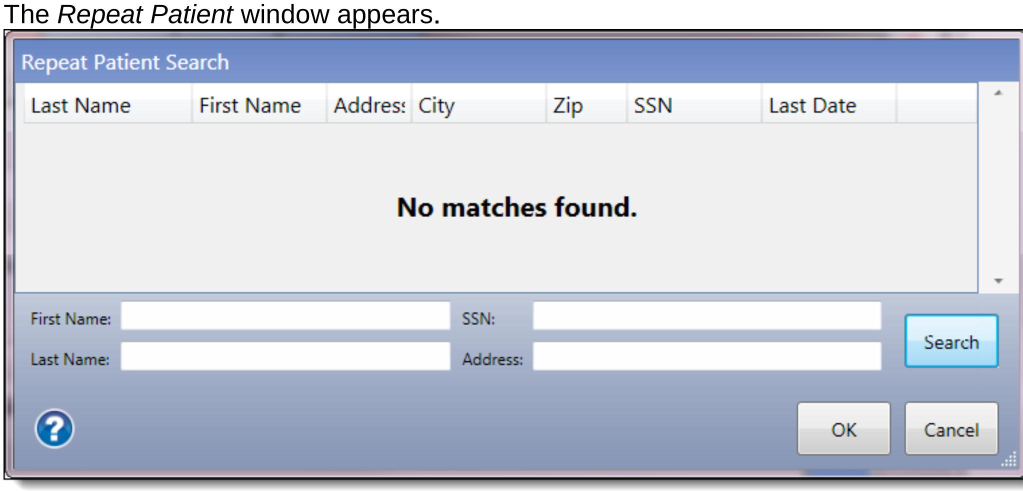
The Patient Info Panel

The *Patient Info* tab contains demographic information about the patient and allows you to select a repeat patient if needed.



To record a repeat patient for this incident,

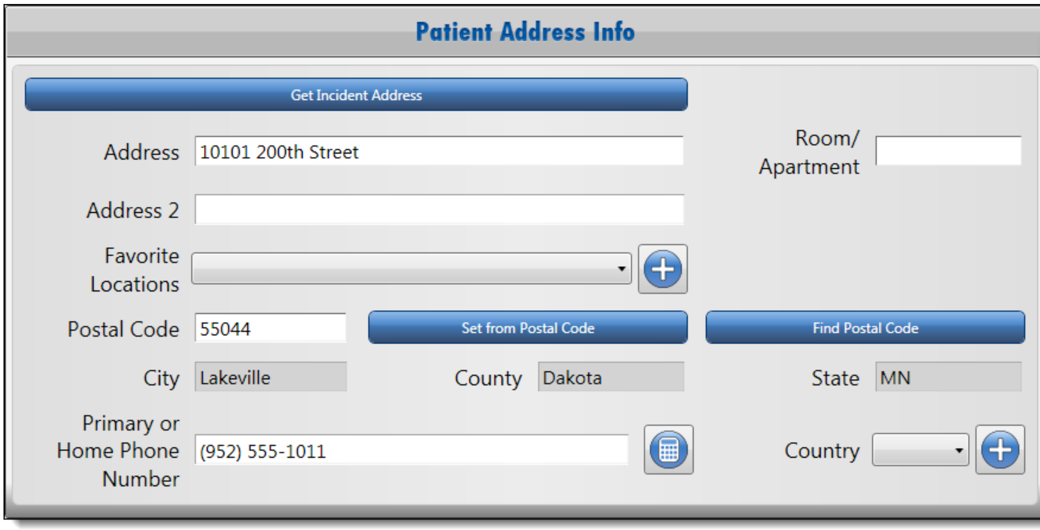
1. Click the *Repeat* button.
   The *Repeat Patient* window appears.



2. Using the fields at the bottom of the page, enter any search criteria to locate the desired repeat patient record.
   HINT: You do not need to enter full information to locate the record. For example, if you are looking for a patient named Jonathan Smith, you could choose to enter only his last name or a short portion of his address. Entering less information can speed up your data entry process, but can also bring back more possible results (e.g., you may find every repeat patient with the last name of Smith).
3. Click *Search.*
   A list of all repeat patients with information matching your search criteria appears.
4. Select the name of the patient to enter into the run form.
5. Click *OK.*
   The repeat patient information is entered.

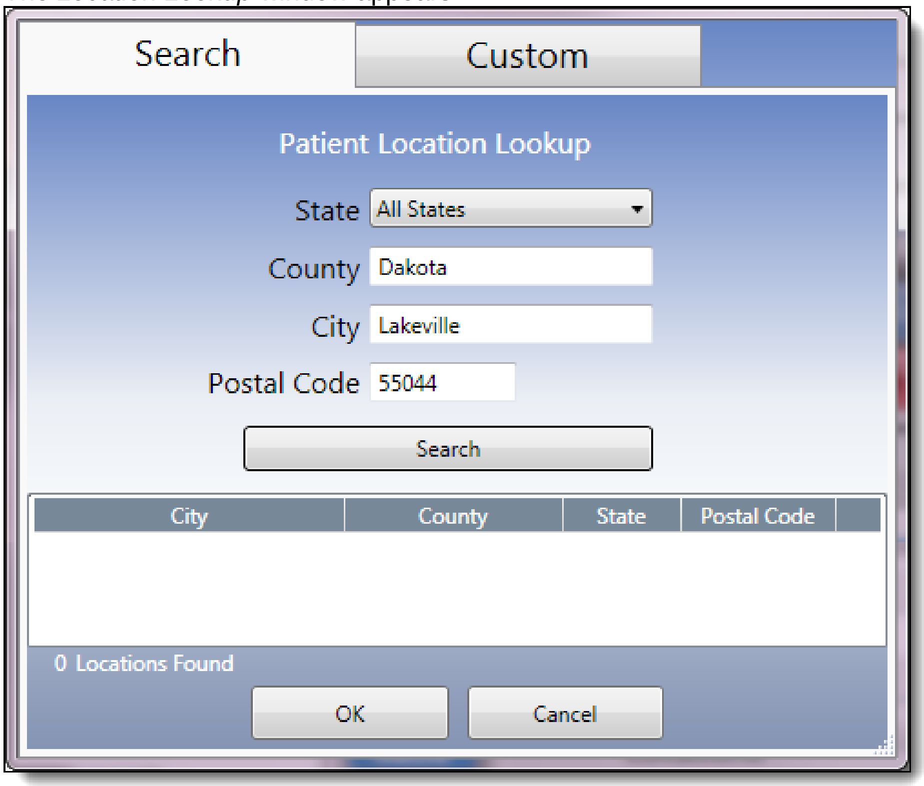
The Patient Address Info Panel

The *Patient Address Info* panel records the patient's address and, if necessary, allow you to quickly copy the incident address into the panel as the patient's address.



1. **OPTIONAL:** To copy the incident address into this panel as the patient address, click the *Get Incident Address* button.
2. To select a favorite location, use the drop down menu or the *Lookup* icon .
   HINT: Favorite locations are set up by the state and your service to allow you to quickly select a city, state, county and postal code that you frequently record in run forms.
   OR
   To automatically enter the city, state and county information based on a postal code,
   a. In the *Postal Code* text box, enter the desired postal code.
   b. Click *Set from Postal Code.*
      The city, county and state information is automatically entered.
   OR
   To select a city from a list,

a. Click the *Find Postal Code* button.
The *Location Lookup* window appears.



b. Use the fields at the top of the window to enter search criteria to look up the city.
HINT: You do not need to enter complete names to search for the location. For example, if you are looking for the city of Lakeville, Minnesota in Dakota county, you could select the state and enter “Dak” in the *County* field before searching. This method may return more possible results than filling in all possible fields, but can also be faster.

c. Click *Search.*
Location information matching your search criteria appears.

d. Select the desired location.

The Guardian or Closest Relative Panel

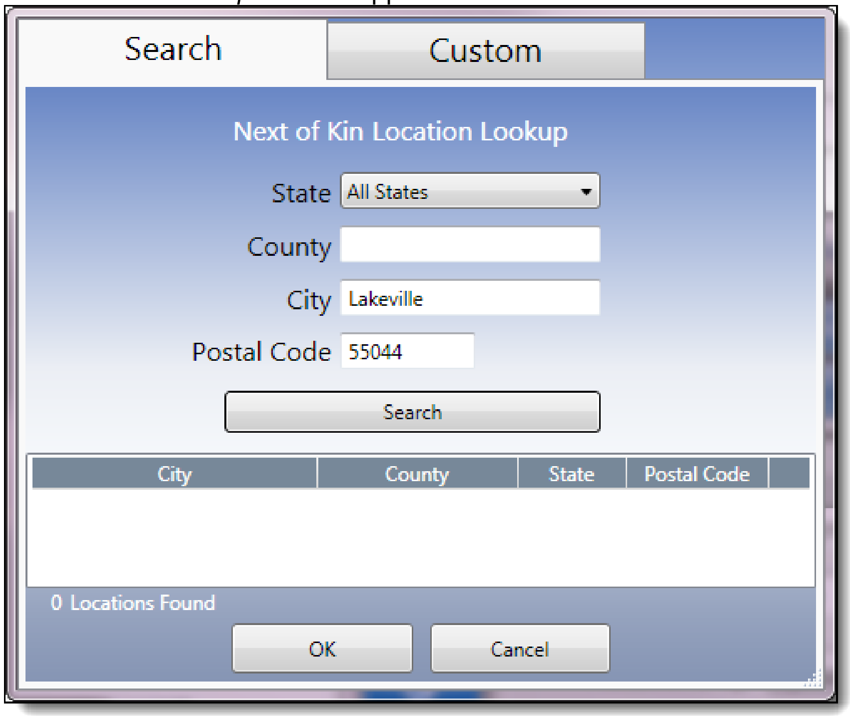
The *Guardian or Closest Relative* panel records information about the patient’s next of kin or guardian.

1. To copy the patient's address into the fields for the closest relative, click the *Get Patient Address* button.

2. To select a favorite location, use the drop down menu or the *Lookup* icon .
   HINT: Favorite locations are set up by the state and your service to allow you to quickly select a city, state, county and postal code that you frequently record in run forms.
   OR
   To automatically enter the city, state and county information based on a postal code,
   a. In the *Postal Code* text box, enter the desired postal code.
   b. Click *Set from Postal Code.*
      The city, county and state information is automatically entered.

   OR
   To select a city from a list,

a. Click the *Lookup Location* button.
The *Location Lookup* window appears.



b. Use the fields at the top of the window to enter search criteria to look up the city.
HINT: You do not need to enter complete names to search for the location. For example, if you are looking for the city of Lakeville, Minnesota in Dakota county, you could select the state and enter “Dak” in the *County* field before searching. This method may return more possible results than filling in all possible fields, but can also be faster.

c. Click *Search.*
Location information matching your search criteria appears.

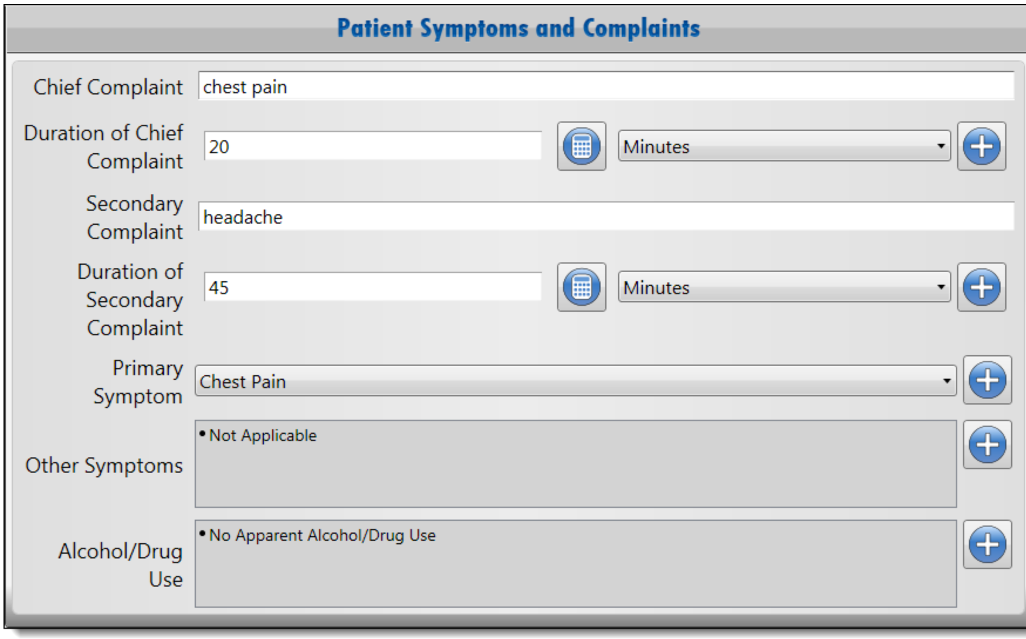
d. Select the desired location.

The History Tab

The *History* tab has six panels relating to the patient’s medical history and information.

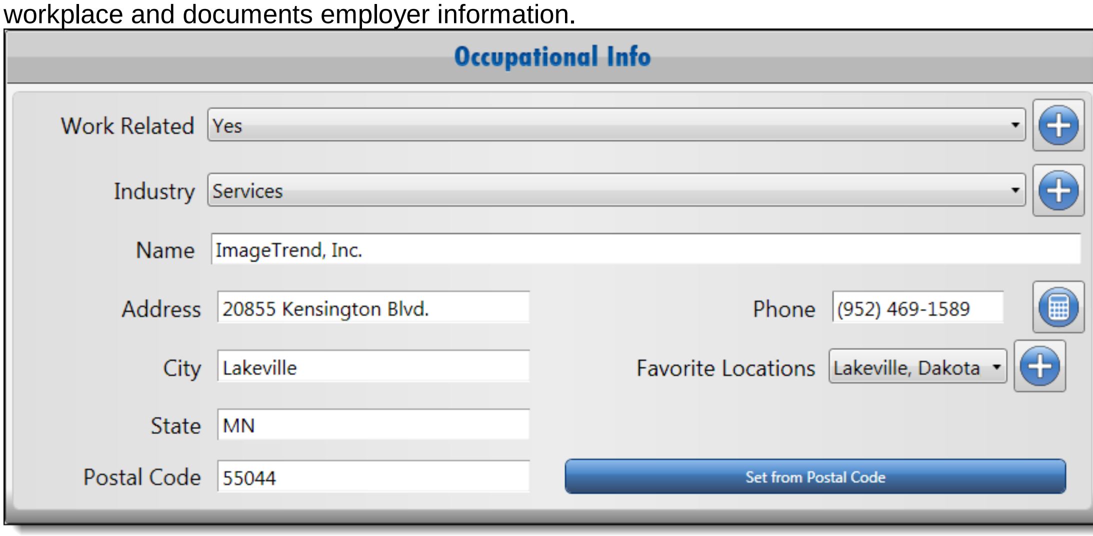
The Patient Symptoms and Complaints Panel

The *Patient Symptoms and Complaints* panel records the patient’s complaints and symptoms for this incident.



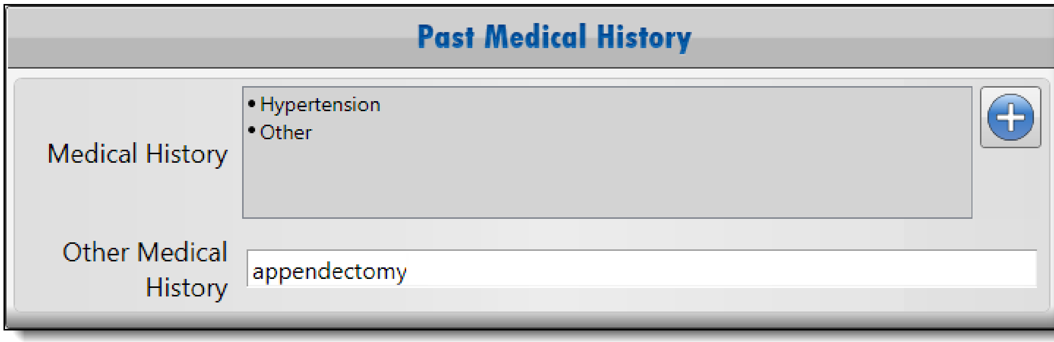
The Occupational Info Panel

The *Occupational Info* panel records whether this incident was related to the patient's workplace and documents employer information.



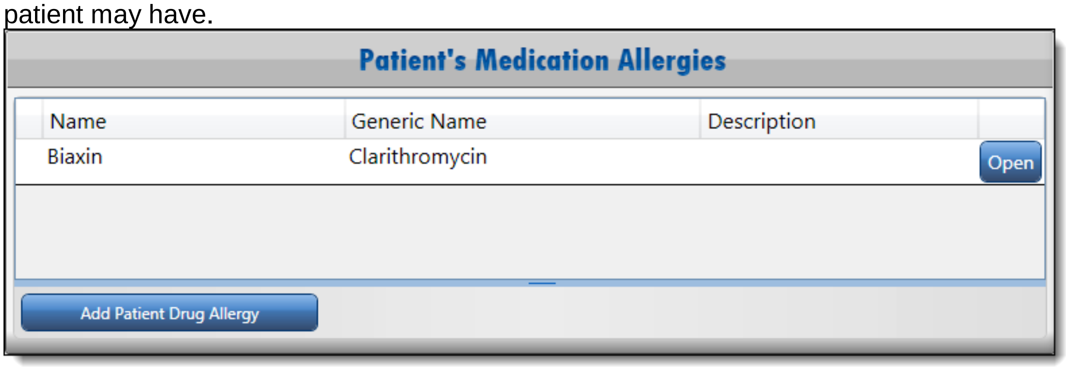
The Past Medical History Panel

The *Past Medical History* panel records any conditions the patient has suffered from previously.



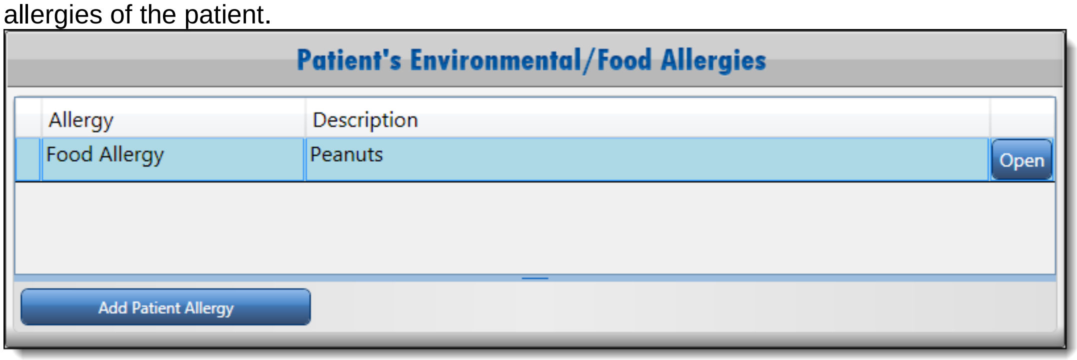
The Patient's Medication Allergies Panel

The *Patient's Medication Allergies* panel records any allergies to medications that the patient may have.



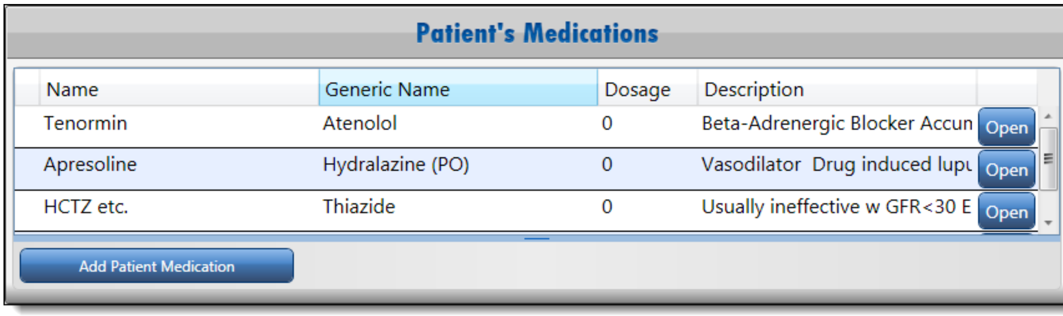
The Patient's Environmental/Food Allergies Panel

The *Patient's Environmental/Food Allergies* panel records only environmental or food allergies of the patient.



The Patient's Medications Panel

The *Patient's Medication Allergies* panel records any allergies to medications that the patient may have.

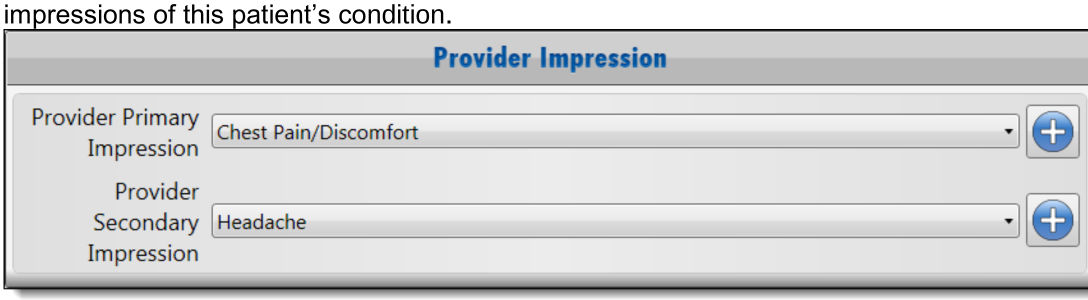


The Assessment Tab

The *Assessment* tab has four panels with details about your assessment of the patient.

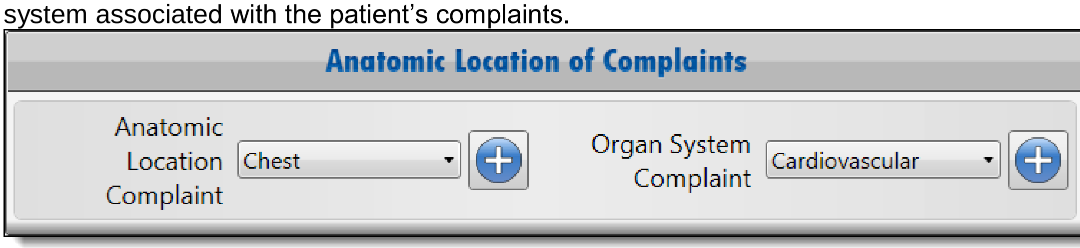
The Provider Impression Panel

The *Provider Impression* panel records information about the primary and secondary impressions of this patient's condition.



The Anatomic Location of Complaints Panel

The *Anatomical Location of Complaints* panel allows you to enter the location or body system associated with the patient's complaints.



The Medical Assessment Panel

The *Medical Assessment* panel records the medical assessment as entered in the Medical power tool.

The Injury/Burn Assessment Panel

The *Injury/Burn Assessment* panel records the injury and burn assessments as entered in the Injury and Burn power tools.

The Vitals/Treatment Tab

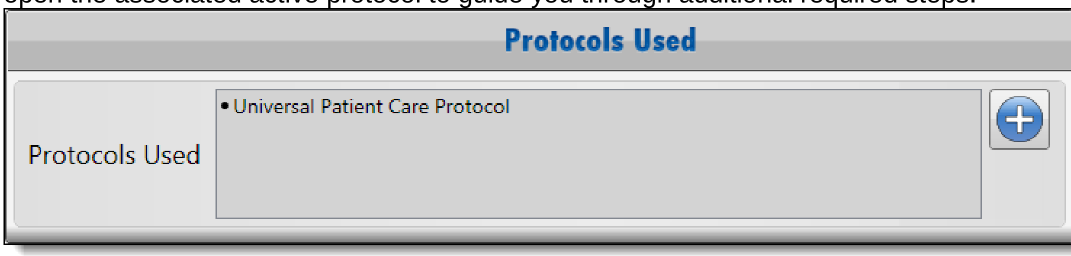
The *Vitals/Treatment* tab contains three panels related to the care provided at the scene.

The Barriers to Patient Care Panel

The *Barriers to Patient Care* panel records any obstacles that preventing you from providing immediate and appropriate patient care.

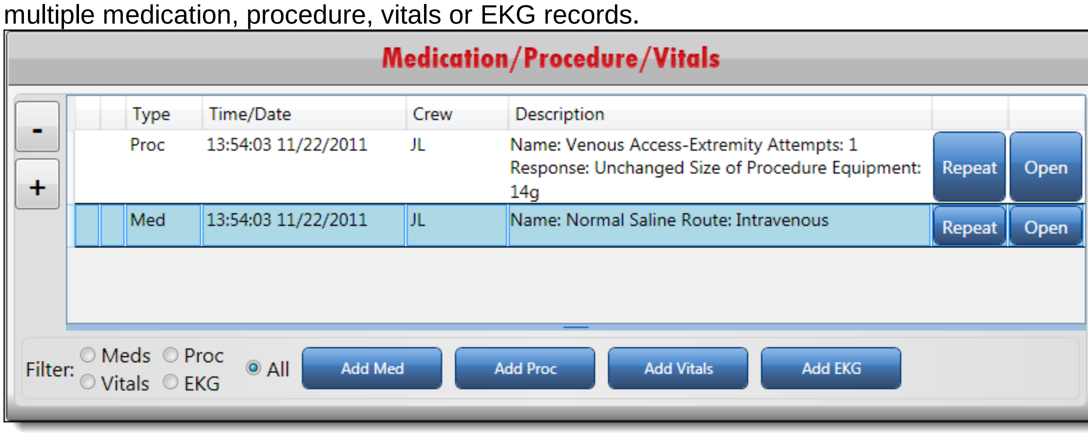
The Protocols Used Panel

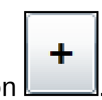
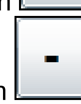
The *Protocols Used* panel records any protocols that you used on the scene and can open the associated active protocol to guide you through additional required steps.

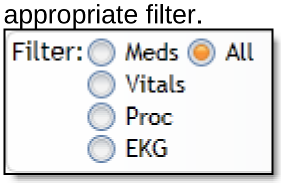


The Medication/Procedure/Vitals

The *Medication/Procedure/Vitals* panel records all information about medications, procedures, vitals and EKGs for this patient and scene. The grid allows you to work with multiple medication, procedure, vitals or EKG records.

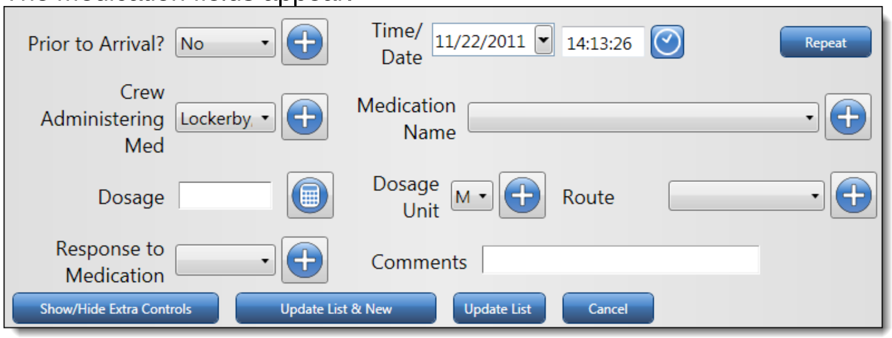


1. To expand the grid to display more entries, click the *Add Row* icon .
2. To shrink the grid to display fewer entries, click the *Hide Row* icon .
3. To view only entries of a certain type (e.g., only medications or vitals), select the appropriate filter.



Adding a Medication

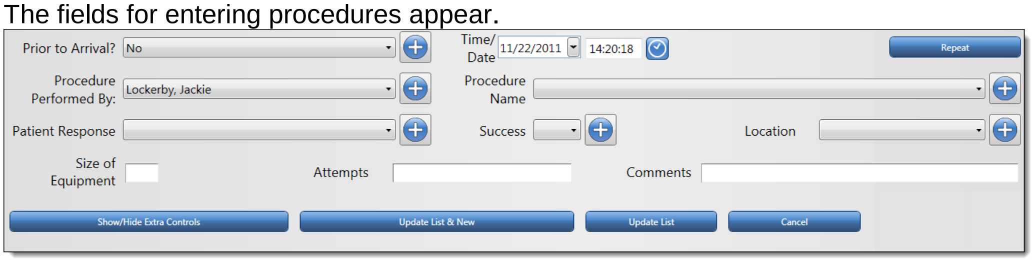
You can add individual or repeat medication records in the *Medication/Procedure/Vitals* panel. Once they are saved, they will appear in the grid.

1. Click *Add Med.*
   The medication fields appear.
   

2. **OPTIONAL:** If you want to record all information the same as the last medication you recorded, click the *Repeat* button.
3. Use the provided fields to enter medication information.
4. **OPTIONAL:** To view additional fields, click *Show/Hide Extra Controls.* Additional fields appear.
5. When finished, click *Save.*
   OR
   To save this record and immediately start another medication record, click *Save & New*.

Adding a Procedure

You can add individual or repeat procedure records in the *Medication/Procedure/Vitals* panel. Once they are saved, they will appear in the grid.

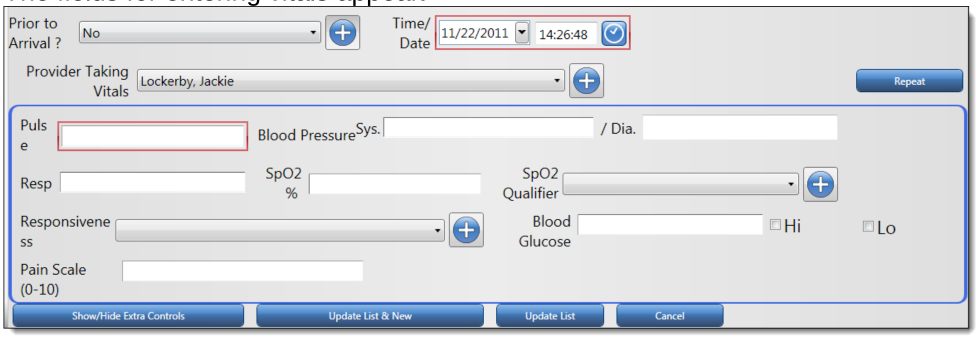
1. Click *Add Proc.*
   The fields for entering procedures appear.
   

2. **OPTIONAL:** If you want to record all information the same as the last procedure you recorded, click the *Repeat* button.
3. Use the provided fields to enter procedure information.
4. **OPTIONAL:** To view additional fields, click *Show/Hide Extra Controls.* Additional fields appear.
5. When finished, click *Save.*
   OR
   To save this record and immediately start another procedure record, click *Save & New*.

Adding Vitals

You can record each set of vitals you take in the *Medication/Procedure/Vitals* panel. After the record is saved it will appear in the grid.

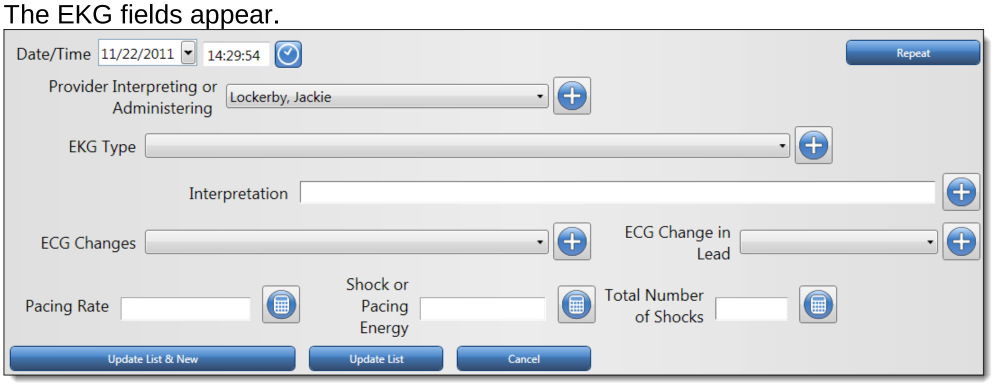
NOTE: Adding a vital sign does not automatically add the corresponding procedure. For example, if you enter a blood glucose reading in the *Vitals* section, you will still need to add the blood glucose analysis procedure.

1. Click *Add Vitals.*
   The fields for entering vitals appear.


2. **OPTIONAL:** If you want to record all information the same as the last vitals record you recorded, click the *Repeat* button.
3. Use the provided fields to enter vitals information.
4. **OPTIONAL:** To view additional fields, click *Show/Hide Extra Controls.*
   Additional fields appear.
5. When finished, click *Save.*
   OR
   To save this record and immediately start another vitals record, click *Save & New*.

Adding an EKG

You can manually enter EKG information into the *Medication/Procedure/Vitals* panel and it will be displayed in the grid after you save the record.

1. Click *Add EKG.*
   The EKG fields appear.


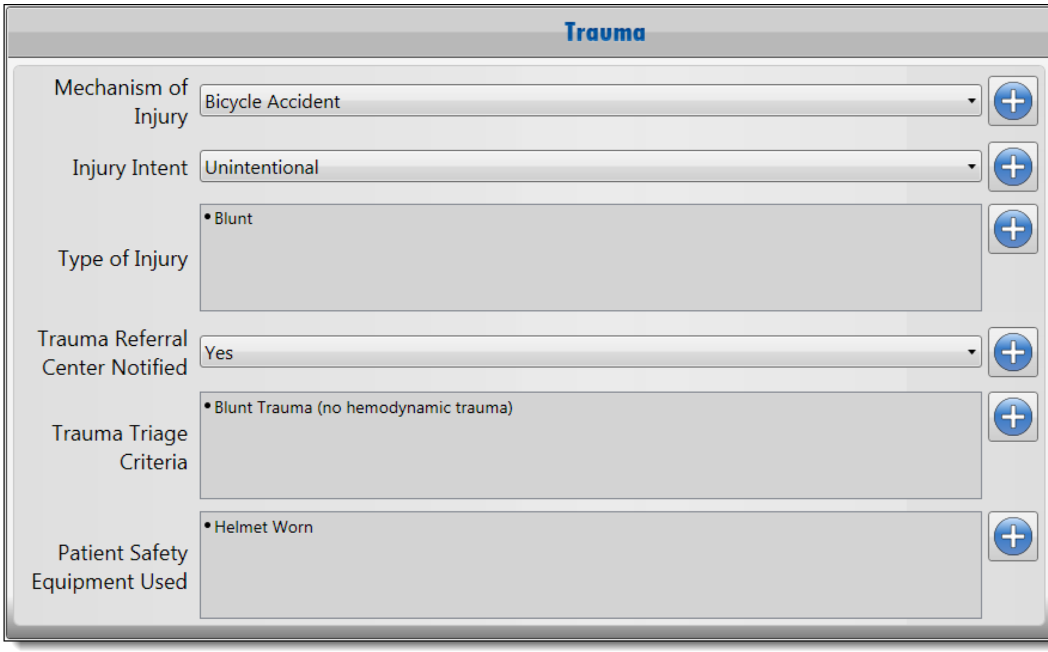
2. **OPTIONAL:** If you want to record all information the same as the last EKG you recorded, click the *Repeat* button.
3. Use the provided fields to enter EKG information.
4. When finished, click *Save.*
   OR
   To save this record and immediately start another EKG record, click *Save & New*.

The Trauma Tab

The *Trauma* tab has a single panel to record information about traumatic injuries.

The Trauma Panel

The *Trauma* panel records information for traumatic injuries. This panel may not be displayed if the incident did not deal with a traumatic injury.

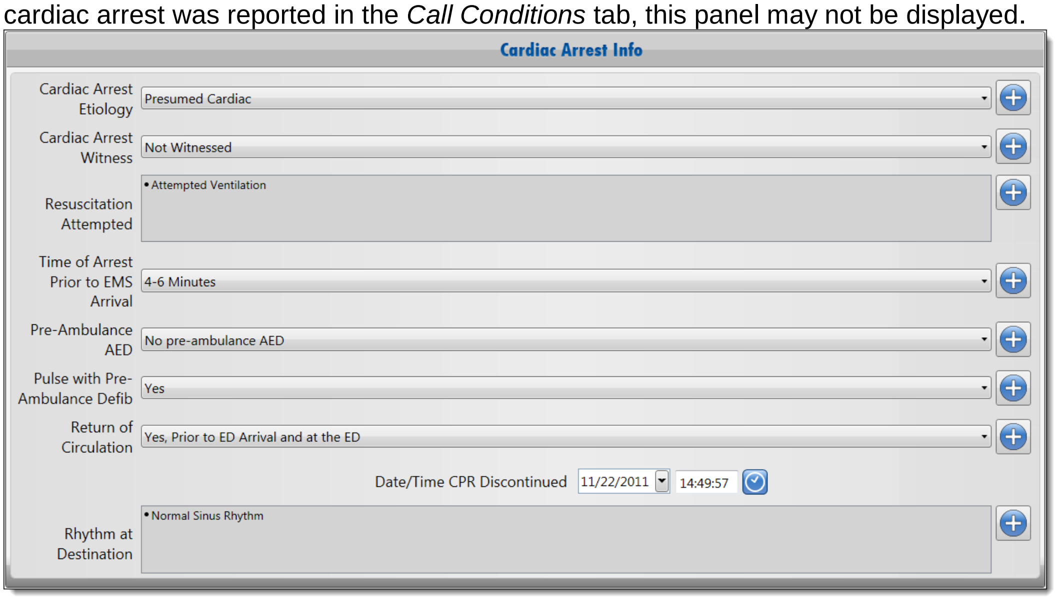


The Cardiac Arrest Tab

The *Cardiac Arrest* tab has a single panel that collects information about cardiac arrests.

The Cardiac Arrest Panel

The *Cardiac Arrest* panel records information about a patient in cardiac arrest. If no cardiac arrest was reported in the *Call Conditions* tab, this panel may not be displayed.

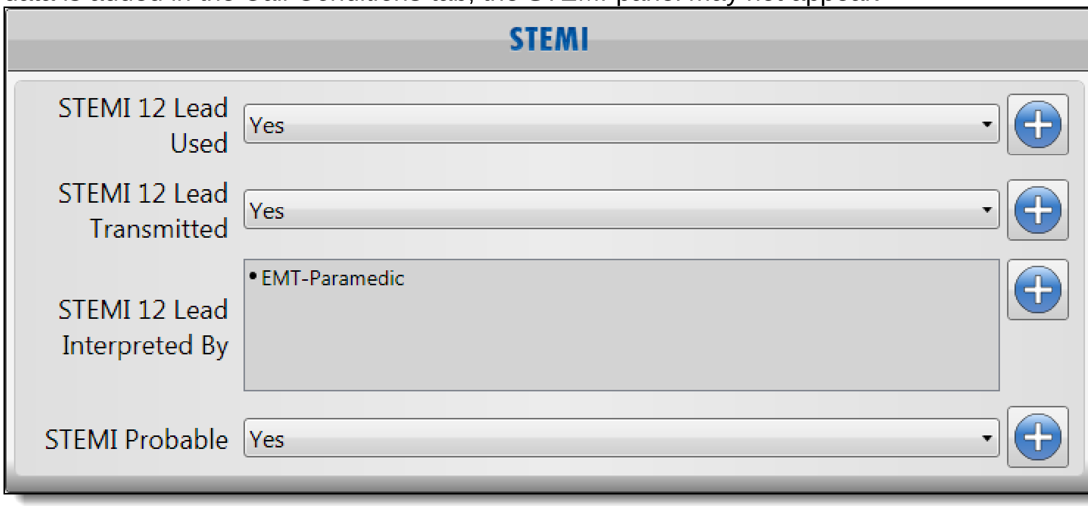


The STEMI Tab

The *STEMI* tab has one panel to record STEMI information.

The STEMI Panel

The *STEMI* panel records all STEMI information for a patient. If no STEMI triage criteria data is added in the *Call Conditions* tab, the *STEMI* panel may not appear.

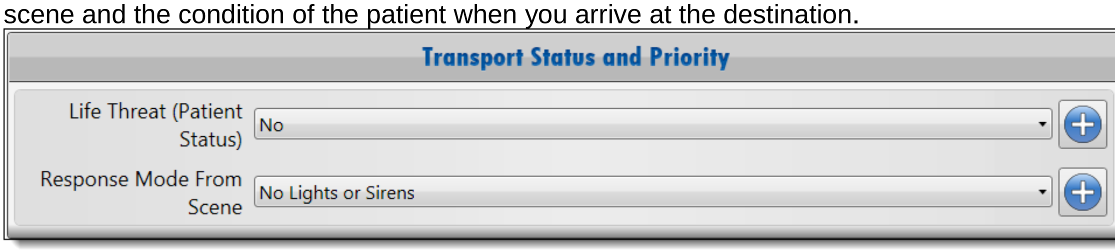


The Transport Tab

The *Transport* tab contains four panels with information about any transport services you provided.

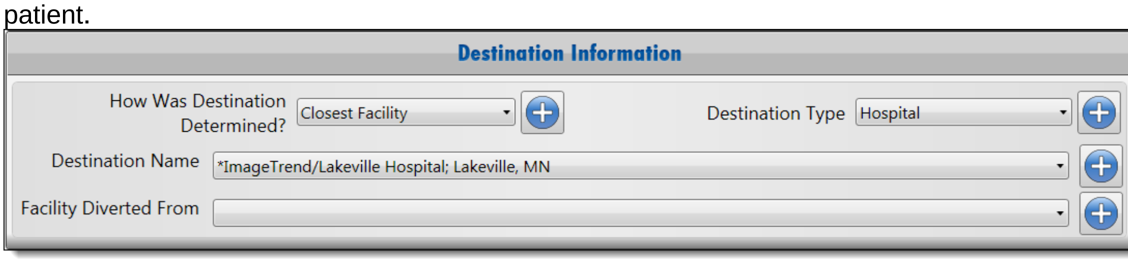
The Transport Status and Priority Panel

The *Transport Status and Priority* panel records your mode of response leaving the scene and the condition of the patient when you arrive at the destination.



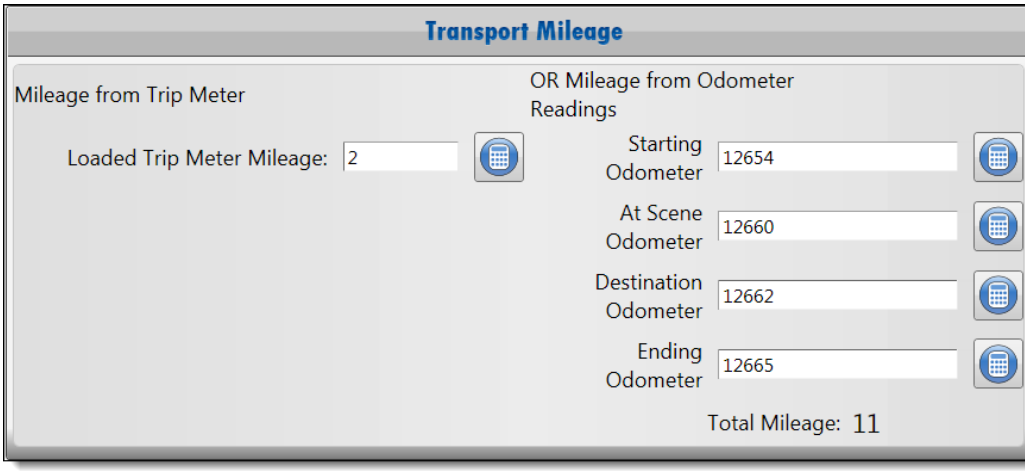
The Destination Information Panel

The *Destination Information* panel records information about the destination for this patient.



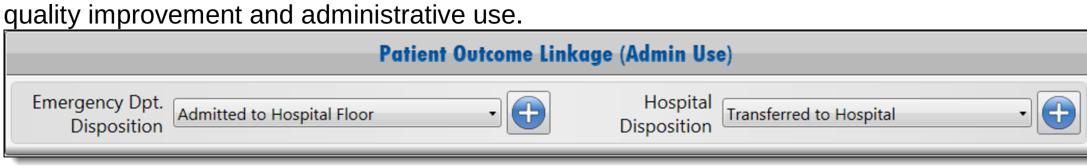
The Transport Mileage Panel

The *Transport Mileage* panel records your odometer readings and calculates total mileage for the incident.



The Patient Outcome Linkage (Admin Use) Panel

The *Patient Outcome Linkage (Admin Use)* panel records disposition information for the incident. This panel is not commonly completed at the provider level and is available for quality improvement and administrative use.

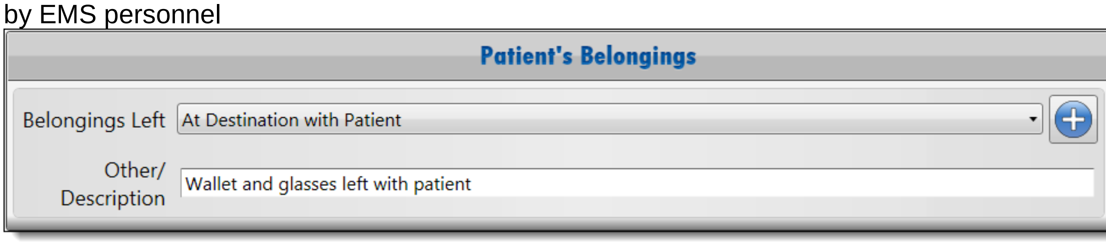


The Narrative Tab

The *Narrative* tab has four panels allowing you to enter a narrative and document additional items.

The Patient's Belongings Panel

The *Patient's Belongings* panel records any belongings of the patient that were managed by EMS personnel

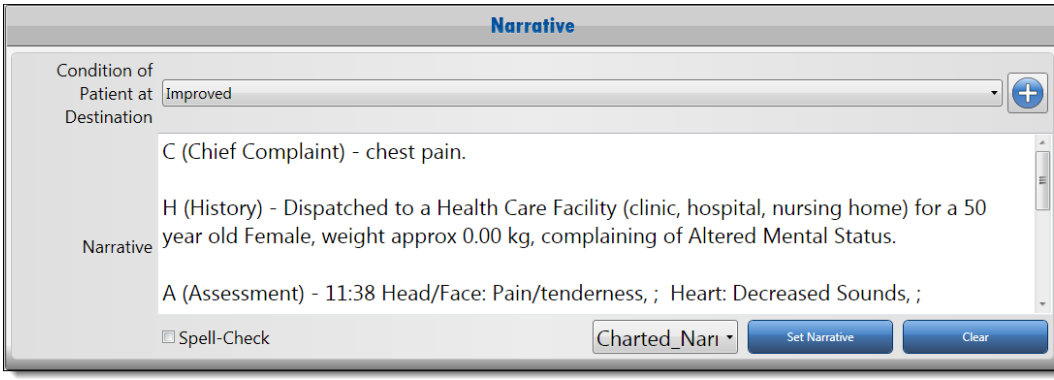


The Service Defined Questions Panel

The *Service Defined Questions* panel will contain any custom questions set up by your agency to gather additional information.

The Narrative Panel

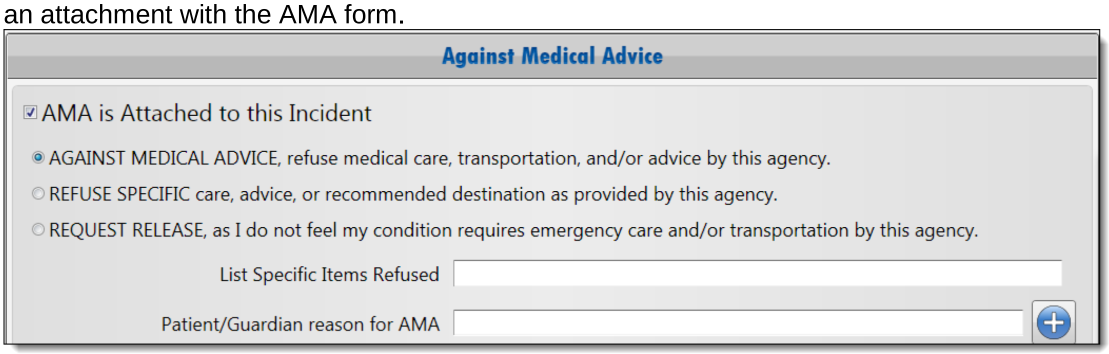
The *Narrative* panel allows you to enter or generate your narrative for the incident. If your service allows you to generate an automatic narrative you can do so, but the results will be best if the rest of the run form is already filled out. In addition, you will want to check over the automatic narrative to make sure it is complete and accurate and make all appropriate changes prior to completing the run.



1. **OPTIONAL:** To automatically generate a specific type of narrative,
    a. From the drop down menu, select the type of narrative to enter.
       WARNING: If you have already typed into the text box, generating a narrative will delete any content that is currently there and replace it with the automatic narrative.
    b. Click *Set Narrative.*
       The narrative is entered into the text box.
2. To make any additions or changes, type in the text box.
3. To use a spell checker on the narrative to locate misspelled words, click the *Spell-Check* button.
4. When finished with the narrative, in the *Narrative* panel, click *Save.*
   NOTE: You need to save the narrative in the *Narrative* panel as well as saving the run form from the toolbar at the top of the run form.

The Against Medical Advice Panel

If an AMA is needed for this incident, this panel includes additional information. It may contain additional custom questions based on your agency's settings. Be sure to also add an attachment with the AMA form.

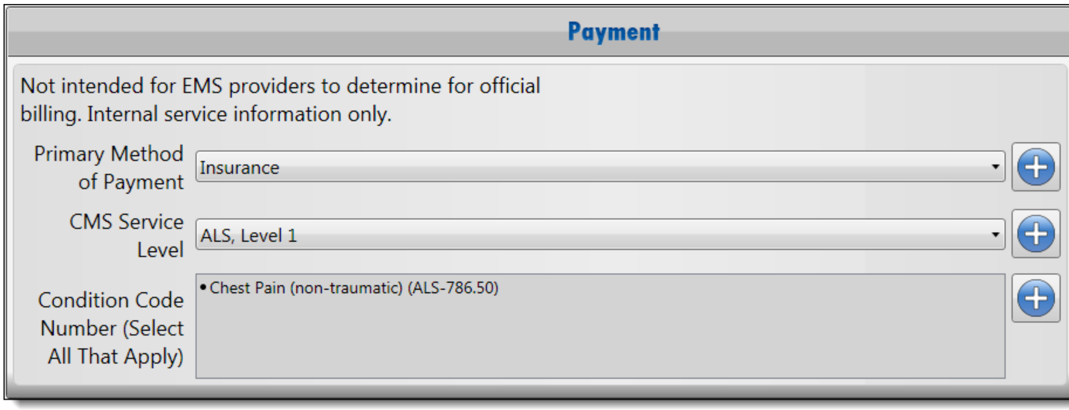


The Billing Tab

The *Billing* tab has three panels that are related to payment and billing information for this patient.

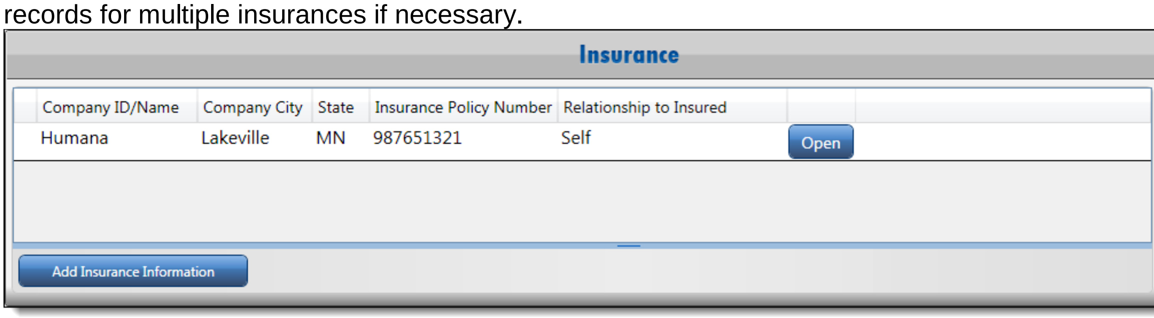
The Payment Panel

The *Payment* panel records information about the method of payment, CMS service level and condition code.



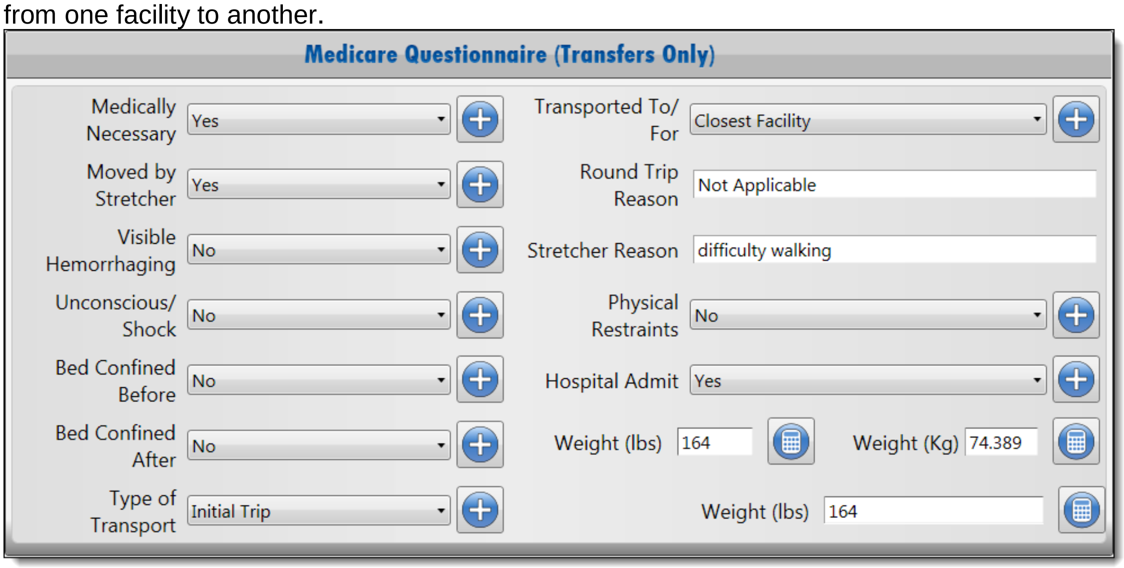
The Insurance Panel

The *Insurance* panel records information about the patient's insurance. You can add records for multiple insurances if necessary.



The Medicare Questionnaire (Transfers Only) Panel

The *Medicare Questionnaire* panel only needs to be completed if the incident is a transfer from one facility to another.

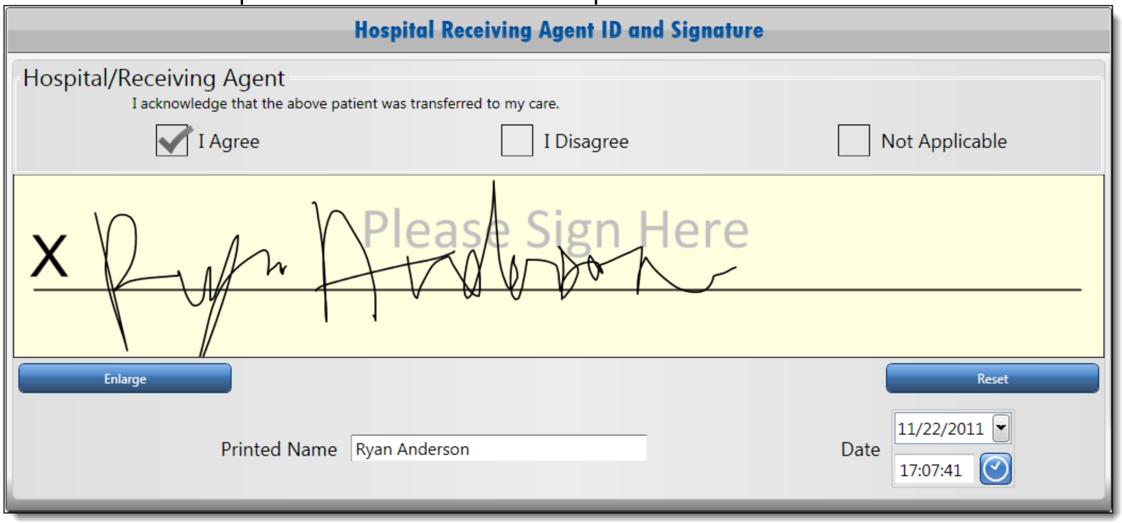


The Signatures Tab

The *Signatures* tab has eight panels to collect any signatures required for this incident report. Each panel may vary based on the setup from your service or state.

The Hospital Receiving Agent ID and Signature Panel

The *Hospital Receiving Agent ID and Signature* panel collects the signature of the individual at the hospital who received care of the patient.

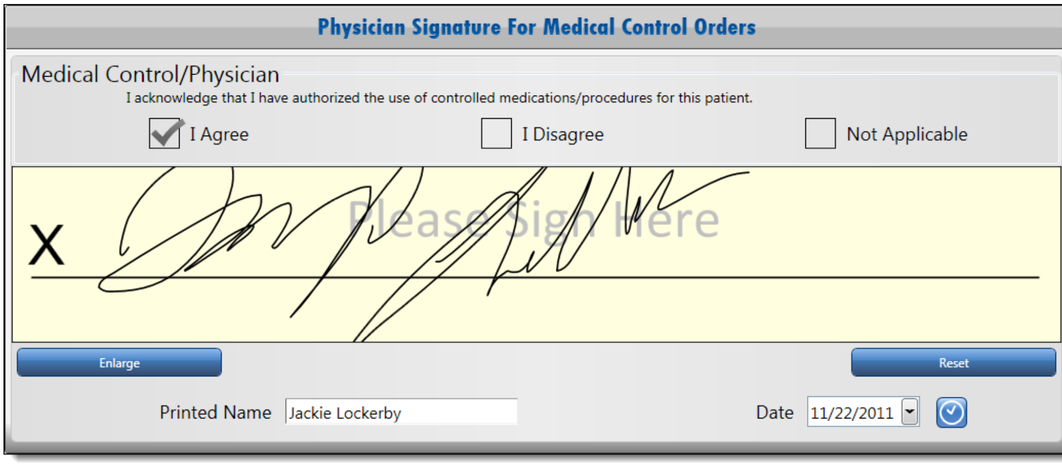


Airway Verification by Receiving Physician Panel

The *Airway Verification by Receiving Physician* panel records the signature and verification information for advanced airways by the physician receiving care of the patient.

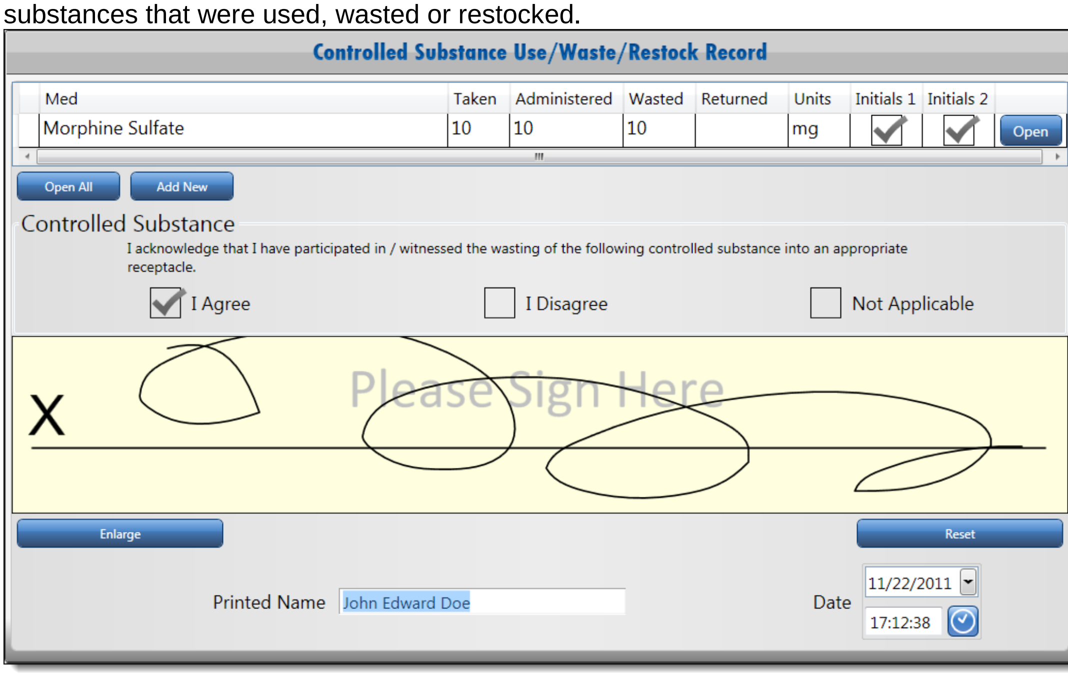
The Physician Signature for Medical Control Orders Panel

The *Physician Signature for Medical Control Orders* panel records the signature of a physician who authorized the use of controlled medications or procedures.

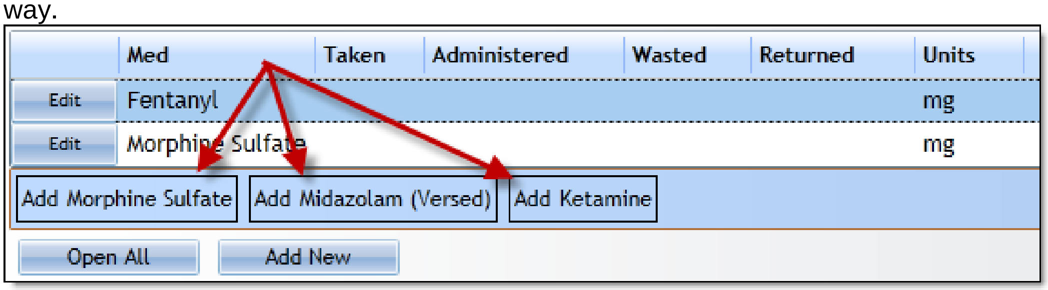


The Controlled Substance Use/Waste/Restock Record Panel

The *Controlled Substance Use/Waste/Restock Record* panel records any controlled substances that were used, wasted or restocked.



1. To add a medication that is already set up, click the appropriate link.
   NOTE: Your agency may or may not have medications set up to add in this way.



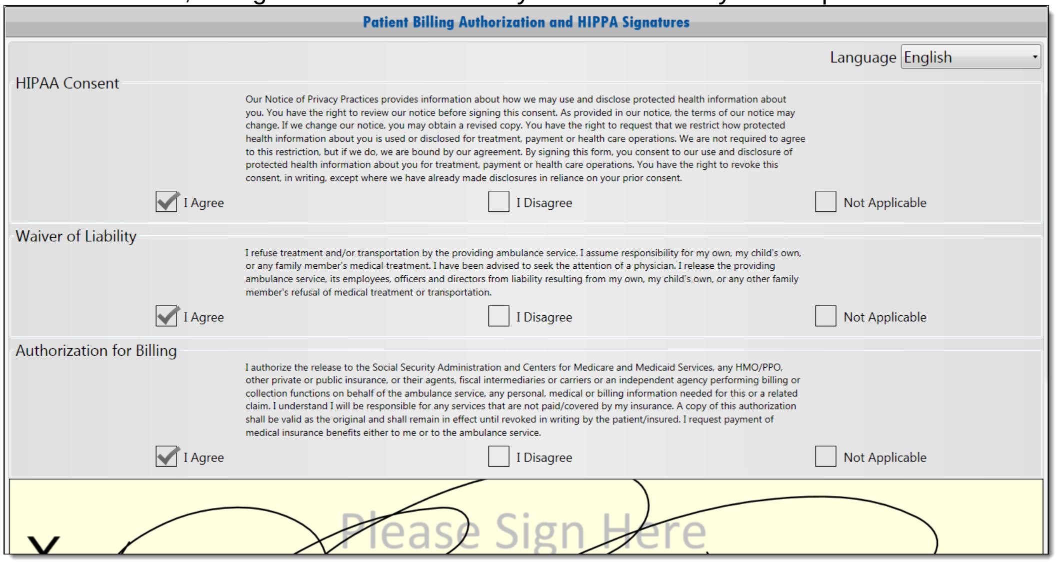
OR

To document a different controlled substance, click *Add New.* Additional fields appear.

2. Fill out the additional fields as needed to document the controlled substance that was administered, wasted and returned.
3. When finished, click *Save.*

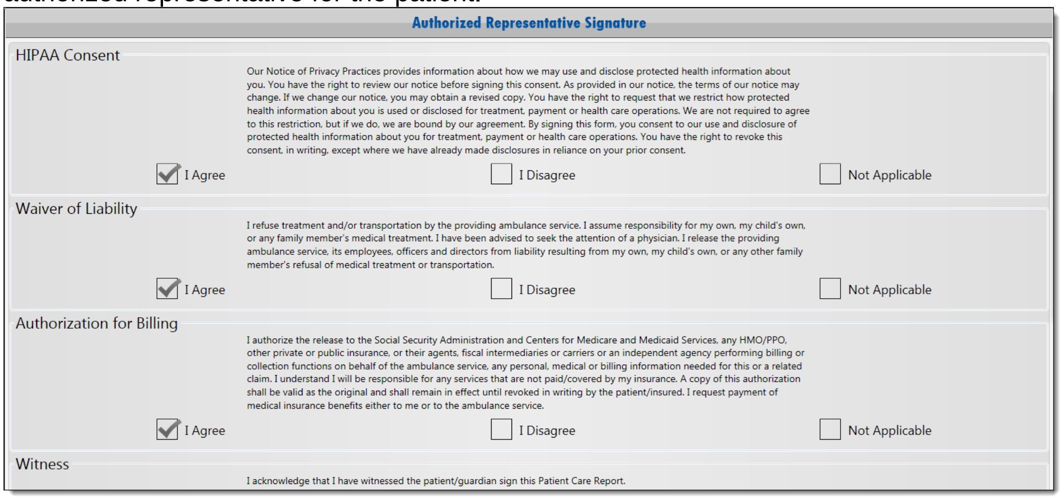
The Patient Billing Authorization and HIPAA Signatures

The *Patient Billing Authorization and HIPAA Signatures* panel records signatures for HIPAA consent, billing authorization and any waiver of liability for the patient.



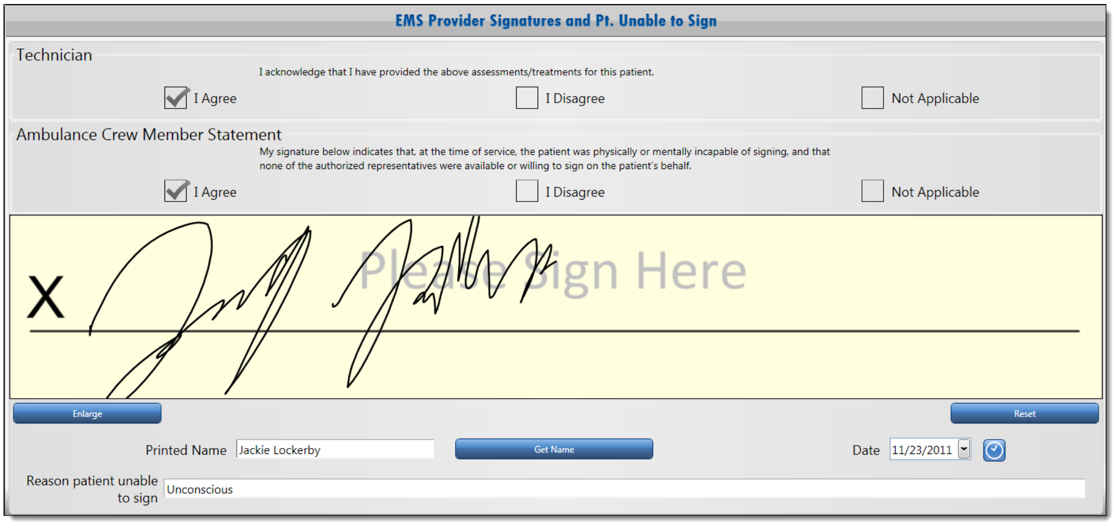
The Authorized Representative Signature Panel

The *Authorized Representative Signature* panel documents any signature by a witness or authorized representative for the patient.



The EMS Provider Signatures and Pt. Unable to Sign Panel

If the patient is unable to sign the *EMS Provider Signatures and Pt. Unable to Sign* panel records the technician and ambulance crew signatures.

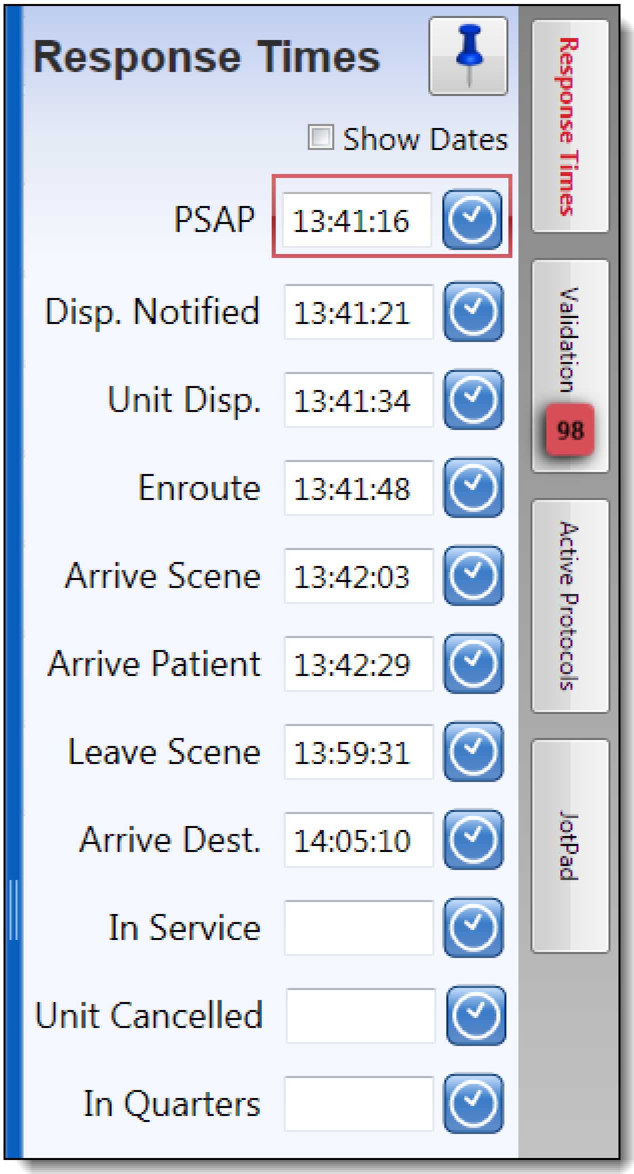


The Involuntary Commitment by Police Officer Panel

If the patient is committed by a police officer, the *Involuntary commitment by Police Officer* panel records the police officer's signature.

The Response Times Tab

The *Response Times* tab is available on the right side of the run form and can be opened and closed as needed, or pinned to stay displayed (using the *Pin* icon) while you work with the rest of the run form. It records all response times for this incident.


Response Times
Show Dates
PSAP 13:41:16
Disp. Notified 13:41:21
Unit Disp. 13:41:34
Enroute 13:41:48
Arrive Scene 13:42:03
Arrive Patient 13:42:29
Leave Scene 13:59:31
Arrive Dest. 14:05:10
In Service
Unit Cancelled
In Quarters
Response Times
Validation
98
Active Protocols
JotPad

Chapter 5

ImageTrend EMS Field Bridge

Working with Resources

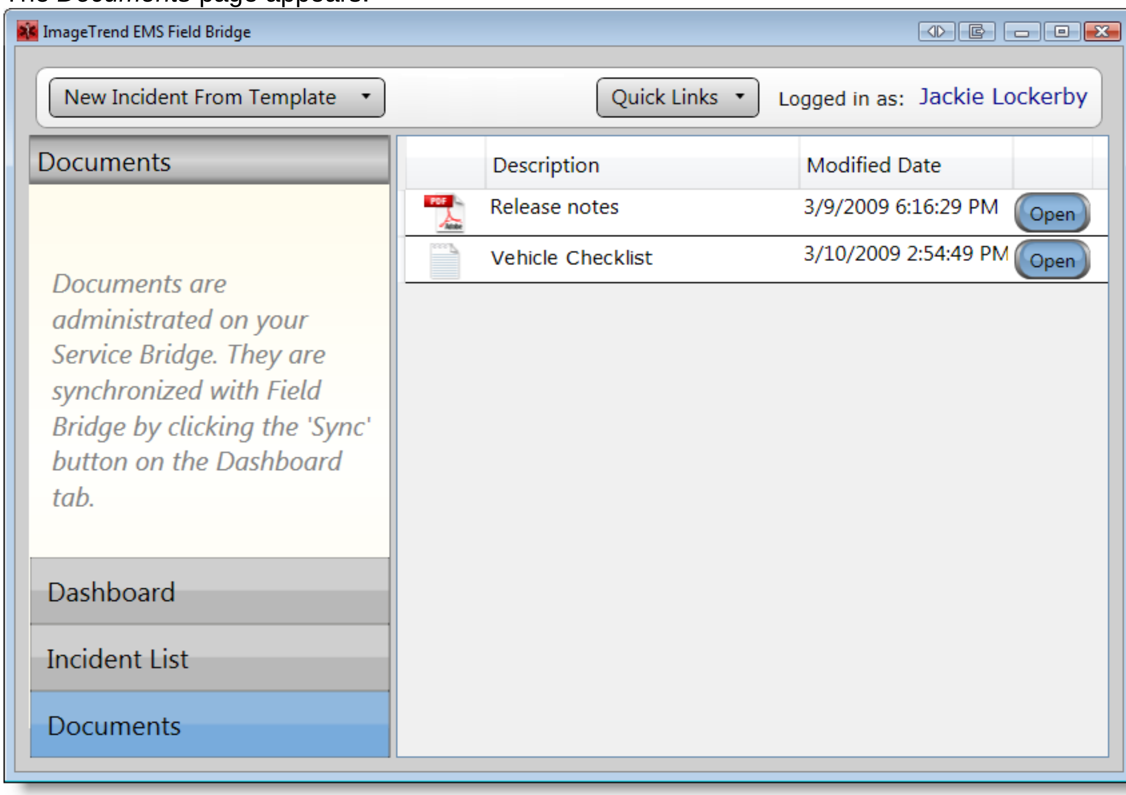
5.1 Chapter Overview

Services can have a collection of documents and resources available for your reference. This chapter explains how to view documents that have been added to your Field Bridge.

5.2 Viewing Documents

If your service administrators have added documents for your reference, you can open those documents from the Field Bridge at any time.

1. From the task pane, select *Documents.*
   The *Documents* page appears.

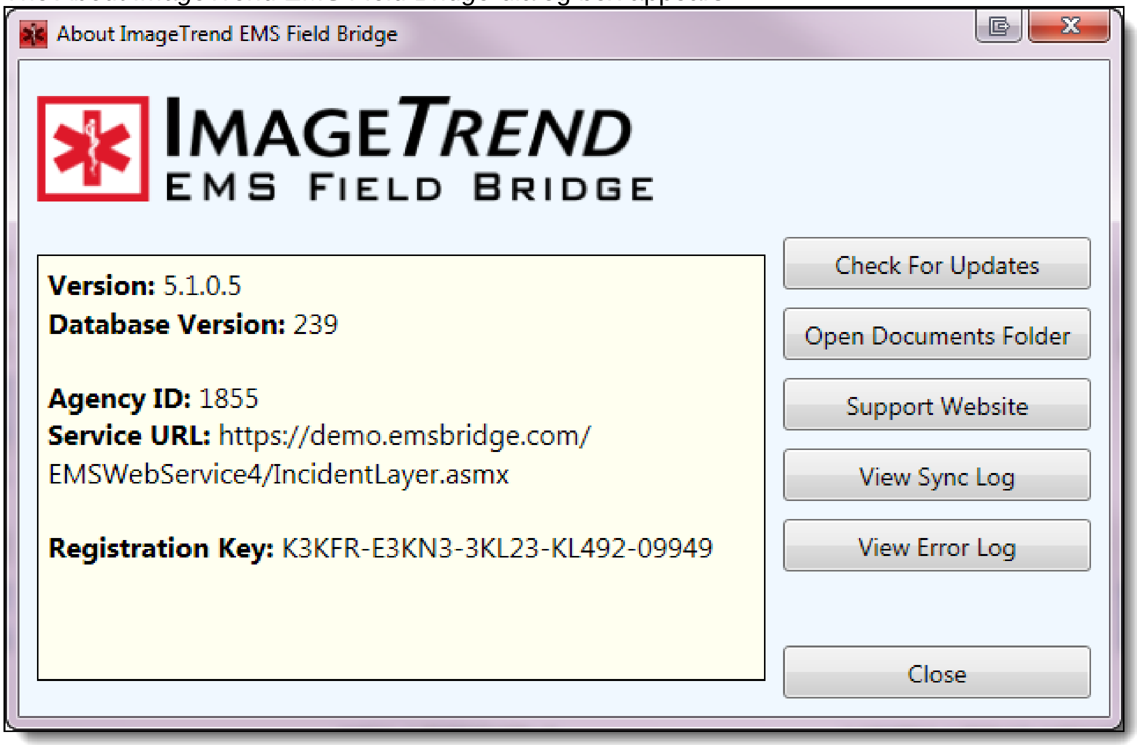


2. For the desired document, click *Open.*
   The document opens.

5.3 Checking for Updates

If at any time you would like to check for additional Field Bridge updates that may be available, you can do so.

1. In the Field Bridge, from the left menu of dashboard, click *Help/Support.*
   The *About ImageTrend EMS Field Bridge* dialog box appears.



2. Click *Check For Updates.*
   A dialog box appears, updating you on the status of any updates,
3. As necessary, close the dialog box or download the updates.

Chapter 6

ImageTrend EMS Field Bridge

Help and Support

Help and Product Support

Before Contacting ImageTrend

Please have the following information accessible when calling ImageTrend:

- A description of your computer system.
- The name of your operating system and service pack version (if applicable).
- A description of what happened and what you were doing when the problem occurred.
- The exact wording of any error messages you see.
- Your company name and contact information.

Contacting ImageTrend

If you are unable to find the information needed to use Field Bridge effectively, please consult ImageTrend in any of the following ways:

- Phone (952) 469.1589
- Toll-Free (888) 469.7789
- Fax (952) 985.5671
- Email support@imagetrend.com
- Web http://support.imagetrend.com

ImageTrend support services are available:

Monday – Friday
8:30 a.m. to 5:00 p.m. central time

Technical Support

For 24-hour technical support, ImageTrend provides online assistance through their website and email services:

- Email support@imagetrend.com
- Web http://support.imagetrend.com