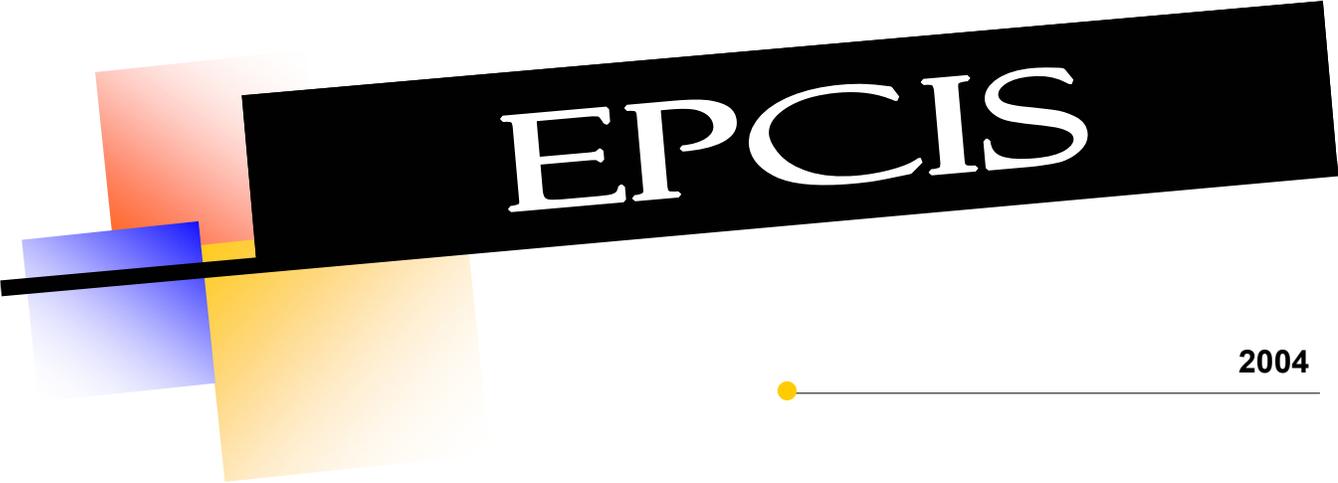


COASTAL VALLEYS, MARIN, MVEMS AND NCEMS AGENCIES



# EPCIS

2004

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## Patient Care Record Database Manual

**ELECTRONIC PREHOSPITAL CARE INFORMATION SYSTEM**



**Electronic Prehospital Care Information System (EPCIS)**

<b>Table of Contents</b>	
<b><i>Purpose and Goals</i></b>	4
Purpose	4
Goals	4
<b><i>Signing onto the Electronic Prehospital Care Information System</i></b>	5
Start Electronic Prehospital Care Information System	5
Signing Off When Finished	5
User Name and Password	5
<b><i>Entering, Modifying, View Prehospital Care Records</i></b>	6
Add New Mode	6
Browse Mode	6
Edit Mode	6
<b><i>Saving New or Edited Prehospital Care Records</i></b>	7
Incomplete PCRs	7
<b><i>Finding Prehospital Care Records</i></b>	8
<b><i>Definition of Terms and Data Entry Shortcuts</i></b>	9
Inputting data into the database	9
Selecting Command Buttons	10
Underline Letters on Buttons	10
Moving from One Data Entry Item to Another	10
Data Fields	10
Time Fields	10
Exiting a Subform	11
Deleting Combo Box Selection	11
Spell Check	11
Recovering from System Errors	11
<b><i>Description of Main Menu Items</i></b>	12
Title	12
Type Connection	12
Auto Transfer Unsent PCRs when Exiting	12
Site Name	13
Current User/Group	13
PCR Data Entry Button	13
Change Password Button	13

## ***Electronic Prehospital Care Information System (EPCIS)***

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PCR Data Entry Button	13
Change Password Button	13
Create Practice PCR	13
Forward Unsent PCRs to EMS Button	13
Patient Care Review Menu Button	13
Add Medical Terms Button	13
Audits Due for 1st Caregiver Listed	14
Audits Due for 2d Caregiver Listed	14
Incomplete PCRs	14
Last Import/Export	14
List of Your PCRs that are Incomplete	14
<b><i>Patient Care Data Entry Forms</i></b>	
Location	15
Vehicles/Hospital	18
Patient Data	20
Narrative/Type Patient	22
Assessment/Vital Signs	24
Procedures—Data Entry	27
Procedures—Summary	28
Medication	29
Trauma	30
<b><i>Patient Care Review Menu</i></b>	31
First Page—Attendant Outcome Record	32
Second Page—Attendant Outcome Record	33
Attendant Report	34

## **Purpose and Goals**

### **Purpose**

Provide a system to:

- Electronically collect patient care information, including state required data elements
- Allow users to enter and print prehospital care records (PCRs) at receiving hospitals, provider agencies, and the local EMS agency
- Centrally store PCRs in a secure system at the local EMS agency that is backed up daily
- Permit the retrieval of PCRs from the local EMS agency by caregivers, providers, receiving hospitals, and billing agencies.
- Allow caregivers to obtain and respond to hospital and provider liaison comments regarding patient treatment and outcome.

### **Goals**

- Provide a reliable and easy to use system
- To quickly respond to and resolve user problems with the system
- To continue to enhance the system with additional features that are meaningful and beneficial to all users
- Reduce the duplication of information gathering by providers and the local EMS agency

## **Signing On to the Electronic Prehospital Care System**

### **Start Electronic Prehospital Care Information System**

- If the previous user did not exit the Electronic Prehospital Care Information System (EPCIS) you must do so before beginning. If you use the system using someone else's name your existing PCR records will not be available.
- Open the Windows Desktop Folder **EPCIS 2004-2005** if it is not currently open.
- From the folder select the **PCR Data Entry** icon.
- When prompted enter your User Name and Password. When logging on for the first time, be sure to enter your password.

### **Signing Off When Finished**

- Unless the computer has "locked up", never turn the computer off while EPCIS or Windows is running. Always exit out of the database when finished, using the "**Exit Database**" button on the Main Menu.
- If the computer has "locked up", you can't exit from a form, or have some other system problem see the section on Recovering from System Errors in the Definition of Terms and Data entry Shortcuts.

### **User Name and Password**

- As part of starting the program, you will be asked for your name and password. Use only the user name assigned to you.
- Your password was originally left blank. It is important to enter a password to preserve the integrity of your records. See **Change Password** in the **Description of Main Menu Items** for instructions on how to create or change your password.

## **Entering, Modifying, Viewing Prehospital Care Records**

After selecting "PCR Data Entry" from the main menu the first data entry page will appear. There are three modes to this form:

### ***Add New Mode***

This is the default mode when you open the data entry form. The following buttons are available during this mode:

**Cancel Add** --cancels the Add New Mode while on the first page of data entry (after exiting the first page you can no longer cancel this addition).

**Save** --available after you have entered a valid authorization number

### ***Browse Mode***

When you cancel the Add New Mode you are put into the Browse Mode. This permits you to scroll from record to record using the arrows in the lower left corner of the screen. You cannot edit a record while in the Browse Mode. The following buttons are available during this mode:

**Find Record** – used to find a specific record

**Preview PCR** – allows user to preview PCR before being printed

**Print PCR** --used to print the current record

**Edit Record** --permits you to make changes to the current record. NOTE: You can only edit records that have not been transferred to EMS. There is also a preset number of days a PCR can be left incomplete—after that it is deleted.

**Add New**--allows you to enter a new PCR

**Exit** --return to the Main Menu

### ***Edit Mode***

This mode permits you to edit the current record if that record has not been forwarded to the EMS agency. The following buttons are available during the Edit Mode:

**Print PCR** --used to print the current record

**Save Record** -used to save the edited changes

**Cancel Edit** -used to cancel the edit of a record

## **Saving New or Edited Prehospital Care Records**

To assist users in creating complete and accurate PCRs the following data entry items determine which fields are required. The required items automatically change from a white background to light blue (teal) during data entry.

- Type Run (ALS, BLS, Dry Run)
- Call Type (Scene or Interfacility Transfer)
- Transport
- Mechanism of Injury (trauma)

If medications are given or ALS procedures done and Type Run is not selected as ALS then Type Run is automatically changed to ALS.

If ECG monitor is used and Type Run is not ALS then the following message is displayed:

*“The use of a monitor is considered an ALS procedure.  
You should mark this PCR as ALS and record the protocol used.”*

If no medication is given or ALS procedure done, to include ECG monitor, and Type Run marked ALS then the following message is displayed:

*“You have marked this as an ALS patient but no ALS procedures or medications were given.”*

## ***Incomplete PCRs***

If the PCR is incomplete the “Incomplete PCR Dialog” form will appear. It lists the missing items and what tab they are located on.

The choices offered after trying to save an incomplete PCR include:

- Return and complete PCR
- Complete PCR later
- Transfer PCR to EMS to finish later
- Delete PCR upon exit

## **Incomplete PCRs cannot be printed**

## Finding Prehospital Care Records

To open the record search form click on the button “**Find Record**” on the PCR data entry form while in the Browse Mode.

The screenshot shows a 'Record Search' window with the following elements:

- Header: Record Search
- Text: Only those PCRs entered on this computer where you were an attendant will be searched for.
- Form fields: Auth Number, Agency Number, Call Date, Incident Location\*, Patient Last Name\*.
- Buttons: Close, Search, Clear, View Record, Help.
- Table: Records Matching Search Criteria with columns: Auth No, Agency No, Call Date, Location, Last Name.
- Footnote: Note: \* Can enter a partial search - do not use \* or !

Numbered callouts indicate the following steps:

1. Enter 1 or more search criteria (points to the input fields)
2. Click on Search (points to the Search button)
3. Select from Result (points to the table)
4. Click to view record (points to the View Record button)

An existing PCR can be found using the authorization number, agency number, call date, incident location, or patient’s last name.

To find a PCR:

1. Enter the search criteria. This can be a combination such as location and call date. Location and patient last name can contain partial search criteria.
2. Click on the “**Search**” button.
3. Using the mouse click on the desired record from the list shown in the results window.
4. Finally, click on the “**View Record**” to open the selected PCR.

## Definition of Terms and Data Entry Shortcuts

Using this system involves two basic concepts - selecting objects (including command buttons) and entering data.

### **Inputting data into the database**

Data may be input in the form of text entry, number entry, dates and times, yes/no, and making a choice from a drop-down combination box.

Much of the data entry on this system can be done using both or either the keyboard and mouse. Entry may be done using only the keyboard and many users agree that this is much faster once the shortcuts are learned.

The screenshot displays a software interface with several data entry controls and their corresponding shortcuts:

- Patient Last Name:** A text input field. Description: Alpha-numeric (letters or number) text data.
- CPR Given:** A checked checkbox. Description: Yes/No field. Yes if filled, No if blank. To make selection:
  - \* Toggle between yes and no using the spacebar
  - \* Click with mouse to change from yes to no or no to yes
- City:** A dropdown menu. Description: Combo Box. To make a selection:
  - \* Click with mouse on combo box down arrow
  - \* Press F4 after combo box has been selected
  - \* Enter enough characters to uniquely identify a selection. For example: to select San Rafael type San R
- PCR Data Entry:** A button. Description: Command Button. To make selection:
  - \* Click with mouse on button
  - \* Press Enter when button is highlighted
- Page 1 | Page 2:** A tab control. Description: Tab Control. To make selection:
  - \* Click on Tab with mouse
  - \* Hold down ALT key while typing underlined text or number

### ***Selecting Command Buttons***

Command buttons come in various styles. Some have text while others have graphic images representing the action that will be taken if selected. Pressing the Enter key when a command button is highlighted or clicking on the left button with the mouse while the cursor is pointed to the button causes an action to happen. Examples of command button actions would be to open data entry forms, print reports, exit a form or menu, and moving from one record to another.

### ***Underlined letters on buttons***

You will see that some buttons have a letter that is underlined. If you press and hold the ALT key while typing the underlined letter, it is the same as clicking on that button with the mouse. For example, some forms have a button “**Page Dn**”. If you press ALT D then you will go to the next page.

### ***Moving from one data entry item to another data entry item.***

The order in which the cursor moves from item to item on the screen is decided by the developer of the program. The common sequence is from left to right, top to bottom. Use of the keyboard Tab, Enter, down cursor, or right cursor arrows will move the cursor in the normal sequence. To move to the previous item press Shift-Tab, up arrow, or left arrow. Another way to move the cursor is to move the mouse pointer to the desired item and press the left mouse button. This is described as “click with mouse.”

### ***Date fields***

To enter a date type as follows:

- two digits for the month (include leading zero if between 1 and 9)
- two digits for the day of month (include leading zero if between 1 and 9)
- Last two digits for the year (can also enter all four digits)

Do not include any punctuation or spaces (they will be automatically entered as you type). Example: January 10, 2004 - 011004

### ***Time fields***

To enter a time as follows:

- two digits for the hour (international time, e.g., 2100 - 9:00 p.m.)
- two digits for the minutes

Do not include any punctuation or spaces (the colon will be automatically entered as you type).

Example: 10:40 pm = 2240

### ***Exiting a Subform (i.e., list of Medications Given)***

- To move from the list of medications given press CTRL-Tab, or
- Using the mouse move the pointer to a data-entry item outside the subform and click with the mouse.

### ***Deleting Combo Box selection***

To delete a selection that has been made in a Combo Box position the mouse cursor on the Combo Box and double-click with the left mouse button.

### ***Spell Check***

You can spell check any data-entry text box by first selecting the desired text box and pressing F7. **NOTE: Spell Check does not work on text typed in all caps.**

### ***Recovering from System Errors***

#### **Error or error message that will not let you continue**

Try these key combinations in the following order. You may not need to do all to resolve the problem.

1. Press and hold the CTRL key while pressing the Break key (Break is to the right of the Scroll Lock key)
2. Press and hold the CTRL key while pressing the F4
3. Press and hold the ALT key while pressing the F4 (this may exit you out of the database)

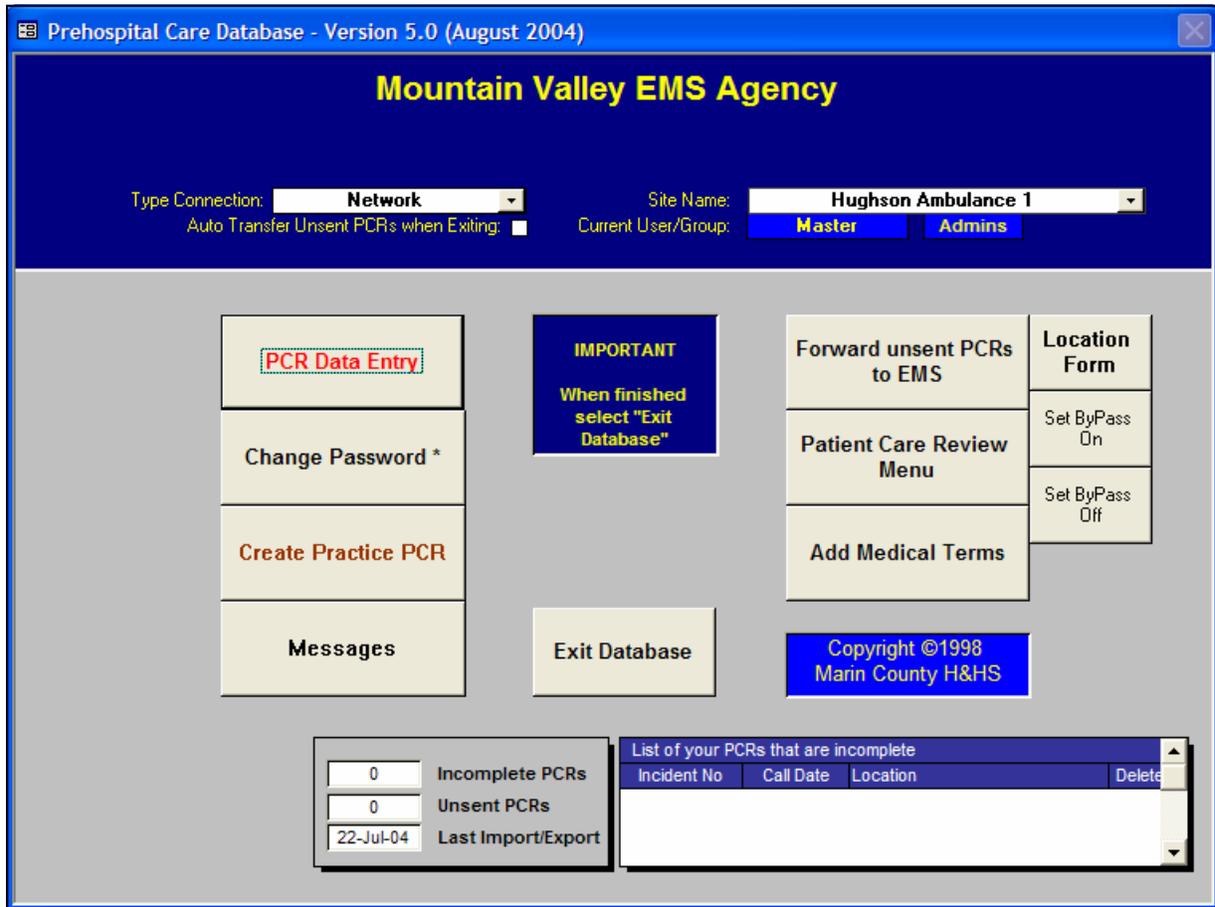
#### **The computer locks up and will not accept any further input (computer 'beeps' when you try to type or select an item)**

Turn of the power to the computer  
After 10 seconds turn the power back on At the 2004 Prehospital Care folder do the following:

- Click on "Repair PCR" icon.

If possible, please make a note of what item in the system you were using and what messages, if any, the system showed you. Please pass the information and anything else that will help in correcting the problem to your local EMS system administrator.

## Description of Main Menu Items



The Main Menu is the “Hub” of the Electronic Prehospital Care Information System. This is the first item you see after signing on to the system and the menu that you exit from. The following briefly describes each of the items you will see on the Main Menu.

### Title

This uniquely identifies the location of the system

### Type Connection

The type of network connection between the computer and the EMS Server. Choices are None, Network, Network Dial-Up.

### Auto Transfer Unsent PCR's when Exiting

If Yes/No box is checked Yes then the system will automatically connect to the EMS agency and send PCR's that have not been sent previously. The connection will only

## ***Electronic Prehospital Care Information System (EPCIS)***

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be made if there are unsent PCRs on the workstation.

### **Site Name**

The name used to identify the computer when connecting to the EMS SQL Server.

### **Current User / Group**

This should be your name followed by the group you belong to ("EMT", "EMT-P", or "MICN".. If not, exit the system and sign on using your logon name.

### **PCR Data Entry**

Select this item to:

- Add a new record (default)
- Scroll through records where you were an attendant
- Edit an existing PCR where you were the patient caregiver and the PCR has not been sent to EMS.

### **Change Password**

Selecting this item permits you to change your password on the computer. Note that this does not change your password on other computers using this system. You will be asked for your existing password (leave blank if none), the new password, and verification of the new password.

### **Create Practice PCR**

If you wish to practice creating a PCR select this button. You will be asked to not change the Authorization Number (numbers over 39999 are considered practice) and that the PCR will be deleted when you exit the database. The entering of patient care data is the same as for a normal patient care record.

### **Forward unsent PCRs to EMS**

Clicking on this button begins the automated connection via modem to the EMS Server and sending of any completed PCRs that have not been previously sent to EMS. Copies of PCRs created by your provider agency that are on the EMS Server and not previously transferred will be sent to your computer (unless the computer is located at a receiving hospital). Selecting this item will not retrieve your waiting Outcome (CQI) records from the EMS Server. If you wish to get your Outcome records during a transfer do it from the Patient Care Review Menu.

### **Patient Care Review Menu**

See the Patient Care Review section for additional information on this item.

### **Add Medical Terms**

Use this item to add medical terms to the medical terms drop down list on the Patient Data page of the PCR data entry form. After selecting this item a form will open listing the medical terms currently in the database. To add a new medical term click on the "Add New Record" button.

## ***Electronic Prehospital Care Information System (EPCIS)***

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This will give you a blank field for adding a medical term. To prevent all medical terms from appearing in each of the four categories click Yes in those columns (narrative, history, medications, allergies) where the medical term is applicable. Be sure spelling and case are correct.

### **Audits Due for 1st Caregiver Listed**

This is a count of Outcome (CQI) records waiting for your reply. These can be accessed from the Patient Care Review Menu.

### **Audits Due for 2nd Caregiver Listed**

This is a count of Outcome (CQI) records waiting for your reply. These can be accessed from the Patient Care Review Menu.

### **Incomplete PCRs**

This is a count of all the PCRs in the database that have been created but are missing required data.

### **Unsent PCRs**

This is a count of the PCRs that are not missing required data and are waiting to be sent to the EMS Server.

### **Last Import/Export**

The date that the last export of PCRs to the EMS Server took place.

### **List of Your PCRs That are Incomplete**

This is a list of your PCRs that are missing required data. It lists the incident number, the call date, and location. There is also a delete button where you can delete the incomplete record. Incomplete PCRs that are over a month old will be deleted when found by the systems operator.

**Electronic Prehospital Care Information System (EPCIS)**

**Prehospital Care Record Entry Form**

Location: Vehicle/Hospital Patient Data Narrative/Type Patient Assessment Procedures Medication

PCR No: 70-013-0000 Patient 1 of 1 Auth No: 04-00001

Type Run: Call Type: Call Source:

Date: Location:

City/Area: Zip Code:

Misc:

Agency No: Sub Zone:

Destination Reason: Call Disposition:

Treating Provider: 1st Transport Provider: 2nd Transport Provider:

Who created PCR: Unit Number:

Attendant Name Show All Attendant Name Show All

Sent to EMS Unsent PCR Status: Complete

(Browse Mode) Find Record Preview PCR Print PCR

1 1 Edit Record Add New Exit

1st Responder: Arrival Time: History: Vital Signs: CPR: CPR Start Time: Moved: AED: First Defib Time: Other Care:

Other Attendant

The following describes each of the items on the first page of the data entry form.

FIELD	TYPE FIELD	CHOICES AND/OR COMMENTS
PCR No	Computer generated number	Digits 1-2—County Digits 3-5—Site No Digits 6-9—Sequential
Patient Number	Numeric	1-15
Number of Patients	Numeric	1-15
Auth No	Numeric	Range established by local EMS agency

***Electronic Prehospital Care Information System (EPCIS)***

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FIELD	TYPE FIELD	CHOICES AND/OR COMMENTS
Run Type	Drop-Down	ALS, BLS, Dry Run
Call Type	Drop-Down	Scene, Inter-Facility Transfer, Other
Call Source	Drop-Down	911, Private, Facility
Call Date	Date	Defaults to current date
Location	Alphanumeric	Any entry up to 60 characters
City/Area	Drop-Down	Select from list of cities provided
Zip Code	Numeric	Select from list of zip codes provided
Misc	Alphanumeric	For provider agency use
Agency No	Alphanumeric	For provider agency use
Sub Zone	Alphanumeric	For local use
Destination Reason	Drop-Down	Select from list
Call Disposition	Drop-Down	Select from list
Treating Provider	Drop-Down	Select from list of providers. This is the provider list provided primary patient care at the scene.
1st Transport Provider	Drop-Down	Select from list of providers. This is the provider that provided initial transport of patient from the scene to either a receiving facility or rendezvous site.
2nd Transport Provider	Drop-Down	Select from list of providers. This is the provider that provided secondary transport; e.g., air transport
Who created PCR	Drop-Down	Treating provider Treating & Transport Transport 1 Transport 2

## ***Electronic Prehospital Care Information System (EPCIS)***

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The following are indicators and additional buttons on the data entry form.

Sent to EMS/Unsent	Highlighted button showing whether PCR has been sent to EMS
PCR Status	Possible status indicators are: Complete Incomplete Trans for Completion Marked for Deletion Complete Later
Find Record	See Finding Prehospital Care Records, page 8
Preview PCR	Used to display a completed PCR
Print PCR	Used to print a completed PCR
Edit Record	Used to edit patient care records not already sent to EMS Server
Add New	Used to start a new patient care record
Cancel Add	Used to cancel the creation of a new PCR
Save Record	Saves patient care record. Checks for missing patient care information. See Saving New or Edited patient Care Records, page 7
Incomplete Save	Use this button to do a quick save of the PCR. It will be marked as Incomplete and does not list the incomplete items.

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | Assessment | Procedures | Medication

**Unit Times & Destination**

Mileage

Dispatch Time:

Dispatch Code:

Enroute Time:

Arrive Scene Time:  0.0

Arrived Patient Time:

Time Extricated:

Depart Scene Time:

Transport Code:

Arrive Destination Time:  0.0

Type Destination :

Destination if not ED/Hosp:

Hospital:

Patient Delivered to:

Time Available:

Transport Mileage:  0.0

**Other Times**

**Hospital Contact**

Hospital Consultation:

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Dispatch Time	Time (HH:MM)	Time use was dispatched
Dispatch Code	Drop-Down	2 3 2 to 3 3 to 2
Arrive Scene Time	Time (HH:MM)	Time arrived at scene
Arrived Patient Time	Time (HH:MM)	Time arrived at patient
Time Extricated	Time (HH:MM)	Time patient is accessible for transport. Enter only if extrication of patient was required
Depart Scene Time	Time (HH:MM)	Time departed scene
Transport Code	Drop-Down	2 3 2 to 3 3 to 2

**Electronic Prehospital Care Information System (EPCIS)**

<b>FIELD NAME</b>	<b>TYPE FIELD</b>	<b>CHOICES AND/OR COMMENTS</b>
Arrive Destination Time	Time (HH:MM)	Time arrived at destination
Type Destination	Drop-Down	ED Hospital Rendezvous (ground) Landing Zone Other
Destination if not ED/Hospital	Alphanumeric	Type in name of rendezvous site, health care facility, etc.
Hospital	Drop-Down	If Type Destination is ED or Hospital then select from list of hospitals presented
Patient Delivered to	Alphanumeric	Name of person patient delivered to
Time Available	Time (HH:MM)	Time unit is available to be dispatched
Mileage (Begin)	999.9	If you want database to compute your mileage enter last 3 digits plus 10th from odometer
Mileage (End)	999.9	If you want database to compute your mileage enter last 3 digits plus 10th from odometer
Hospital Consultation	Drop-Down	Contact made Contact attempted but not made Contact not attempted Report only
Hospital Called	Drop-Down	Select from list of hospitals
Consult/contact time	Time (HH:MM)	Time contact was made
MICN	Drop-Down	Select MICN contacted
MD	Alphanumeric	Type in name of MD contacted

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | Assessment | Procedures | Medication

**Patient Data**

Patient Last Name:  First Name:  MI:

NOTE: The Mailing Addr and Mailing City default to Incident Location and City. If Mailing Addr and Mailing City are unknown, replace with the word UNKNOWN (if left blank the default returns when exiting).

Mailing Addr:

Mailing City:  Mailing State:  Mailing Zip:

Date of Birth:  (MM/DD/YYYY) Estimated Age:  Year   Kgs  Lbs Weight:  0

Gender:  Insurance Carrier:  Other Ins Name:

Billing Authorization Form:

Telephone:  S.S. or ID Nbr:   Non Resident PMD:

History Term:  Medical Term:  Allergy Term:

History:  Medications:  Allergies:

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Patient Last Name	Alphanumeric	
Patient First Name	Alphanumeric	
MI	Alphanumeric	Limited to 2 characters
Mailing Address	Alphanumeric	Defaults to scene location. Can change.
Mailing City	Alphanumeric	Defaults to scene city. Can change.
Mailing State	Alphanumeric	Defaults to "CA". Can change
Mailing Zip	Alphanumeric	Defaults to scene zip code. Can change.
Date of birth	Date	Entering date of birth will compute age as of date of incident

**Electronic Prehospital Care Information System (EPCIS)**

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<b>FIELD NAME</b>	<b>TYPE FIELD</b>	<b>CHOICES AND/OR COMMENTS</b>
Age	Numeric	If date of birth is unknown enter age
Age Units	Drop-Down	Year Month Days
Estimated Age	Yes/No	If date of birth is unknown then click Yes
Weight	Numeric	Enter weight in kilograms. If "LBS" is selected, weight will be converted to Kg when leaving the weight field.
Gender	Drop-Down	Unknown Female Male
Insurance Carrier	Alphanumeric	
Other Ins. Carrier	Alphanumeric	
Telephone	Numeric	
S.S or ID Nbr	Alphanumeric	
Non-Resident	Yes/No	
PMD	Alphanumeric	Patient's medical doctor
History	Text (max 255 characters)	Describe medical history of patient
Medications	Text (max 255 characters)	List medications patient is taking
Allergies	Text (max 255 characters)	List patient allergies

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | Assessment | Procedures | Medication

**Incident Narrative:**

Press F7 to spell check (not all caps)

Type Patient:  Mechanism:

Additional Type:  Injury Intent:

ALS Treatment Guideline:

Special Scene Conditions:

**All WNL** | **WNL** | **Pertinent Findings**

Neuro:

Head/Face:

Pupils:

Neck:

Chest:

Lungs:

Abdomen:

Back:

Pelvis:

Extremities:

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Incident Narrative	Memo (not limited to 255 characters)	Enter a narrative description as appropriate. Also used to described circumstances that cannot be covered elsewhere in the PCR.
Type Patient	Drop-Down	Select from list
Additional Type	Alphanumeric	
ALS Treatment Guideline	Drop-Down	Select from list
Mechanism	Drop-Down	Select from list
Intent of Injury	Drop-Down	Unknown Intentional Unintentional
Special Scene Conditions	Drop-Down	Select from list

***Electronic Prehospital Care Information System (EPCIS)***

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<b>FIELD NAME</b>	<b>TYPE FIELD</b>	<b>CHOICES AND/OR COMMENTS</b>
All WNL	Button	Click on button if all physical assessment areas are within normal limits
WNL (Neuro, Head/Face, Pupils, Neck, Chest, Lungs, Abdomen, Back, Pelvis, Extremities)	Yes/No	Check Yes if physical assessment is within normal limits
Pertinent Findings (for each physical assessment area)	Alphanumeric	Enter narrative description of any pertinent physical assessment findings (limited to 255 characters)

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | **Assessment** | Procedures | Medication

Arr Patient:  Dpt Scene:  Arr Destination:

**Vital Signs and Assessment**

<b>Assessment Time</b> <input style="background-color: cyan;" type="text"/>	<b>Position</b> Sitting	<b>Vitals</b> Systolic: <input type="text"/> Diastolic: <input type="text"/> Pulse: <input type="text"/> Resp: <input type="text"/>	<b>Skin</b> Color: Normal Temp: Warm Moisture: Dry
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**Glasgow Coma Scale**

Eye Opening: 4-Spontaneous Verbal Response: 5-Oriented Motor Response: 6-Obeys Commands **GCS: 15**

**Monitor**

ECG:  Ectopy:

Pulse Ox\*:  Cap Refill:  Revised Trauma Score:

\* Note: Record additional information in procedures section

Record:   1 of 1

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Assessment Time	Time (HH:MM)	
Position	Drop-Down	Standing Sitting Fowler Supine
Systolic BP	Numeric	If there is no BP ENTER A 0. If BP is not taken or not obtainable leave blank
Diastolic BP	Alphanumeric	If there is no BP enter a 0. If BP is not taken or not obtainable leave blank. Can enter a <b>P</b>
Skin Color	Drop-Down	Normal Pale Ashen Flushed Cyanotic Jaundiced

**Electronic Prehospital Care Information System (EPCIS)**

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FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Skin Temp	Drop-Down	Warm Cool Cold Hot
Skin Moisture	Drop-Down	Dry Moist Wet
GCS—Eye Opening	Drop-Down	None To Pain To Voice Spontaneous
GCS—Verbal Response (Age 2 or over)	Drop-Down	None Incomprehensible Words Inappropriate Words Confused oriented
GCS—Verbal Response (Age less than 2)	Drop-Down	None Moans to Pain Cries to Pain Irritable Cry Coos/bables
GCS—Motor Response (Age 2 or over)	Drop-Down	None Extension to Pain Flexion to Pain Withdraws to Pain Localizes Pain Obeys Command
GCS—Motor Response (Age less than 2)	Drop-Down	None Abnormal Extension Abnormal Flexion Withdraws to Pain Withdraws to Touch Normal Spontaneous
ECG	Drop-Down	Select rhythm from list
Other Rhythm	Drop-Down	Select rhythm from list

***Electronic Prehospital Care Information System (EPCIS)***

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<b>FIELD NAME</b>	<b>TYPE FIELD</b>	<b>CHOICES AND/OR COMMENTS</b>
Ectopy	Drop-Down	None PAC PJC PVC PAC/PVC
Pulse Ox	Numeric	Enter value
Cap Refill	Drop-Down	<= 2 Sec > 2 Sec

## Electronic Prehospital Care Information System (EPCIS)

Procedures

Airway Mgmt | Cardiac/CPR | Oxygen/Vent | Immobilization | IV/Glucose/Fluid | Wound Treatment | Ob, Psych, Other

Procedure: Endotracheal intubation, oral

Prior to Arrival

Time Performed: [Red digital clock]

Attendant: Mingham III, J. [Change Attendant](#)

Attempts: [Red input field] Successful:

Tube Size: [Red dropdown menu]

Secured at [Red input field] centimeters

**Airway Management**

Save Procedure | Save Procedure & Close | Close Form

Click the *Add Procedures* (see page 26) button on the bottom of the Procedures tab to enter procedures administered to the patient.

The procedures have been grouped into seven categories (tabs):

### 1 – Airway Management

- Airway Oral Care
- Airway Adjuncts, OPA/nasal
- Suction
- Cricothyrotomy, needle
- Endotracheal intubation, oral
- Endotracheal intubation, nasal
- EOA/EGA/EGTA
- Removal of foreign body using McGill Forceps
- Plural Decompression

### 2 – Cardiac/ECG/CPR

- CPR
- Defibrillation, semi-automatic
- External pacing
- Cardiovert
- Defibrillation
- Vagal Maneuver

### 3 – Oxygen/Vent

- Oxygen mask/cannula
- PPV – mouth to mouth/nose
- PPV – mouth to mask
- PPV
- PPV-BVM
- PPV – demand ventilator
- Pulse oximetry

### 4 – Immobilization

- Spinal Immobilization
- Restraints
- Splint
- Traction splint
- MAST

### 5 – IV/Glucose/Fluid

- Blood draw
- Glucose determination
- Fluid Challenge
- Intraosseous infusion
- Peripheral IV
- Saline Lock

### 6 – Wound Treatment

- Dress wounds/bandaging
- Hemorrhage control

### 7 – Ob. Psych. Other

- Obstetric assistance
- Psychiatric assistance
- Needle thoracostomy
- Other BLS procedures
- Other ALS procedures

## ***Electronic Prehospital Care Information System (EPCIS)***

The time performed is required for each procedure. Most procedures ask for additional info.

**Save Procedure:** Saves the current procedure, displaying it in the Procedure Summary. The procedure entry form stays open.

**Save Procedure and Close:** Saves the current procedure, displaying it in the Procedure Summary. The procedure entry form is closed.

**Close Form:** Closes the procedure entry form without saving.

The screenshot shows the 'Prehospital Care Record Entry Form' with a 'Procedures' tab selected. At the top, there are input fields for 'Arr Patient:', 'Dpt Scene:', and 'Arr Destination:' with a '4' in a small box. Below this is the 'Procedure Summary' table. The table has columns for Time, PTA, Order, Procedure Name, Success, Remarks, and Attendant. The first row is selected, showing a time of 10:34, PTA as a radio button, Order 1.0, and a checked 'Success' box. The second row shows a time of 10:41, PTA as a radio button, Order 2.0, and Procedure Name 'Spinal Immobilization'. The third row shows a time of 10:42, PTA as a radio button, Order 3.0, and Procedure Name 'EOA/EGA/EGTA'. The fourth row shows a time of 13:51, PTA as a radio button, Order 4.0, and Procedure Name 'Spinal Immobilization'. Below the table is a 'Delete Selected Procedure' button and a record selector showing 'Record: 1 of 4'. At the bottom is a red 'Add Procedures' button.

Time	PTA	Order	Procedure Name	Success	Remarks	Attendant
10:34	<input type="radio"/>	1.0		<input checked="" type="checkbox"/>	1	
10:41	<input type="radio"/>	2.0	Spinal Immobilization	<input type="checkbox"/>		
10:42	<input type="radio"/>	3.0	EOA/EGA/EGTA	<input type="checkbox"/>	Attempt(s)	
13:51	<input type="radio"/>	4.0	Spinal Immobilization	<input type="checkbox"/>	Before - Intact    After - Not Intact	

The procedure summary form displays the procedures entered. Some portions of existing procedures may be altered from the summary form:

**Time** – Change the time the procedure was administered

**PTA** – Denotes if procedure was administered prior to arrival of provider creating the PCR.

**Order**—Can change the order in which the procedures with the same time are displayed and printed. Press F9 refreshes the screen (the resort will take place without pressing F9)

**Attendant**—Can change the attendant administering the procedure

**Delete Selected Procedure**—To delete an existing procedure click on the record selector (left of Time) for the procedure to be deleted then click on Delete Selected Procedure.

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | Assessment | Procedures | Medication

Arr Patient:  Dpt Scene:  Arr Destination:

Medications						
Time	Medication	Route	Dose	Caregiver	Result	
				Mingham III, J.	Select	

Press Ctrl-Tab to Exit Medications

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Time	Time (HH:MM)	
Medication	Drop-Down	Select from list
Route	Drop-Down	IV, IO, ET, NT, IM, SQ, SL, NEB, PO, BVM, Rectal, and NG
Dose	Numeric	
Attendant	Drop-Down	Select from list of attendants shown
Result	Alphanumeric	Record effect of medication after administered.

## Electronic Prehospital Care Information System (EPCIS)

**Prehospital Care Record Entry Form**

Location | Vehicle/Hospital | Patient Data | Narrative/Type Patient | Assessment | Procedures | Medication | Trauma

**Trauma-Triage:**

[Redacted] [v]

[Redacted] [v]

[Redacted] [v]

[Redacted] [v]

Triage Criteria: [Redacted] [v]

**Mechanism of Injury:** Motor Vehicle crash

**How the Injury Occurred:** [Redacted] [v]

**Location or Activity of Victim:** [Redacted] [v]

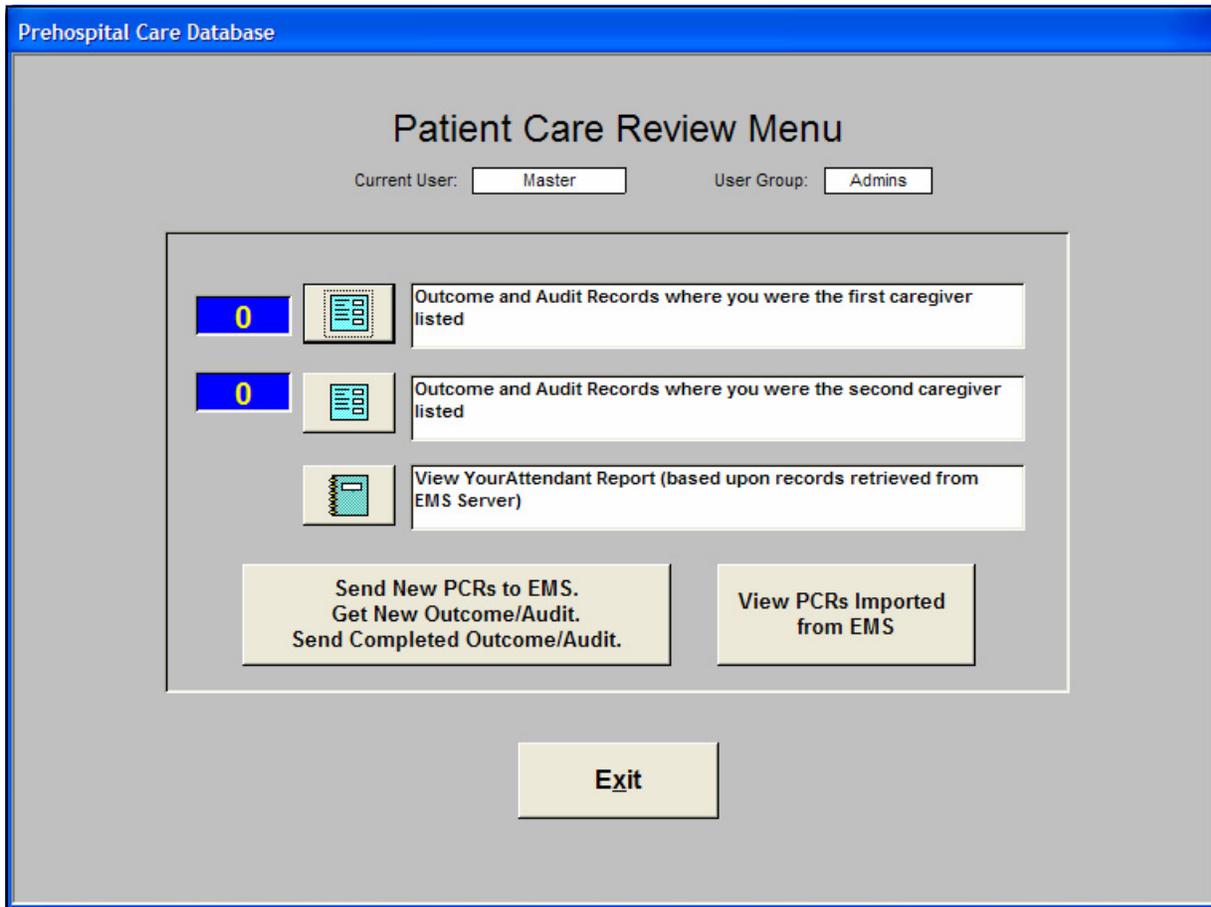
**Location of Impact:** [Redacted] [v]

**Safety Equipment Used:**

[Redacted] [v] [Redacted] [v]

[Redacted] [v] [Redacted] [v]

FIELD NAME	TYPE FIELD	CHOICES AND/OR COMMENTS
Trauma Triage	Drop-Down	Select from list
How the Injury Occurred	Drop-Down	Select from list
Location or Activity of Victim	Drop-Down	Select from list
Location of Impact	Drop-Down	Select from list
Safety Equipment Used (up to four selections)	Drop-Down	Select from list



This form is accessed by selecting the Patient Care Review Menu button on the Main Menu.

It provides:

- A count of the Hospital Outcome records downloaded from the EMS Server awaiting reply by the current user. There is one count for those records where the current user was the first paramedic care giver and a second count for when the current user was the second paramedic care giver. To open the Hospital Outcome form click on the icon button to the right of the number being displayed.
- An icon button that when pressed dials up the EMS Server and transfers the following records:
  - \* Any completed PCRs on the computer that have not been sent to the EMS Server
  - \* Retrieve copies of PCRs that have been created by the user's provider agency
  - \* Hospital Outcome care records for the current user that are awaiting transfer
  - \* Any completed Hospital Outcome records regardless of user
- An icon button that opens a form displaying PCRs imported from the EMS Server when pressed.

## Electronic Prehospital Care Information System (EPCIS)

Primary Attendant Outcome Form

Outcome | Comments/Reply

PCR Number Auth No Chart No Pat No Call Date Provider Vehicle No

Field Caregiver #1 Field Caregiver #2

MICN Hospital Called Receiving Hospital

Patient Name (First & Last) Gender Patient Age Date of Birth

Type of Patient Mechanism of Injury:

Treatment Guideline (protocol):

Probable Outcome Disposition

Record Filter Record Status Appropriate Protocol

0 of 1

Exit Find Record

### First Page of Attendant Outcome Record

Data contains patient outcome, disposition, and comments entered by the receiving hospital and comments by the provider liaison.

When opened this form will display records that do not yet have attendant replies.

To show other outcome records click on the Record Filter drop-down selector. The choices are:

- New Records
- Ready to send to Provider
- Sent to Provider
- SEE ALL RECORDS

To see the PCR from which the outcome record was created click on the button “View PCR” (visible only if a PCR is present).

To respond to the record click on the tab Comments/Reply. This displays the form shown on the next page.

**Second Page of Attendant Outcome Record**

Completed outcome records are returned to the EMS Server the next time a data transfer is made. For a record to be complete there must be a response from the attendant entered in the reply field. Once a reply is entered the record status changes from "New (unfinished record)" to "Finished but NOT sent to EMS". After the record is returned to the EMS Server the record status changes from "Finished but NOT sent to EMS" to "Finished and sent to EMS"

**Attendant Report** Name:  County No:

Primary Count:  Avg Min at scene:  Pvdr Avg:   
Secondary Count:  Avg Min at scene:

Medication	Total

Intubations and IVs	Total Successful	Total Not Successful

**Attendant Report**

By clicking on the button to the left of the text “View Your Attendant Report ...” the above report is presented. The report includes:

- Number of PCRs where individual was the primary caregiver
- Number of PCRs where individual was the secondary caregiver
- Average time at the scene when primary caregiver
- Average time at the scene when secondary caregiver
- Average time at the scene for the provider
- Summary of how many times each medication was given
- Number of successful and unsuccessful intubations and IVs