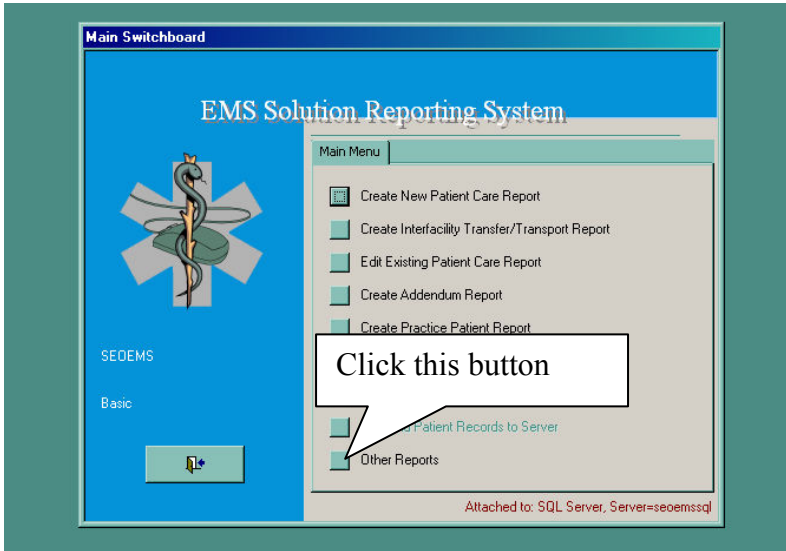
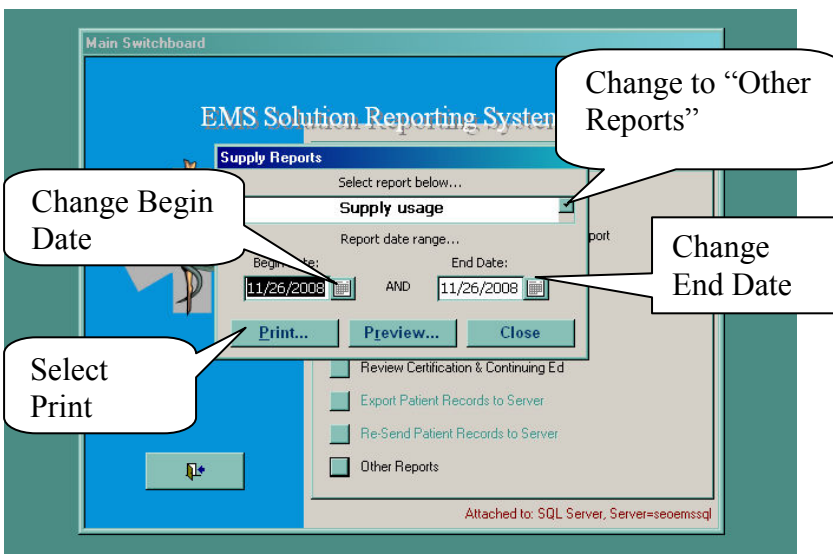


Station Chief Procedure for Reviewing Runs

- Step 1:
- * Log into EMS Solutions on your Desktop.
 - * From Main Switchboard choose the “Other Reports” Button.



- Step 2:
- * In the Popup box select “Other Reports” and change the ‘begin date’ and “end date” to the time period you are reviewing.
 - * Choose “Print”. This will print a list of runs that are on your desk top computer for the time period you selected.



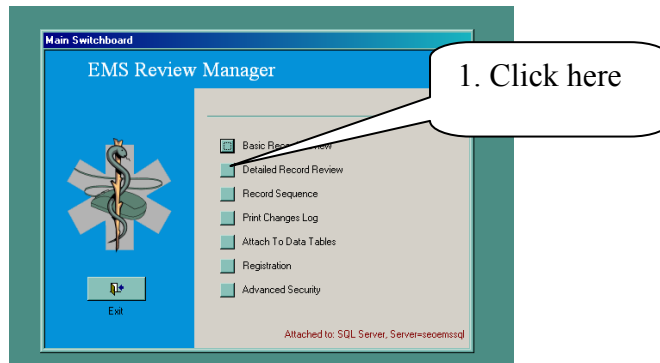
- Step 3
- * Compare this printout with the Daily Run Number Accountability Form and the print out of the Dispatch Log (from your SEOEMS email account) for your Station for the time period you are reviewing.

- Step 4
- * If you find a discrepancy, (there is a run number listed on the accountability form and not listed on your desktop printout) go to the toughbook indicated. If the run is found to still be on the toughbook transfer it to the desktop and send it electronically to the HQ server.
 - * If the run is NOT on the toughbook contact the IT or Training Department for further investigation.
 - ***IF the run was a non-patient contact run (Area Coverage, Dry Run, Special Detail, or Call Canceled) you may generate the run on the desktop and send it to the HQ server
- Step 5
- * Print out, from your SEOEMS email account, the Dispatch Logs or your station for the time period you are reviewing.
 - * Compare this to the “Other Reports” log you obtained in Step 2. If you find that a run is listed on the Dispatch Log but is not on your desktop, contact the IT or Training Department immediately.
 - ***IF the run was a non-patient contact run (Area Coverage, Dry Run, Special Detail, or Call Canceled) you may generate the run on the desktop and send it to the HQ server
- Step 6
- * Log into EMS Review Manager using the directions attached.
 - * Complete your Chief’s Run Review Form (the data you will be reviewing will change during each review period) and forward any information on a ‘critical error’ (such as protocol violation, incomplete or improper documentation relating to patient care) to Operations and Training. Otherwise send in the completed Run Review Forms with your month end reports.

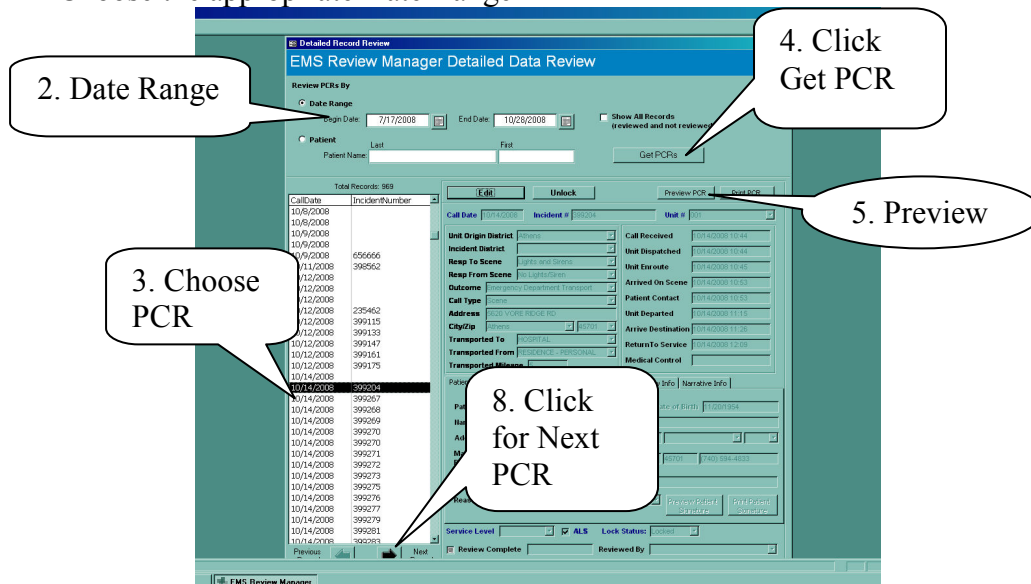
Chief's Procedure For Accessing Review Manager

You will review the PCR on your desktop by clicking on the EMS Review Manager icon on your desktop (it's a green cross-type icon).

1. Click on "Detailed Record Review"



2. Choose the appropriate Date Range



3. Select the PCR you wish to view.
4. Click on Get PCR
5. Click on Preview PCR
6. After looking over page one, got to page 2, 3 etc by clicking on the page selector in the bottom left hand corner of the preview page.
7. When you've completed this review you close out of this PCR by clicking the small X in the upper right corner
8. You can then choose another PCR to review by highlighting it or by clicking the right arrow button at the bottom of the left column.
9. Use the provided Run Review Form. This form will change periodically as different groups of information will be selected to be evaluated.