

## The Quick Guide to Toughbook PCRs

1. Log into Windows on your toughbook
2. Select either StatPad or EMS Solutions as your data input format
  - A. Complete the required information in StatPad and transfer info to Solutions via the blue Star of Life Icon at the top. Go to Step 3
  - B. **Or** complete at least the minimum information (as detailed in the full input manual) in EMS Solutions and go to Step 3.
3. In EMS Solutions Go to Billing Tab
  - A. Click “read pt info” button.
  - B. Click “yes it is a billable run.
  - C. Click on the pencil icon beside patient’s name and have them sign.
4. Go to Dispositon Tab
  - A. Type in Nurse’s name
  - B. Have him/her sign it by clicking on the pencil icon beside the name.
5. Connect to the Printer and click on the “print’ button at the bottom of the page
6. Print out a LP12 code summary (if used) and give this and the printed out PCR to the treatment facility. Obtain a copy of the Patient’s Face Sheet.
7. Back at Station, you will now upload your LP12 data into your toughbook.
  - A. Open EMS Solutions on your toughbook
  - B. Choose your patient’s PCR to edit.
  - C. Attach USB cable to LP12 and toughbook. Follow prompts for importing including hitting the NEXT button until you get to the EXIT button. Click Exit.
8. Now you must transfer the data from the toughbook to the desktop.
  - A. Choose Submit.
  - B. Choose Upload Now on the Popup. This sends your run to the desktop. Close out of the toughbook.
9. Open EMS solutions on your **desktop**.
  - A. Find your patient’s PCR and choose to edit it.
  - B. Make any additional completions as needed (usually your back in service mileage and time and billing information).
10. On the Disposition Tab on your desktop
  - A. Choose Submit. A pop-up will ask you to mark this run Complete. Choose Yes.
  - B. Choose Upload Now on the popup. This sends your completed ePCR to HQ.
11. Put your Station Number, your run number and date of service on the top of the hospital face sheet (or do an incident report if unable to get a face sheet) fax it to 740-446-8282 and drop it into the lock box. Also if any photos were taken of a scene/injury put the same information on the photos and staple them to the face sheet before you drop them in the lock box.
12. Refusals also get the station name, run number and date on them and placed into the lock box.