

# Toughbook Healthcare ePCR Data Input Manual



**EMS Solution Suite™**

*Basic Training Manual for:*  
**Southeast Ohio EMS District**

Revised October 28, 2008

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Data can be entered into your Toughbook by two methods. You can start the ePCR in StatPad (*unless you do not transport at which time you must use EMS Solutions on your toughbook or desktop*) and then transfer that data to EMS Solutions **OR** you can do the entire ePCR from EMS Solutions.

The first two pages of this manual will direct you on inputting the information into StatPad and how to Print your ePCR at the hospital as well as how to transfer the data to your desktop for completion once you get to the Station.

If you enter your run into EMS Solutions, page 6 begins directions on what data is needed in EMS Solutions for you to print your report at the hospital.

This is the minimum amount of information that is needed before you can Print your report. Remember that you will need to complete the PCR once you get back to your station.

#### LOGGING ON TO THE TOUGHBOOKS:

After you power-up the toughbooks you will be required to log into Windows. The User Name and Password will be sent to the Station via a memo.

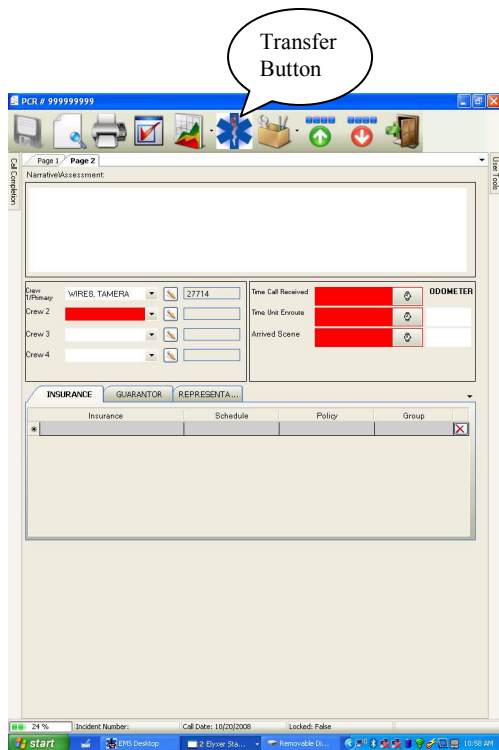
Please do not store that memo (or the information off it with your toughbook)

After 10 minutes of inactivity Windows will lock again and you will be required to log in again.

## STATPAD: Beginning with StatPad

The screenshot shows the StatPad software interface. At the top, it displays 'PCR # 99999999'. Below this, there are several tabs: 'Page 1' and 'Page 2'. The 'Page 1' tab is active, showing a form for patient information. Fields include: Provider (SEOEMS), Incident #, Pt (1 of 1), Last First, Call Disp. (Emergency Department Transport), Address, Unit, City/ST/Zip, Oh, Others on Scene, Phone: (740) Gender, Location, City, District, DOB, SSN, City, 97501, Age/Unit, Wt, lbs, First Responder, Pt. Phy., Poss Inj., Trans Prov (SEOEMS), Chief Complaint, Code To, Code From, Mech. of Inj., Patient Contact, ODDMETER, Safety Equipment, Patient Pos, Base Hospital, Recv. Hospital, Dest. Reason, HX, RX, Allergies, and PROCEDURES. Below the patient information, there is a 'VITALS' section with columns for Time, SBP, DBP, Pulse, Location, Character, R-Rate, and Respiratory Char. There are also sections for 'Primary Assessment' and 'Secondary Assessment' with various input fields for SO2, ECG Character, Respiratory Effort, BP Method, Focus, Temperature, Respn, Note, and other vital signs.

StatPad Field	SEOEMS DATA
Incident #	Run #
Last Name	Last Name
First Name	First Name
Address	Pt Address
City/ST/Zip	City, State, Zip picklist
Phone	Pt. Phone #
Gender	Gender from picklist
DOB	Birthdate
SSN	SS# (9s are acceptable if not known)
Age/Unit	Auto Calculates
Wt	Patient Weight
Lbs	Can change unit of measure
Pt Physician	Free text name of pt. doctor
Poss. Inj	Y or N
Chief complaint	Free text pt's chief complaint
Mech. of Inj	If trauma C/C - MOI from picklist
Safety Equip	If trauma C/C - chose from picklist
Patient Pos	How pt was found
Base Hospital	Choose SEOEMS from picklist
Recv. Hospital	Choose TF from picklist
Dest. Reason	Choose from picklist
Call Disp.	Choose type of call from picklist Choose "dry run" if no pt. contact
Unit	Squad number
Others on scene	Free text
Location	Location you were called to
City	Choose zip code from picklist and city/zip will fill in (may not have a city but will have a county/township in Solutions)
District	Choose Station from picklist if you were not on area coverage, otherwise enter location you were sent area coverage
First Responder	Use pick list to enter any 1 <sup>st</sup> resp.
Trans Prov	SEOEMS or aeromedical
Code To	Enter mode of response enroute to call
Code From	Enter mode of response to TF
TIMES (remember we do not enter mileage on StatPad)	
Hx	Choose all that apply
Rx	Choose all that apply
Allergies	Choose all that apply
Vitals	Remember to complete the Primary Assessment and Secondary Assessment portions also
Secondary Survey	Choose all that apply
Procedures	Remember to document each procedure and each time you have a success or failure



StatPad Field	SEOEMS DATA
Narrative	Must be complete before printing.
Crew primary	Person caring for patient enroute (if transported)
Crew 2	Second person on squad
Crew 3 and 4	Additional personnel if used
Times (remember we do not enter mileage on StatPad)	
Insurance Information	Not needed at this time.
You are now ready to transfer information to EMS Solutions to obtain Patient and Nurse's Signature	

At the top of the StatPad screen, Click on the Blue Star Of Life icon (transfer button). You will be prompted to choose Yes or No to close StatPad. You will choose Yes. EMS Solutions will open with the run you were working on in StatPad.

- \* Go to Billing Tab and Click “READ PT INFO” near the bottom center of the page. This will automatically enter the patient’s demographic data. A “Is this a Billable Run” popup will appear. Click Yes (always click yes).
- \* Beside the patient name is a pencil icon. Click it and have the patient sign the popup to authorize billing and consent for treatment and receipt of HIPAA
- \* Remember that if the patient is a minor the parent is the guarantor and they will sign.

Now you are ready to have the nurse/doctor to whom you transferred care of the patient to, sign your ePCR. Click on the Disposition Tab.

Click in the “Transferred Care To” box. Enter, by typing, the name of the Nurse/Doctor who is signing that they received this patient. After you have input the name Click on the pencil icon beside the name and have the Nurse/Doctor sign for the patient. When prompted by another popup click “Yes, the transferred care data is correct.”

You are now ready to print this report. Attach the toughbook to the printer via the USB cord. Make sure that the printer is turned on, there is paper in the printer and that the ink cartridge is full. At the bottom of any page in Solutions click on Print. Select the printer you want to print to. Your truck printer will be identified as HP or Hewlett Packard.

**Print out a Code Summary from your LP12 (if used) and give it and the printed out PCR to the TF.**

**Don’t forget to get the facesheet!**

EMS Solutions: Beginning with EMS Solutions,  
 \*\*\*\*\*This is the data needed BEFORE a run can be PRINTED at your TF.

CALL INFO TAB

Incident Number
Provider
Unit Number
Crew/Primary and Crew 2, 3, 4(if used)
<i>Don't forget to sign the report here</i>
Call Disposition
Transport Mode
Transport Unit

Dispatch Tab

Time Call Received
Time Unit Enroute
Arrived Scene
Patient Contact
Depart Scene
Arrived Destination (TF)
Incident Location
Incident City/Zip (may not have this info but will have County and Township)
Unit Origin District

Patient Tab

Last Name
First Name
Gender
SSN
Date of Birth
Street Address
City/St/Zip
Patient Complaint
Possible Injury

## Findings Tab

Select ALL that apply

## Hx, Exam/SOAP Tab

NARRATIVE MUST BE COMPLETE BEFORE PRINTING. You are not permitted to edit your narrative once you print the ePCR.

## Trauma Tab

Select all that apply

## Med Hx Tab

Select Current Medications

Select Allergies

Select Medical History

If Existing Conditions pertain to your patient this must be completed here

## Assessment Tab

Each time you took vitals is to be entered. Don't forget the primary and secondary assessment tabs.

## Procedures Tab

Each procedure you performed is to be recorded here. Don't forget the Procedure Details and any Complications to the procedure.

## User Fields Tab

NOT USED AT THE HOSPITAL but don't forget to READ PHYSIO into your toughbook before you transfer the data to your desktop \*See instructions on page 10 for importing the LP12 Data into your toughbook.

## Billing Tab

Click on "Read Pt. Info" button to import your patient's information from the Patient Tab. Click on the pencil icon to the right of the Last Name and have your patient sign that they give permission for you to treat them and authorization for billing. Also they are acknowledging receipt of our Privacy Practice Information.

## Disposition Tab

## Receiving Hospital

Transferred Care To MUST be completed prior to printing your ePCR.

Follow the Directions for Printing on Page 4 and leave this printed ePCR with your LP12 Code Summary (if applicable) at the TF.

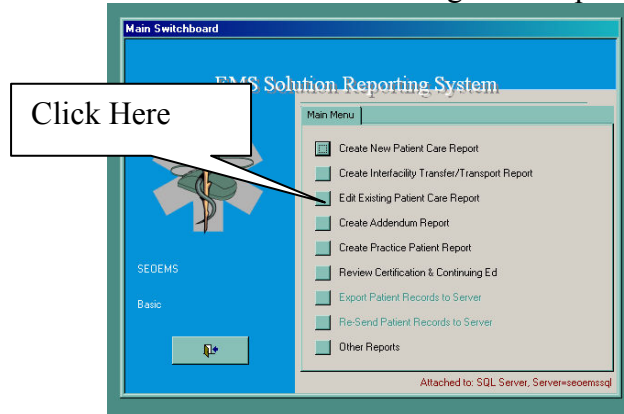
You will complete your ePCR at the station (see page 11 for directions on transferring the toughbook ePCR to your desktop)

\*\*\*\*Directions for Importing your LP12 Data into your toughbook ePCR.

1. Attach USB from LP12 (GREY round input port on the back of the LP12 right side –same side as the code summary button) to a USB port on the toughbook.
2. Open Solutions on the **toughbook** and Choose Edit an Existing Patient Care Report (you will have to give a reason for editing). Choose the report you are finishing.
3. Go to the User Fields Tab and click on the “Read Physio” button. You will be taken to the Physio Interface.
4. **Turn on your LP12.** Click the Options button.
5. Choose Archives and hit Enter then choose Yes to enter patient archives.
6. Click on Send Data button
7. Choose Patient and click Enter
8. Find your patient and click Enter
9. On the **toughbook** click on the Upload button. Greyed out directions will appear in the open area below the picture of the LP12.
10. On **LP12** move back up to the top to “Send”, click Enter. At the bottom of this screen will be the word ‘connecting’ and status bar flash and on the toughbook physio interface screen near the bottom left is a % status indicator. When it reaches 100% you have successfully imported your data.
12. On your **toughbooks** Click on the Next button on the top right screen and make sure that the ECG you just uploaded is highlighted.
13. Click on the Next button on the top right screen on your toughbooks
14. Again click on the Next button on the top right screen on your toughbooks and you should now be at the screen on the toughbook that has an Exit button on the top right. Click this Exit button.
15. Close out of the Physio Interface screen by clicking the small X in the upper right corner and turn off the LP12.
16. You are now ready to transfer your ePCR from the toughbook to the desktop for completion (if not already complete) and transfer to the HQ Server. **\*\*Directions are on next page\*\***

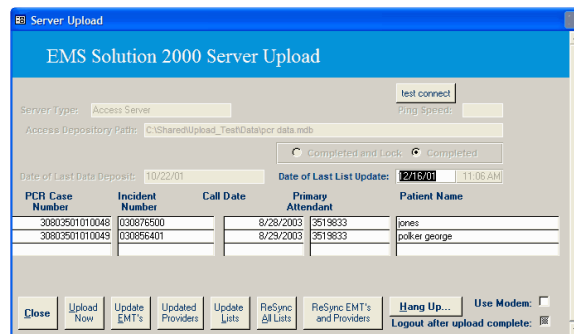
\*\*\*\*Directions for Transferring your ePCR Data from your toughbook to the desktop at the Station.

From somewhere in your squad or station turn on the toughbook and open EMS Solutions. At the Main Menu click on Edit Existing Care Report



You will be shown in a new box with all ePCRs that 'belong' to you visible if they haven't been sent to HQ.

- Select the ePCR that you want to complete and click Edit at the bottom of the screen
- You will be prompted for a reason you wish to edit your ePCR, Click OK
- Once your ePCR opens Click on the Disposition Tab.
- Make sure that you are connected to the internet.
- Click on the Submit Button at the bottom of the page.
- You will now be at the Upload Page and will choose the Upload Now and your run will now be sent to your station desktop.



Open the run on the desktop by choosing Edit Existing Patient Care Report from the Main Menu as you did on the toughbooks and give the reason for the edit.

**Finish all incomplete fields at this time and then Submit the ePCR from the desktop to HQ.**

**Directions for this action are in your Desktop Solutions Manual on Page 25.**

