WebPCR

User Manual

MED MEDIA

First Aid For Data Collection

WebPCR User Manual
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System Overview

Med-Media's WebPCR is a web based incident reporting solution for Prehospital care providers. WebPCR follows the progressive workflow of a call, helps the user complete their patient care document by doing validations and meets the NHTSA 2.0 data element requirements in a fraction of the time compared to traditional methods and other stagnant electronic solutions. Med-Media WebPCR is easy to use and allows the provider to complete a report anywhere there is an Internet connection. Med-Media WebPCR's are also interoperable with the Med-Media EMStat 4 desktop application.

System Requirements

System Hardware Requirements:

- Windows Internet Explorer access with version 6.0 and 128-bit Cipher Strength.

- 56k modem with DSL, Cable or Broadband connection.

- 15" or greater SVGA monitor with 1024x768 screen resolution

Software: Microsoft Windows ME, 2000 or XP (*Professional)* operating system will need to be installed on your computer with an Internet web browser.

Note: *Microsoft Inc. is no longer supporting Windows 95, Windows 98 and Windows NT operating systems, therefore limiting our ability to support issues with those operating systems*.

Warning: Use of Software Product for High Risk Activities and Back-up: The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with any activity requiring fail-safe performance, including, but not limited to communication systems or direct life support machines, or other activities that directly affect risk of death or personal injury ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or other damage. Med-Media and its licensors specifically disclaim any express or implied warranty of fitness for High Risk Activities. Furthermore, local data that is lost due to theft or failure of any other system upon which or with which the Software operates is not the responsibility of Med-Media, Inc. Med-Media strongly recommends that license owners save their work often and store data regularly to off-site WebCUR backup media.

Getting Starting - WebCUR Login

After connecting to the Internet, go to your States Med-Media WebCUR website Login page. *Please refer to **Appendix A** in this user manual for a list of State WebCUR URL websites.* Once at your login page, enter your **WebCUR Identification Number (WID)** followed by your **Password** in the text boxes provided and then select the **Login** button. *Please refer to **Appendix B** in this user manual for a detailed description about login WebCUR Identification Numbers.* The Med-Media WebCUR server will verify your login account and then display the **WebCUR Home Page** to the screen. *The Password field is case sensitive so be careful when entering the password. Common errors with entering passwords are due to the Cap-Locks being enabled on the keyboard.*

If a provider has forgotten their **WebCUR Login Password**, simply go to your States WebCUR website Login page as above. Once at the site, enter your **WID** in the box provided and then select the "**Email Password**" button. The password will be sent to the email address entered when the provider account was initially created. *Please refer to the Create New Crew Member - Email Address section of this manual for a detailed description for email address entry.*

The **Med-Media WebCUR Login Page** is displayed below.

WebCUR Home Page

Once the user successfully logs into WebCUR, the **Home Page** will display to the screen. Select the **WebPCR** sub menus to setup your agency and create new WebPCR reports. *Note: Some of the menus displaying in WebCUR **WILL NOT** be available for basic login users. The user will need to use a manager login to utilize all WebCUR menus and features*.

Warning: This User manual will only deal with the Med-Media WebPCR application of WebCUR. Please refer to the Med-Media EMStat 4 User Manual or contact our Sales Department to schedule training for other WebCUR menu features.

The **WebPCR** menu is displayed below.
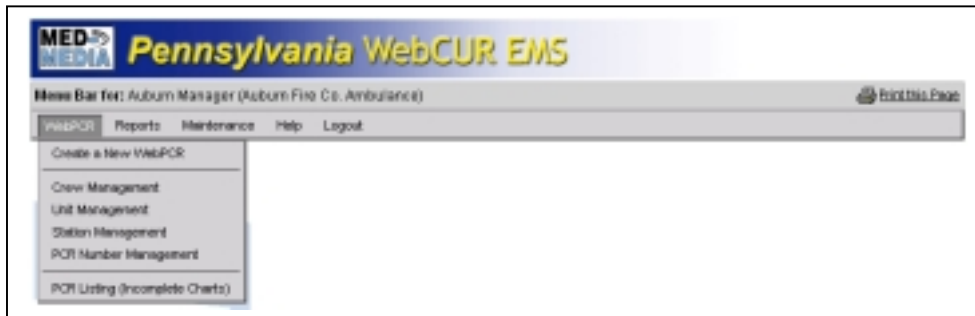
WebPCR menu

The WebPCR menu contains the *Create a New WebPCR*, *Crew Management*, *Unit Management*, *Station Management*, *PCR Number Management* and the *PCR Listing (Incomplete Charts)* sub menus. The **Print This Page** icon is also available on every screen, which allows the login to print the desired screen if needed. (*Displays on the upper right corner of the menu bar*)

- **Create a New WebPCR**: Select this sub menu to create a new WebPCR report. The manager will need to setup the *Crew Management*, *Unit Management and the PCR Number Management* prior to starting a new report. *Please refer to **Creating a New WebPCR** section of this user manual for a detailed description of the WebPCR.*

- **Crew Management**: Select this menu to display the *Crew Management* area. This page displays the agency roster, which includes the provider's *Names*, *Certification Level*, *Certification Number* and their current *Active Status*.

  This page also allows the manager to *Add*, *Activate* and *Deactivate* crewmembers within your organization. Select the **Create New Crew Member** button to add a new provider to your agency. Once this page displays, enter the information listed below and press the **Save Changes** button. Select the **Reset Form Values** to clear the current entries. **Note: *Please refer to Appendix B of this user manual for a detail description on provider WebCUR Identification Numbers (WID). The user will need to know their WID for logging into WebCUR*.**

  Warning: It is important to put the crewmembers correct Certification Number in when you create the new accounts. Please DO NOT make up any certification numbers.

The **Create New Crew Member** window is displayed below.

Create New Crew Member

- o **First Name**: Enter the provider's *First* name in the text box provided.

- o **Last Name**: Enter the provider's *Last* name in the text box provided.

- o **Email Address**: Enter the provider's *Email Address* in the text box provided. *This box allows the provider to be emailed their* **Login Password** *from WebCUR if forgotten. This field is not required when adding new providers.*

- o **Cert. Level**: Select a *Certification Level* for the provider from the drop down pick list. The **Cert. Numbers** box will activate if the *Certification Level* requires a number. The user can only select **1** level.

- o **Cert. Number**: Enter a *Certification Number* in the text box provided.

  Note: *It is important to put the crewmembers correct Certification Number in when creating the account. DO NOT make up any numbers for this box.*

- o **Password**: Enter a *Password* for the provider is the text box provided. The password must be at least **6** characters long. *The Password field is case sensitive during WebCUR login.*

Activate / Deactivate

- o **Activate**: Once the manager creates the providers account it will automatically become active. If the user is marked as "*Deactivate*", select the **Activate/Deactivate** check box to make an inactive provider active. When this box is selected, the manager will be prompted to activate the user. Select the **Ok** button to activate the user or select the **Cancel** button to exit this box.

  The **Activate** box is displayed below.
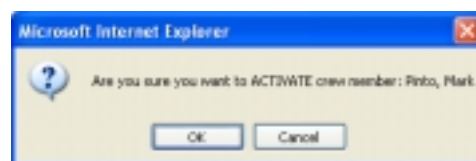
- o **Deactivate**: Select the **Activate/Deactivate Barrel** to make an active provider inactive. When this box is selected, the manager will be prompted to deactivate the user. Select the **Ok** button to deactivate the user or select the **Cancel** button to exit this box.

     The **Deactivate** box is displayed below
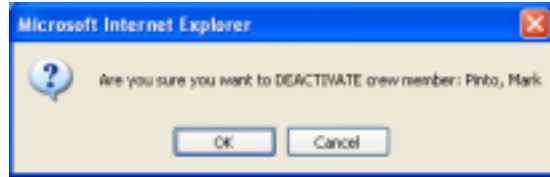
- **Unit Management**: Select this menu to display the *Unit Management* area. This page displays the agencies units, which includes the *Unit Name, Unit ID, Affiliation Number, Unit Type, Vehicle Type* and current *Active Status*.

   This page also allows the manager to *Add*, *Activate* and *Deactivate* units within your organization. Select the **Create New Unit** button to add a new unit to your agency. Once this page displays, enter the information listed below and press the **Save Changes** button. Select the **Reset Form Values** to clear the current entries.

   Note: The __Activate/Deactivate__ buttons work in the same manner as the Create New Crew Member area. Please refer to this section in the manual for a detailed description for these functions.

   The **Create New Unit** window is displayed below.
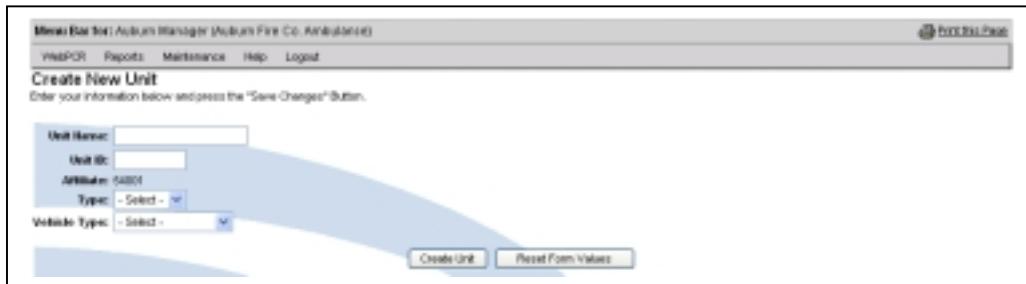
   Create New Unit

   - o **Unit Name**: Enter the units *Name* in the text box provided. *The Unit Name cannot be longer than 10 characters.*

   - o **Unit ID**: Enter the Units *State* assigned *ID Number* in the text box provided. *The Unit ID Number cannot be duplicated from another unit already in use.*

   - o **Affiliate**: This field is a read-only area that displays your State assigned *Affiliate Number. Please contact the Med-Media Technical Support Team if this State Affiliation Number is incorrect or has changed.*

o **Type**: Select a *Unit Type* from the drop down pick list. The user can only select **1** unit type. *Note: If the Unit Type selected is BLS, the ALS items in the WebPCR will become inactive*.

o **Vehicle Type**: Select a *Vehicle Type* from the drop down pick list for the unit. The user can only select **1** type.

- **Station Management**: Select this menu to display the *Station Management* area. This page displays the agencies stations, which includes the *Stations Name*, *Site Description, Current Active Units* and current *Active Status*.

   Note: If your agency does not have more than one station, simply "**Skip**" over this area. This management setting is not required to complete a WebPCR report.

This page also allows the manager to *Add*, *Activate* and *Deactivate* stations within your organization. Select the **Create New Station** button to add a new station for your agency. Once this page displays, enter the information listed below and press the **Save Changes** button. Select the **Reset Form Values** to clear the current entries.

   *Note: The **Activate/Deactivate** buttons work in the same manner as the Create New Crew Member area. Please refer to this section in the manual for a detailed description for these functions*.

The **Create New Stations** window is displayed below.

Create New Station

   o **Station Name**: Enter the station's *Name* in the text box provided.

   o **Station Description**: Enter the station's *Description* in the text box provided.

   o **Units**: The *Units* area displays **5** drop down pick boxes to select your desired **Units** for this station. The manager must first enter all the *Units* in the **Unit Management** area prior to selecting the desired Unit in the list.

- **PCR Number Management**: Select this menu to display the *PCR Number Management* area. This page allows the manager to setup the desired numbering sequence for the reports in WebPCR. Once this page displays, enter the information listed below and press the **Save Settings** button.

  The **PCR Numbering Scheme** window is displayed below.

  PCR Numbering Control

  o **Numbering Scheme**: Select the desired *Numbering Scheme* from the drop down pick list. Select the **Automatic PCR Numbering** option to have the reporting number advance in a sequential numbering series. When this option is selected, the *Next PCR Number* box becomes active. Select the **Manual PCR Numbering** option to create a reporting number at the time of PCR generation. The provider will be prompted to enter a **7-digit** number at the beginning of each report.

  Warning: Managers cannot user anything else other then **Numbers** for either numbering scheme.

  o **Next PCR Number**: *This box will only become active when the manager selects the Automatic PCR Numbering option in the Numbering Scheme box.* Enter a **7-Digit** number in the text box provided and press the **Save Settings** button

  Warning: *PCR Numbers **WILL NOT** automatically reset upon the completion of the calendar year. The manager will need to reset the number if so desired for the next calendar year*.

- **PCR Listing (Incomplete Charts)**: Select this menu to display the *PCR Listings (Incomplete Charts)* area. This page allows the manager to view PCR's that are marked as incomplete. This area contains the *Date Range* area, *Icon Key* description, *PCR Selection* operations and the *PCR listing* grid. The manager has the ability to view any record saved on WebCUR. Select the **Export PCR's to Excel** button to export the desired reports to a Microsoft Excel spreadsheet.

  Date Range area

  o **Start Date**: Select the desired *Start* date from the drop down pick list. *The current range ends with the current date and goes back 1 month*.

  o **End Date**: Select the desired *End* date from the drop down pick list. *The current range ends with the current date and goes back 1 month*.

o **Run Report**: Select this button to run the report for the date ranges selected. The results for the report will display in the *PCR Listing Grid*.

The **Date Range** box is display below.

Icon Key Description

o **QA Keys**: These keys are related to the *QA features* available in WebCUR. Please refer to the *Med-Media EMStat 4 User Manual* for detailed descriptions for these keys.

The **QA Key Description** box is displayed below.

PCR Selection Operations

o **Check all PCR's**: Select this option to *Check All* the PCR's listed in the PCR Listing Grid. The operation selected will then only affect the checked records.

o **Uncheck all PCR's**: Select this option to *Uncheck All* the PCR's, which were checked in the PCR Listing Grid. The operation selected will then only affect the checked records.

o **Select Operation**: Select an *Operation* from the drop down pick list.

▪ **Print Selected PCR's**: Select this option to *Print* the checked PCR's.

▪ **Print Selected PCR's with Billing Info**: Select this option to *Print* the checked PCR's along with the *Billing Information* page.

Note: *The Billing Page print out will only display the information entered in the WebPCR. Billing Page setup can only be performed in the Med-Media EMStat 4 module.*

The **PCR Selection Operations** box is displayed below.

PCR Listing Grid

- o **Check boxes**: This column displays the *PCR Selected Operation* chosen by the user.

- o **PCR Number**: This column displays the list of PCR's within the selected *Date Range*. The provider has the ability **Edit** the PCR by selecting the *Pencil* icon or **View** the PCR by selecting the **PCR Number**.

  Note: *The provider has **24-Hours** to edit the WebPCR after completion. The Manager has **1-Week** to edit the WebPCR after completion. Once the time frame has lapsed, the Pencil will be removed for editing reports.*

- o **Date**: This column displays the *Date* of the incident for the PCR.

- o **Owner ID**: This column displays the *Owner WID* of the crew chief for the PCR.

- o **Unit ID**: This column displays the *Unit ID Number* used for the incident.

- o **MCD**: This column displays the *Municipality* location of the incident.

- o **Incident Type**: This column displays the *Type* of the *Incident* for the incident.

The **PCR Listings Grid** is displayed below.

Reports menu

This file menu contains the *General* and *Company Reports* sub menus. *The Company Reports are only available for the manager login. Please refer to the Med-Media EMStat 4 User Manual for detailed description about these menu items.*

Maintenance menu

This file menu contains the *Personal Account Setting, Change Your Active Company* and the *Affiliate / User Management* sub menus. *The Affiliate User Management Reports are only available for the manager login. Please refer to the Med-Media EMStat 4 User Manual for detailed description about these menu items.*

Help menu

This file menu contains the *User Manual* sub menu. Select the desired User Manual from the menu. The user will need ***Adobe Acrobat Reader*** installed on the computer to view the user manuals.

Logout menu

This file menu contains the *Logout* button. Select the **Logout** button to exit and close your WebCUR login. WebCUR will confirm to the user that they successfully logged out.

Creating a New WebPCR

Select the *WebPCR – Create a New WebPCR* sub menu to generate a new patient care report (PCR). The *Patient Information* screen displays when this menu is selected. The user has the ability to switch PCR screens by selecting on the desired tab or clicking on the *Advanced Arrows* located at the bottom of each tab. The WebPCR screen contains the **WebPCR Menu bar** and the **PCR tabs**.

Note: This Med-Media WebPCR is following the NHTSA 2.0 minimal data set that your State has agreed to accept.

WebPCR Menu bar

The WebPCR *Menu bar* contains the *File*, *PCR*, *Reports* and the *Help* menus.

- o **File**: This menu contains the *Exit* sub menu. Select this menu to close and exit the PCR. The user will be prompted prior to closing; any recent changes to the PCR will be lost. Select the **Ok** button to close and exit the PCR or select the **Cancel** button to close this window and return to the PCR.

- o **PCR**: This menu contains the *Save* and *Save (and Exit)* sub menus. Select the **Save** sub menu to save the PCR to WebCUR. *When this menu is selected, the record will be automatically checked for any missing NHTSA 2.0 data elements that your State has agreed to accept*. If items are missing in the PCR, an *Incomplete Items* box will display to the screen listing the elements that need to be completed. Simply select the desired item in the list and the user will be automatically hyper linked to that data location in the PCR.

  > **Warning**: *The provider will need to complete any Critical items that display in RED prior to the saving the record.*

  Select the **Save (and Exit)** button to save the PCR to WebCUR and then exit the PCR. When this button is selected, the record will be automatically checked for any missing *State Required* data elements. If items are missing in the PCR, an *Incomplete Items* box will display to the screen listing the elements that need to be completed. Simply select the desired item in the list and the user will be automatically hyper linked to that data location in the PCR. Once the critical items have been completed, the user will now has option to complete the PCR fully or close the PCR without completing the **Non-Critical** data items. Select the **Cancel** button to exit this window and return to the PCR or select the **Continue** button to save and exit the PCR as incomplete. *The **Continue** button **WILL NOT** become active until all **Critical** items are completed.* This sub menu works in the same manner as the *Save and Exit* button located on the *Flow Chart Tab*.

- o **Reports**: This menu contains the *WebCUR* sub menu. Select the *WebCUR* menu to display the *WebCUR Data Repository* to the screen. *Please refer to the Med-Media EMStat 4 User Manual or contact our Sales Department to schedule training for other WebCUR menu features.*

- o **Help**: This menu contains the *About WebPCR* and *About Med-Media* sub menus. Select the **About WebPCR** menu to display the current version build of the application. Select the **About Med-Media** menu to access the Med-Media Inc. Home page URL website.
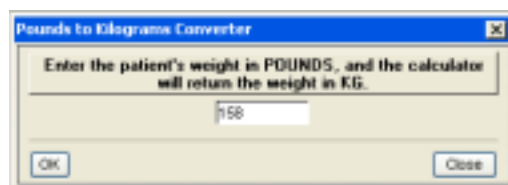
Patient Information tab

This tab is the first tab that displays when the PCR is opened. The provider can change screens by selecting on the desired tab or selecting the *Advance Arrows* located at the bottom of the screen.

The **Patient Information tab** is displayed below.

- o **PCR Number**: Enter a **7-digit** *PCR Number* in the text box provided. If the application is set for *Automatic Numbering*, the word "**(Auto)**" will display in this box. *Please refer to the PCR Numbering Management section of this user manual for details about this box.*

- o **Affiliate Number**: This read-only box displays the *Affiliate Number* for the **Unit** selected in the PCR. *The manager will need to edit the specific Unit to make changes to this number.*

- o **Station**: Select a *Station* from the drop down pick list. If no stations appear in this pick box, simply **Skip** this box. *Please refer to the Station Management section of this user manual for details about creating new Stations.*

- o **Unit Type**: Select a *Unit Type* from the drop down pick list. *The box will be pre-filled when the* **Unit** *is chosen.*

- o **Unit**: Select a *Unit* from the drop down pick list. The **Medications tab** will become inactive when a **BLS** Unit is selected for the unit. *Please refer to the Unit Management section of this user manual for details about creating new Units.*

- o **Date**: This box displays the current date set by your computer. Click in the box to change the *Date* for the incident. *The provider cannot select and save a date that is in the future.*

- o **Response Outcome**: Select a *Response Outcome* for the incident from the option box. The user can only select **1** outcome in this box. Certain items within the PCR will be grayed out depending on the *Response Outcome* chosen.

o **First Name**: Enter the patient's *First Name* in the text box provided.

o **Last Name**: Enter the patient's *Last Name* in the text box provided.

o **DOB**: Enter the patient's *Date Of Birth* (DOB) in the text box provided. The provider can also select the desired date by selecting the calendar pick box.

o **Age**: This box will automatically populate when the *DOB* box is completed. Enter the patient's *Age* in the text box provided if no date of birth is available.

o **Sex**: Select the patient's *Gender* from the drop down pick list.

o **Address**: Enter the patient's *Street Address* in the text box provided.

o **City**: Enter the *City* of the patient's street address in the text box provided.

o **State**: Select the *State* of the patient's city address from the drop down pick list.

o **Zip Code**: Enter the *Zip Code* of the patient's State in the text box provided.

o **SSN**: Enter the patient's *Social Security Number* in the text box provided.

o **Race/Ethnicity**: Select the *Race / Ethnicity* for the patient from the drop down pick list.

o **Phone**: Enter the patient's *Phone Number* in the text box provided.

o **Driver License**: Enter the patient's *Driver's License Number* in the text box provided.

o **Driver License State**: Select the *State* of the patient's driver license from the drop down pick list.

o **Dispatch Type**: Select the *Dispatch Type* for the incident from the drop down pick list.

o **Vehicle Role**: Select the *Vehicle Role* for the Unit from the drop down pick list.

o **Patient Physician**: Enter the patient's *Family Physician* in the text box provided.

o **Patient Number**: Enter the *Patient's Number* in the text box provided. If the patient has no number simply **Skip** this box. *This number is usually obtained from the Billing or Emergency Department.*

o **Pt. Weight**: Enter the patient's *Weight* in kilograms in the text box provided. Select the **Lbs/Kg Converter** button to assist you with the conversion of weight. Simply enter the patient's weight in pounds and the calculation will return as kilograms on the PCR. Select the **Ok** button to convert the weight or select the **Close** button to exit this window.

The **Pounds to Kilograms Converter** box is displayed below.

o **Guardian**: Select this box to enter the patient's guardian information. The provider can *Skip* this box if no information is available. Enter the guardians *First* name, *Last* name, *DOB, Sex, SSN, Address, City, State, Zip Code* and *Phone Number* in the boxes provided. Select the **Apply** button to save the entries to the PCR. Select the **Remove** button to delete any guardian information saved in the PCR or select the **Cancel** button to exit this window.

The **Guardian** box is displayed below.

o **PSAP Number**: Enter the County assigned *Public Safety Answering Point Number* (PSAP) in the text box provided. If the county does not use PSAP numbers, simply **Skip** over this box. *The user can also use this box to enter the CAD Number, County 911 Number or Incident Number.*

o **Attendant 1**: The logins name will display in this box by default. Select an *Attendant* from the drop down pick list. When a provider is selected, the crewmembers *Name*, *Certification Type* and *Certification Number* display to the data boxes. *Please refer to the Crew Management section of this user manual for details about creating new crewmembers.*

o **Attendant 2**: Select an *Attendant* from the drop down pick list. When a provider is selected, the crewmembers *Name*, *Certification Type* and *Certification Number* display to the data boxes. *Please refer to the Crew Management section of this user manual for details about creating new crewmembers.*

o **Attendant 3**: Select an *Attendant* from the drop down pick list. When a provider is selected, the crewmembers *Name*, *Certification Type* and *Certification Number* display to the data boxes. *Please refer to the Crew Management section of this user manual for details about creating new crewmembers.*

o **Attendant 4**: Select an *Attendant* from the drop down pick list. When a provider is selected, the crewmembers *Name*, *Certification Type* and *Certification Number* display to the data boxes. *Please refer to the Crew Management section of this user manual for details about creating new crewmembers.*

o **Crew Chief**: The logins name (**Attendant 1**) will display in this box by default. Select another attendant from the drop down pick list that was the *Crew Chief* for the incident, if other than Attendant **1**.

Note: Only the *Attendant* marked as the Crew Chief and the company *Managers* can "**Edit**" the WebPCR once it is saved to WebCUR.

o **Driver**: Select an attendant from the drop down pick list that was the unit's *Driver* for the incident. If the provider is the *Crew Chief* and *Driver*, simply select **Attendant 1** as driver.

o **Times**: Enter the incident *Times* in the text boxes provided. The times must be entered in ***Military Time*** Only (00:00 through 23:59).

- **911**: Enter the *911 Time* in the text box provided. This time is the initial time that the call was received at the 911 Dispatch Center. *This box is not mandatory for some State builds.*

- **Dispatch**: Enter the *911-Dispatch Time* in the text box provided.

- **Enroute**: Enter the unit's *Enroute* to scene time in the text box provided.

- **Arrive**: Enter the unit's *Arrived* at scene time in the text box provided.

- **Patient**: Enter the *Patient Contact Time* in the text box provided. This time is the initial time that the EMS provider makes contact with the patient. *This field is not mandatory in some State builds.*

- **Depart**: Enter the unit's *Depart* from scene to destination time in the text box provided.

- **Destination**: Enter the arriving receiving *Destination Time* in the text box provided.

- **Available**: Enter the unit's *Available Time* in the text box provided.

- **Quarters**: Enter the unit's *In-Quarters Time* in the text box provided.

o **Mileage**: Enter the unit's *Out, Scene*, *At Destination* and *In Quarters* odometer reading in the text boxes provided.

o **Advance Arrow button**: Select the **Arrowed** buttons located at the bottom right of this tab to advance to the next screen of the PCR.

Scene Destination tab

This tab allows the provider to enter the scene and destination information in for the incident.

The **Scene / Destinations tab** is displayed below.

- o **Response / Transport Mode**: Select the *Response To Scene* and *Transport From Scene* mode from the option boxes provided. The user can only select **1** option for each mode.

- o **Patient Condition**: Select the patient's *On Scene* and *At Facility Condition* from the option boxes provided. The user can only select **1** option for each condition.

- o **Nature of Incident**: Select the *Nature of Incident* from the option boxes provided. The user can only select **1** option for the incident. *This box will automatically defaulted to the **Unit** chosen on the **Patient Information tab***.

- o **Mutual Aid**: *This feature is not available for some State builds*.

    Note: This box is only available for agencies using the Med-Media EMStat 4 application.

    Select the **Add** button to enter the *Mutual Aid Unit* information for the PCR. Select an *Assisting Unit* from the drop down pick list. Enter the Unit's **On Scene Time** in the text box provided. Select the **Transport Assist** check box if this unit transported the patient from the scene of the incident. The provider can add any additional comments for the unit in the **Notes** text box provided. Select the **Apply** button to save the assisting unit to the PCR. Select the **Close** button to exit this window.

To remove an assisting unit from the PCR, simply highlight the unit in the box and then select the **Delete** button. The provider will be prompted for deletion prior to it being removed from the PCR. ***The provider can only have 1 Transporting Assist Unit for the PCR***.

The **Mutual Aid Units** box is displayed below.

- o **Scene**: This area contains the Incident Location information.

    - **County**: Select a *County* for the incident from the drop down pick list.

    - **Municipality**: Select a *Municipality* for the County selected from the drop down pick list.

    - **Incident Location**: Enter an *Incident Location* in the text box provided.

    - **Zip**: Enter the *Zip Code* for the incident location in the text box provided.

    - **Patient's Residence**: Select this check box if the incident is the same as the patient's home address that was entered on the ***Patient Information tab***. Any information entered will be populated in these boxes.

    - **Lat**: Enter the incident *GPS Latitude* in the text box provided. The user can *Skip* this box if no information is available.

    - **Long**: Enter the incident *GPS Longitude* in the text box provided. The user can *Skip* this box if no information is available.

- o **Destination**: This area contains the Receiving Agency / Destination information.

    - **Receiving Agency**: Select a *Receiving Agency* from the drop down pick list.

    - **Receiving Facility Type**: Select a *Receiving Facility Type* from the drop down pick list.

    - **Transporting Assist Unit / Time**: This read-only box displays the ***Transporting Assist Unit*** and ***Time*** that was entered in the ***Mutual Aid Unit's*** area. *The provider will need to return the Mutual Aid Unit area to make any changes to this box.*

        Note: *This box is only available for agencies that user the Med-Media EMStat 4 application*.

    - **Dest. Determination**: Select a patient *Destination Determination* from the drop down pick list.

- o **Medical Direction**: This area contains the Medical Direction information.

    - **Medical Direction**: Select a *Medical Direction* from the drop down pick list.

▪ **Medical Direction Hospital**: Select a *Medical Direction Hospital* from the drop down pick list.

▪ **Medical Direction Physician / Time**: *This feature is not available for some State builds*. Select a *Medical Direction Physician* from the drop down pick list. Enter the *Time* direction was received from the physician in the text box provided.

o **Vital Signs**: This area is a ***State Data*** collection field used to gather the initial vital signs for your patient. Select the **Add** button to enter a new vital sign trend. Enter the **Time**, **Pulse** rate, **Respiratory** rate and **Systolic / Diastolic** blood pressure in the text boxes provided. Select the **Palpable** check box if a palpable systolic blood pressure was taken. Select the **Respiratory Effort**; **Glasgow Coma** and **Skin Perfusion** from the drop down pick lists. Select the **Apply** button to save the vital sign trends to the PCR. Select the **Cancel** button to exit this window. To modify or remove the trend, simply highlight the trend and than select either the **Edit** or **Delete** buttons. The user will need to select the **Apply** button once the trend has been modified. The provider will be prompted for deletion prior to it being removed. Select the **Vitals N/A** check box if vital signs were not obtainable.

The **Initial Vital Signs** box is displayed below.

o **Prior Aid**: Select a *Prior Aid* administered to the patient from the drop down pick list.

o **Other**: This area contains the **CPR information** box.

▪ **CPR**: Select this button to display the **CPR Information** box. Once this box displays, select the **Provider of First CPR** and **Witnessed Arrest** from the drop down pick lists. Enter the **Time of Arrest**, **Time of ALS**, **Time of First CPR**, **Time CPR Discontinued**, **Time of First Defibrillation Shock** and the **Time Circulation Returned** in the text boxes provided. Select the **Close** button to save your entries.

*Note: This box will be required to complete if **Cardiac Arrest** or **CPR** under the **Treatments tab** has been marked. The user can estimate the times as needed to provided approximate information.*

The **CPR Information** box is displayed below.

Incident tab

This tab allows the provider to enter incident information for the call.

The **Incident tab** is displayed below.

- o **Incident Type**: Select an *Incident Type* for the call from the option box. The user can only select **1** option for this box. *Note: The **Injuries tab** will become inactive when **Medical** or **Inter-facility** is selected in this box.*

- o **Injury Present**: Select this check box if injuries are present on your patient, when your **Incident Type** selection is **Medical** or **Inter-Facility**. The **Injuries tab** will now become active for the provider to use.

- o **Mechanism of Injury**: Select the desired *Mechanism of Injuries* from the pick box.

- o **Complaint from Dispatch**: Select the *Complaint from Dispatch* from the option box. The user can only select **1** complaint in this box.

- o **Pre-Existing Conditions**: Select the desired *Pre-Existing Conditions* from the pick box.

- o **Signs and Symptoms**: Select the desired *Signs and Symptoms* from the pick box.

- o **Provider Impression**: Select the *Provider Impression* from the option box. The user can only select **1** impression in this box.

- o **Factors Affecting EMS**: Select the desired *Factors Affecting EMS* from the pick box.

- o **Incident Location Type**: Select the *Incident Location Type* from the option box. The user can only select **1** location type in this box.

- o **Suspected Use Of**: Select the *Suspected Use Of* from the option box. The user can only select **1** item in this box.

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Injuries tab

This tab will become active when any of the *Incident Types* on the <u>**Incident tab**</u> is selected, except *Medical* and *Interfacility*. This tab will also become active when the **Injury Present** check box is selected on the *Incident tab*.

The **Injury tab** is displayed below.

- o **Injury Sites / Types**: This grid contains a set of check boxes for documenting the patient's *Injury Site* and *Injury Types*. The **No Injuries Reported** check box is defaulted for this field. To activate the **Injury Site/Type Grid**, the provider must de-select the **No Injuries Reported** check box. Once the grid is activated, the provider can now select multiple *Injury Sites* and *Injury Types* for the patient.

- o **Contributing Factors**: Select the desired *Contributing Factors* for the incident from the pick box.

- o **Position in Vehicle**: Select a *Position in Vehicle* for the patient from the option box. The user can only select **1** position in this box.

- o **Situation of Injury**: Select the desired *Situation of Injuries* for the incident from the pick box.

- o **Safety Devices**: Select the desired *Safety Devices* used from the pick box.

- o **Motor Vehicle Impact**: Select the desired *Motor Vehicle Impact* for the incident from the pick box.

Treatments tab

This tab allows the provider to enter any treatment rendered to the patient.

The **Treatments tab** is displayed below.

o **Treatment Types**: This area contains the *BLS* and *ALS* option buttons.

- **BLS**: Select the *BLS* option button if you are entering a *BLS Treatment*. Once the option has been selected, a list of **BLS Treatment Skills** will display in the *Treatments* box. The user can only enter one treatment at a time. *The user must enter a **Time** for the Skill to be added to the **Flow Chart tab**.*

- **ALS**: Select the *ALS* option button if you are entering an *ALS Treatment*. Once this option box has been selected, a list of **ALS Treatment Skills** will display in the *Treatments* box. The user can only enter one treatment at a time. *The user must enter a **Time** for the Skill to be added to the **Flow Chart tab**.*

    Note: *If the Unit Type selected for the PCR is BLS, the ALS option button will become In-Active. The provider will need to return to the **Patient Information tab** and change the Unit Type to ALS for ALS options to become active.*

o **Treatments**: The *Treatments* box displays a list of **Treatment Skills** for the BLS/ALS option selected in the *Treatment Types* area. Select the **Treatment** that was administered to your patient from the pick list. The provider can only enter **1** treatment skill at a time. Once the item is added, the treatment will display in the *Treatments Grid* area.

    Note: *The Treatments list box displays the default BLS and ALS skills approved by your State. The items displaying in this box may vary depending on the State build*.

o **Attendants**: This area contains the *Attendants, Time, Attempts* and *Successes* boxes.

- **Attendants**: Select the check box that corresponds to the *Attendant(s)* administering the treatment to the patient. Select the **O** (Other) check box, if another provider not on your Unit administered the treatment to your patient. If only **1 Attendant** was entered on the ***Patient Information tab***, then only **1** (A1) check box will be displayed under the *Attendant* heading. This prevents *Stray Marks* on the form as well as increase quality control for data collection.

- **Time**: Enter the *Time* the treatment was administered to the patient in the text box provided. *The provider must enter a **Time** for the skill for it to be displayed on the **Flow Chart tab**.*

- **Attempts**: Enter the total *Attempts* for the treatment being administered to the patient in the text box provided. *This box is not a mandatory field for the completion of the PCR.*

- **Successes**: Enter the total *Successes* for the **Attempts** of the treatment being administered to the patient in the text box provided. *This box is not a mandatory field for the completion of the PCR.*

o **ALS Skills**: This area contains the **ALS Treatment Skill** boxes and the **Initial / Final EKG** button. This area will only become *Active* when the **ALS** option button is selected in the **Treatment Types** area. Depending upon which treatment the ALS provider selects, the associated boxes for that skill will become *Active*.

- **IV Skill**: When the provider selects an **IV Treatment** skill, the *Intravenous* pick boxes become active. Select an **IV Fluid**; **IV Rate**, **IV Position** and **IV Size** from the drop down pick boxes.

- **Airway Skill**: When the provider selects an **ALS Airway Treatment** skill, the *Airway* pick boxes become active. Select an **ET Size** and **Final Airway** from the drop down pick boxes.

- **EKG Skill**: When the provider selects the **EKG** skill, the *EKG* pick box becomes active. Select an **EKG** from the drop down pick boxes.

o **Initial / Final EKG**: Select this box to choose your *Initial* and *Final EKG* for the patient. When this button is selected the **EKG Information** box displays to the screen. Select an **Initial** and **Final EKG** from the drop down pick boxes. Select the **Done** button to save the choices or select the **Cancel** button to exit and close this window.

o **Add / Delete**: Select the **Add** button to add the *Treatment Skill* into the *Treatments G*rid. The treatments will display in chronological order according to Time. Any entry added to the grid will automatically display to the ***Flow Chart* tab** if a **Time** has been entered. Select the **Delete** button to remove a treatment from the grid. Simply *highlight* the row you want to remove and then select the **Delete** button. The user will be prompted to confirm the deletion prior to the treatment being removed.

> **Note***: If the Treatment is deleted from the grid, the skill will automatically be deleted from the **Flow Chart tab** as well.*

o **Treatments Grid**: This area displays all the treatments added on this tab. The grid displays the *Time*, *Skill*, *Attempts / Success*, *Description* and *Attendant* for each treatment added.

Medications tab

This tab allows the provider to enter any medication administration to the patient.

Warning: *If the **Unit Type** selected in the PCR is **BLS**, the **Medications tab WILL NOT** display. The provider must select a Unit that has **ALS** capabilities for this tab to become active. **The provider will need to return to the Patient Information tab and change the Unit Type to ALS for this tab to become active.***

The **Medications tab** is displayed below.

o **Medications**: The *Medications* box displays a list of *State Approved Service Medications* that can be administered to your patient. Select the **Medication** from the pick list that was administered to the patient. The provider can only enter **1** medication at a time.

> **Note**: **The Medication list displays the default medications approved by your State. The items displaying in this box may vary depending on the State build.**

o **Attendant**: This area contains the *Attendants*, *Time*, *Dosage, Route* and *Quantity* boxes.

- **Attendants**: Select the check box that corresponds to the *Attendant(s)* administering the medication to the patient. Select the **O** (Other) check box, if another provider not on your Unit administered the medication to your patient. If only **1 Attendant** was entered on the *Patient Information tab*, then only **1** (A1) check box will be displayed under the *Attendant* heading. This prevents *Stray Marks* on the form as well as increase quality control for data collection.

- ▪ **Times**: Enter the *Time* the medication was administered to the patient in the text box provided. *The provider must enter a **Time** for the medication for it to be displayed on the **Flow Chart tab**.*

- ▪ **Dosage**: Enter the *Dosage* for the medication being administered in the text box.

- ▪ **Route**: Select the medication administration *Route* that was used for the patient from the drop down pick box.

- ▪ **Quantity**: Enter the *Quantity* of the medication being administered in the text box.

- o **Add / Delete**: Select the **Add** button to add the *Medication* to the *Administered Medications G*rid. The medication will display in chronological order according to Time. Any entry added to the grid will automatically display to the **Flow Chart tab** if a **Time** has been entered. Select the **Delete** button to remove a medication from the grid. Simply **highlight** the row you want to remove and then select the **Delete** button. The user will be prompted to confirm the deletion prior to the medication being removed.

  Note*: If the Medication is deleted from the grid, the skill will automatically be deleted from the **Flow Chart tab** as well.*

- o **Administered Medications Grid**: This area displays all the medications added on this tab. The grid displays the ***Time***, ***Medication***, ***Dosage***, ***Route, Quantity*** and ***Attendant*** for each medication added.

Narrative tab

This tab allows the provider to document the events of the incident.

The **Narrative tab** is displayed below.

o **Chief Complaint**: Enter the patient's *Chief Complaint* in the text box.

o **Prior Medications**: Select any *Prior Medication* that the patient has taken from the drop down pick list. There are over 700 medications available in the **Medication** list boxes. Simply scroll down the pick list, select the desired name and then click on the item with the mouse. The **Medication** will now be displayed in the corresponding box. The provider also has the ability to manually type in the **Medication** in the open text box provided.

o **Allergy Medications**: Select any *Medication Allergies* that the patient has had from the drop down pick list. There are over 700 medications available in the *Allergy Medication* list boxes. Simply scroll down the pick list, select the desired name and then click on the item with the mouse. The **Allergy** will now be displayed in the corresponding box. The provider also has the ability to manually type in the **Allergy** in the open text box provided.

> **Note:** *The **Prior Medication** and the **Allergy Medications** boxes are limited to **250 characters**. The user can place any additional Medications or Allergies in the narrative.*

o **Past Medical History**: When the provider selects any **Pre-Existing Condition** on the **Incident tab**, the conditions will automatically display in this text box. The provider also has the ability to manually type in the *Past Medical History (PMH)* in the open text box provided.

> **Note:** *The **Past Medical History** box is limited to **250 characters**. The user can place any additional history in the narrative.*

o   **Narrative**: The open *Narrative* area allows the provider to document the events of the incident. The *Narrative Icons* are available for the user to customize their narrative in this box.

▪   **Narrative Tool Bar**: The *Narrative Tool Bar* allows the provider to use any of the desired options for the open narrative text box.

❑   **Cut**: Select this button to remove the desired text from the narrative. *Highlight* the text and select the **Cut** button.

❑   **Copy**: Select this button to copy any text in the narrative. *Highlight* the text and then select the **Copy** button.

❑   **Paste**: Select this button to *Paste* any text that has been either *Cut or Copied* from the narrative.

❑   **Undo**: Select this button to *Undo* a previous selection made in the narrative.

❑   **Redo**: Select this button to *Redo* a selection made in the narrative.

❑   **Bold**: Select this button to bold words in the narrative. *Highlight* the text and select the **Bold** button.

❑   **Italic**: Select this button to italicize words in the narrative. *Highlight* the text and select the **Italic** button.

❑   **Underline**: Select this button to underline words in the narrative. *Highlight* the text and select the **Underline** button.

❑   **Align Left**: Select this button to align all the text to the *Left*.

❑   **Align Center**: Select this button to align all the text to the *Center*.

❑   **Align Right**: Select this button to align all the text to the *Right*.

❑   **Justify Full**: Select this button to *Justify* all the text to the full screen.

❑   **Horizontal Rule**: Select this button to enter a *Horizontal Rule* in the narrative.

❑   **Ordered List**: Select this button to enter an *Ordered List* into the narrative.

❑   **Unordered List**: Select this button to enter an *Unordered List* into the narrative.

❑   **Outdent**: Select this button to place an *Outdent* in the narrative.

❑   **Indent**: Select this button to place an *Indent* in the narrative.

Flow Chart tab

This tab displays the *Vital Signs*, *Treatments* and *Medications* administered to your patient in chronological order according to the **Time** entered. Any treatment or skill entered with a *Time* on either the *Treatments* or *Medications tabs* will automatically display to the *Flow Charting Grid*.

The **Flow Chart tab** is displayed below.

o **Time**: Enter the *Time* for the trend being performed in the text box provided.

o **Pulse**: Enter the desired *Pulse Rate* in the text box provided.

o **Respiration**: Enter the desired *Respiratory Rate* in the text provided.

o **Blood Pressure**: Enter the desired *Blood Pressure* in the text box provided. **Note**: *The provider cannot enter palpable readings in this box*.

o **GCS**: Click on this box to display the *Glasgow Coma Scale (GCS) Information* box. Select the desired options from the drop down pick boxes. Select the **Apply** button to save your selections or select the **Cancel** button to exit this window.

The **GCS Information** box is displayed below.

o   **Priority**: Select a *Time Priority* from the drop down pick box for your trend. If multiple entries were made for the *Same Time*, the user can prioritize the order of each item entered within that time span.

o   **Oximetry**: Enter the desired *Pulse Oximetry* percentage reading in the text box available.

o   **ETCO2**: Enter the desired *End Tidal CO2 (ETCO2)* reading in the text box available.

o   **Respiratory Effort**: Select the desired *Respiratory Effort* from the drop down pick list.

o   **Skin Perfusion**: Select the desired *Skin Perfusion* from the drop down pick list.

o   **Rhythm**: Enter an *EKG Rhythm* in the text box provided.

o   **Treatment**: Enter any *Treatment Notes* that need to be documented for the trend in the text box provided.

o   **Provider**: Enter the *Provider ID* of the crewmember performing the skill in the text box provided.

o   **Comments**: Enter any *Additional Comments* for the trend in the text box provided.

o   **Add**: Select the **Add** button to add the trend to the *Flow Charting G*rid. The entries will display in chronological order according to *Time* and *Priority* entered for each item.

o   **Clear**: Select the **Clear** button to remove items displaying in the trend boxes. If the trend was saved, the provider will need to *Delete* the item from the grid.

o   **Delete**: Select the **Delete** button to remove trends from the *Flow Charting Grid*. Simply *highlight* the row you want to remove and then select the **Delete** button. The user will be prompted to confirm the deletion prior to being removed.

> **Warning:** Any *Treatment* or *Medication* deleted from this grid will automatically remove that item from the previous **Treatment** or **Medication tabs**.

o   **Flow Chart Grid**: This area displays the *Vital Signs*, *Treatments* and *Medications* administered to your patient in chronological order according to the *Time / Priority* entered. The grid displays the **Time**, **Priority**, **Pulse**, **Resp., Resp. Effort, BP, Perfusion, GCS, %Ox, ETCO2, Rhythm, Treatment, Provider** and **Comments** boxes for each trend added.

o   **Advance Arrows**: Select the desired **Arrowed** button located at the bottom right of this tab to return to the previous tabs of the PCR.

o   **Save and Exit**: Select this button to *Save* and *Exit* the PCR. ***When this button is selected, the record will be automatically checked for any missing NHTSA 2.0 data elements that your State has agreed to accept***. If items are missing in the PCR, an **Incomplete Items** box will display to the screen listing the elements that need to be completed. Simply select the desired item in the list and the user will be automatically hyper linked to that data location in the PCR.

> **Warning**: *The provider will need to complete any **Critical** items that display in **RED** prior to the saving the record.*

Once the critical items have been completed, the user will now have the option to complete the PCR fully or close the PCR without completing any of the **Non-Critical** data elements listed.

Select the **Cancel** button close this box and return the PCR or select the **Continue** button to save and then exit the PCR as *Incomplete*. *The **Continue** button **WILL NOT** become active until all **Critical** items are completed.*

The **Incomplete Items Critical** and **Non-Critical** boxes are displayed below.
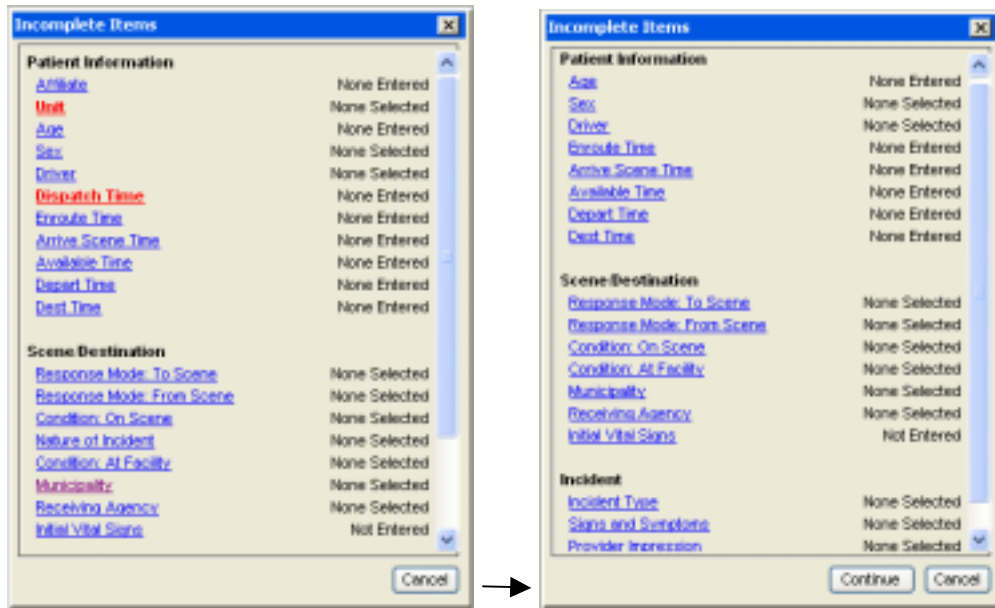
Med-Media Contact Information

Technical Support Team (717-657-8200, Option 1)

The phone number listed above is to the Med-Media Technical Support Department. Our normal business office hours are from 8:00 am to 6:00 pm Monday through Friday Eastern Standard Time. Our office is closed during major Holidays. If the user is calling after business hours for **CRITICAL** issues only, our automatic phone attendant will answer the call. Please follow the directions the auto attendant provides and your call will be placed in the Med-Media Technical Support voice mail. The voice mailer will page the on-call technician who will return your call as soon as possible. *The user should make every attempt to utilize their resources, like the On-line Help Manual or notifying their manager prior to contacting the Technical Support Department during off hours*.

Note: *The Med-Media Technical Support Team cannot provider any login information, such as Passwords or WID's over the phone. The user will need to contact their manager to reset their current password*.

Sales Department (717-657-8200, Option 2)

The phone number listed above is to the Med-Media Sales Department. Our normal business office hours are from 8:00 am to 5:00 pm Monday through Friday Eastern Standard Time. Our office is closed during major Holidays. If you are calling after normal business hours, please leave a detailed message including your name, phone number and reason for calling. The staff will return your call at their earliest convenience.

Appendix A

Med-Media WebCUR website URL's
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United States	Website URL
Florida	http://fl.webcur.com
Hawaii	http://hi.webcur.com
Iowa	http://ia.webcur.com
Kansas	http://ks.webcur.com
Montana	http://mt.webcur.com
Nevada	http://nv.webcur.com
New York	http://ny.webcur.com
North Dakota	http://nd.webcur.com
Pennsylvania	http://pa.webcur.com
South Carolina	http://sc.webcur.com
Virginia	http://va.webcur.com

International	Website URL
Saipan	*Please contact Tech Support for special URL*
Ireland	*Please contact Tech Support for special URL*
United Kingdom	*Please contact Tech Support for special URL*

Appendix B

WebCUR Login WID's for EMS Providers

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A "**WID**" is a unique **WebCUR Identification Number** that is generated for each provider when they are added into the **Crew Management** area of WebCUR.

A **WID** will be created for the all providers unless they are added as an *Attendant* or *Other*. The EMS provider **MUST** know their **WID Username** and **Password** to be able to enter the **WebCUR Website Home Page**.

The **Username** is created from **3** different items from the provider's information; providers *Initials,* (first and last name) the *Certification Level (see **Certification Level Codes** below)*, and their *Certification Number*.

The **Password** is the same *Password* that was entered on the **Crew Management** area of WebCUR.
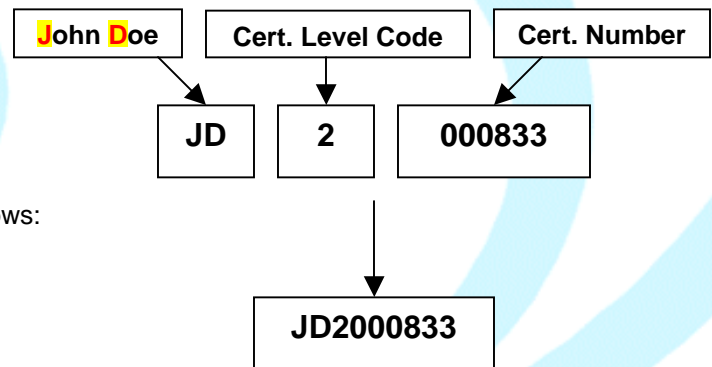
Example: An example of how the **WID** is created is displayed below.

Provider Name: **John Doe**

Certification Level: **EMT-P**

Certification Number: **000833**

WebCUR Password: **123456**

John Doe	Cert. Level Code	Cert. Number

JD	2	000833

JD2000833

The **Certification Level Codes** are as follows:

1) HP   **9**) EMT-I

2) **EMT-P**   **10**) RN

3) EMT   **11**) MD

4) FR   **29**) Para Transit Driver

7) EMT-ST   **30**) Emergency Responder

8) EMT-C

The **WebCUR Login** for John Doe will be **JD2000833** and the *Password* will be **123456**.

Revisions

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Content and Screen shots	11-24-05	MAP
Content	11-25-05	MBK
Content and Screen shots	11-28-05	MAP
Content	11-29-05	ADM / MAP
Content	12-01-05	MAP
Content Review	12-02-05	RG/MAP

WebPCR Version Revisions

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Version 2.0	11-28-05	MAP