

DFD ESO References

Required Daily Responsibilities

- Prior to logging in each morning, type in your credentials F# and password.
- Before hitting “Let’s Go”, hit the update button on the top right hand corner. Then continue to log in.
- Agency ID is : denverfd
- Each shift crews must log out old crew on tablet and log in new crew
 - This entails changing Personnel
 - Pick Unit
 - Set Shift
- Make sure that all reports get synced off of the tablet and on to web every day
- Check Messages
 - If a crew member has a message, they must log in to their personal account, check messages and reply by end of shift

EHR: Electronic Health Record

- Always use ESO Mobile App while in the field to fill out EHR
- Must sync reports from ESO Mobile App in order to complete reports on desktop/web version
 - Once report is synced to web ,it must be completed on the web

Mandatory Fields: NEMSIS 3.4 Requirements

- Mandatory patient information will change based on the “Disposition”. This material is meant to be a guide and does not fully encompass every scenario



- Incident Number – CAD Import
- Run Type
- Priority
- Shift- Imported
- Unit – CAD Import
- Units Level of Care
- EMD Complaint
- Scene Location Type
- Address – CAD Import

- Personnel – Imported. “Lead” is EMRIC. Must be determined on every call
- Disposition
 - If a patient was transported, all three of the following items are required: “Transport Method”, “Transferred To” and “Transferred Unit”
 - If you arrived on scene and only helped with loading patient on to pram or assisted to ambulance, choose “Assist, Unit” in Disposition. This will only require you to write a narrative and does not require any patient information
- Times- CAD Import
- Additional Factors- “Addition Comments” must add ambulance information. Ex. DG 16 if patient follow up is wanted



- If there is a patient, these fields will be required. Keep in mind, that if a unit was cancelled or no patient contact was made (which is determined in the “Disposition”), these fields will not be required
- First Name/Last Name
 - If unknown, must manually type “UTO”, “N/A”, “Unknown”
- Date of Birth
 - If unknown, must “Estimate Age”
- Gender




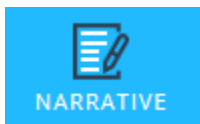
- If patient contact was made, you will be required to fill out the vitals tab
- If no vitals were taken, required to choose “UTO”



- If any medication or treatment is used, you will be required to fill out further information such as:
 - Dose, Route, Measurement
 - Oxygen- Device, Flow Rate
 - Patient Response
 - Complication
 - Medical Control



- Assessments should be used for your detailed head to toe examination. If it was not assessed, leave as “Not Assessed”. You have the option for “No Abnormalities” as well as detailed information
-  **Anatomical** By choosing the Anatomical Icon, you can document specific injuries on any area of the body. You can “Change Model” to Male, Female, Child, or Infant



- If patient contact was made NEMSIS 3.4 will be require you to fill out the following fields
 - Primary Impression
 - Medical/Trauma
 - Signs/Symptoms
 - Final Patient Acuity
 - Was the Patient Injured?
 - Barriers to Care
 - Alcohol/Drugs
 - Narrative



- Specialty Patient Forms should be used to document more in depth calls, such as patients with burns, suspected stroke, motor vehicle collisions and obstetrical. Not required




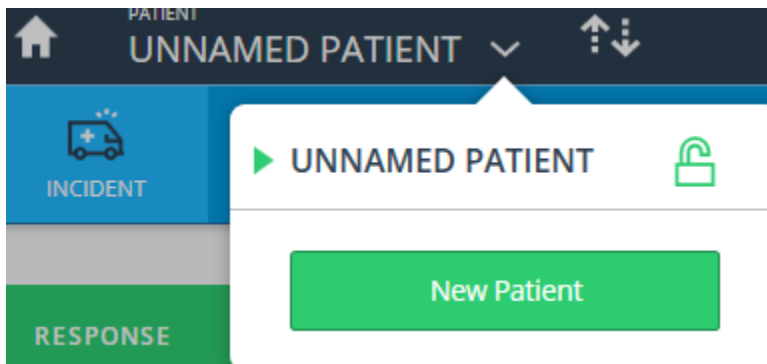
- Billing information is not required and can be skipped



- Provider Signature will be required for every report. The crew member finishing the report must sign form prior to closing EHR

Tips and Tricks

-  This icon is what you will use to validate your report prior to closing EHR. It will tell you what fields are required and will not let you close a report until they are fixed.
- Prior to your final validation, go back to your “Incident” tab and click on “CAD Import” again to get your final times for the call
- A common kick back especially if you are finishing your report after you have cleared the call is: **Out of Sequence** Because everything is documented in real time, if you put in a set of vitals after a call is complete, it will time stamp the current time. You must manually change the time to reflect time on scene
- A report is not complete until you hit the Validation icon and **Lock Record**
- If you want to see all records you have completed and locked within EHR, change selected view to show “My Records”
 - This is also where you will access any report that you have to write an addendum
- If you have a call with multiple patients you will have to create an EHR for each patient. Within the incident click on down arrow to add a “new patient” to the same incident.



Fire: NFIRS Reporting

- An NFIRS report can only be filled out on the web version. You cannot fill out a Fire report on the mobile application
- Every EHR must have a NFIRS (Fire report) attached to it. You must complete the NFIRS information within EHR. It will automatically sync and complete an NFIRS.
- Fire reports have “required” fields that will be highlighted in red. You will see the validation number on the top right hand corner change depending on the type of call is being documented

- To look at CAD notes, click on



If changes, additions or suggestions need to be made contact:

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