



Informational Bulletin

Imagetrend Update

Date: April 6, 2018

Number: 18.009

Effective Date: April 9, 2018

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

Please see the following updates regarding EMS and Fire Reporting.

EMS

- When you fix an EMS report, make sure that you reply to Christa Brown, Christa.Brown@fauquiercounty.gov that the report has been completed.
- On no transports or cancelled calls, a narrative still needs to be completed.
- Make sure you are getting the signature of the patient. Often the “no access” tab is used concerning patient signatures. This should not be occurring when there is ample turnaround time at the hospital.
- A patient’s weight must be documented concerning weight-based drugs (i.e. narcotics).
- Document your procedures (i.e. a Cardiac Arrest with CPR should have a procedure for both CPR-Manual, and another for CPR-Mechanical. This would allow us to gather data on the LUCAS usage).
- Remember the addendum feature of the incidents if you have additional information that needs to be added. This is the safest way to add information to the narrative without altering the report.
- Document pain levels with vital signs when appropriate. This is a general protocol requirement and needs to be completed.

FIRE

- If the first due does not respond on a call, the report needs to be completed by the first fire suppression piece that arrives on scene.
- Delete the “Company” under the apparatus tab if there are no standbys at the station.
- Make sure you sync computers before every use. Our team makes minor updates to the system and without “sync”ing the computers your report may not be complete.
- On the 15th of April, the EMS module will be removed and you, as the user, will no longer have to fill out the EMS tab in the fire report. Also, the fire report will need to state in the narrative if it’s an ALS or a BLS transport.
- Make sure that you fill out the fire report when you complete an EMS report. Check to make sure that you have 100% validity before posting.

Questions regarding this bulletin should be directed to Battalion Chief Arft.