



# Informational Bulletin

## Imagetrend Update

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Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

There has been a slight change in the way we report incidents where the patient is flown out. From this point forward, if you move the patient to a landing zone (LZ), disposition must now read “treated transported” versus the old way of “treated transferred care”.

In the drop down where the patient was transported, you need to choose “Non-Hospital”. You then need to document the LZ address in the “Landing Zone Info” panel.

Just as a reminder, all providers must obtain a signature of the flight crew prior to patient transport.

Last week we had our quarterly Imagetrend meeting. A few reoccurring issues were noted.

### EMS

- You need to get the full name of the doctor or nurse upon transfer of patient care. This means first and last name.
- A monthly updated list of doctor’s and nurse’s names will be provided at the ER.
- Preceptors must review preceptee reports before posting.
- All providers have a grace period of five days to complete report corrections. Once the correction has been completed, a message must be sent that the report was “fixed”.
- It is the entire crew’s responsibility that corrections be made on these reports.
- You must complete your EMS or Fire report within 24 hours unless you have authorization from a battalion chief.

### Fire

- The station company (i.e. station 10) can be used as a place holder for volunteer standbys.
- When a first due call occurs, and the first due station does not respond, the first due company is still responsible for completing the report.
- CAD auto creates each report which must be completed.
- During multi-company responses, it is the responsibility of the first arriving suppression piece to complete the primary report (unless otherwise determined by a chief officer).
- All apparatus on scene must complete the apparatus narrative.
- All out of county addresses must be entered in manually.

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