

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

This manual is plagiarized from Grand Teton National Park's 4/4/14EMS Charts User Guide Version 2.0.

This guide is designed to help you become familiar with using EMS Charts. We have tried to streamline EMS Charts as much as possible to represent that which is applicable to GRTE. That being said, a lot of the language and some of the functions in EMS Charts are not always intuitive, and some we just can't get rid of.

Please make sure the pop-up blocker on the internet server you are using is **disabled** in order to fully complete your chart.

Notes:

- Many fields contain defaults, or are able to have defaults entered. This is especially applicable on page 1 (Dispatch), page 3 (Neuro, Airway), and page 5 (Secondary Survey). Carefully read each field. Providers can easily skip over a default field, and end up with a charting error (Ex. – "Loss of Consciousness: No", when there may have been an LOC).
- You must enter a referring location on page 1. "Unknown" doesn't cut it.

Home Page information

Logging In:

- If you are having issues logging into EMS Charts, please make sure that you are a credentialed EMS provider for Grand Teton National Park. If you *are* a credentialed provider and cannot login or do not have login information or your account is locked email Park EMS Coordinator for password reset.
- Confirm you are in Grand Teton National Park in the Service Login
- Enter BTNF for the **Base**
- Enter On Foot for the **Unit**

The screenshot shows the EMS Charts.com home page. On the left is a navigation menu with 'Patient Records' highlighted in red. The main content area has several sections: 'At a Glance' with statistics like 'Incomplete Charts: 0 (Service: 5)', 'Calendar' for 08/10/2014 - 09/07/2014, 'System Messages', 'Command Facility Announcements', and 'Service Announcements'. On the right, a 'Service Login' box is highlighted in red, containing a dropdown menu for 'Grand Teton National Park', 'Base' set to 'BTNF', and 'Unit' set to 'On Foot'. A red arrow points from the 'Service Login' box to the 'Patient Records' menu item.

Creating a New Patient Record:

- To create a new PCR click on **Patient Records** and **Create Blank Chart**

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

Page 1: Dispatch Information

Create new chart		Times (MST)								
Patient Record ID: New Record Case Number: <input style="width: 150px;" type="text"/>		Onset: 06/22/2013 12:36								
General	Referring	Dispatched: 06/22/2013 12:36 Enroute: 06/22/2013 12:36								
Basesite: <input type="text" value="Moose"/> Unit: <input type="text" value="Medic 1"/> Response: <input type="text" value="Alpha"/> EMD: <input type="text"/> Type of Svc.: <input type="text" value="Scene"/> <input type="text" value="Unsched."/> Category: <input type="text"/> Dispatched As: <input type="text" value="Not Recorded"/> Outcome: <input type="text"/> Amb. Transport Code: <input type="text"/>	Type: <input type="radio"/> Hosp <input type="radio"/> EMS <input checked="" type="radio"/> Other Other Type: <input type="text"/> Location: <input type="text"/> Zip: <input type="text"/> County: <input type="text"/> Requester: <input type="text"/> Pt. <input type="text"/> Classification: <input type="text"/>	First Resp: On Scene: 06/22/2013 12:36 Leave Ref: 06/22/2013 12:36 Arr Rec: 06/22/2013 12:36 Xfer Care: 06/22/2013 12:36 Available: 06/22/2013 12:36 Completed: 06/22/2013 12:36								
Crew Members	Receiving	<input type="button" value="Edit Times"/>								
D <input type="text"/> P <input type="text"/> S <input type="text"/> T <input type="text"/> Other: <input type="text"/>	Type: <input checked="" type="radio"/> Hosp <input type="radio"/> EMS <input type="radio"/> Other Name: <input type="text"/> Unit: <input type="text" value="Emergency Department"/> Rec. MD: <input type="text"/> Dest. Basis: <input type="text"/> Comment: <input type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2" style="text-align: center;">Odometer</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">At Ref: <input type="text"/></td> <td style="text-align: left;">At <input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">Mileage</td> </tr> <tr> <td colspan="2">Loaded: <input type="text"/></td> </tr> </tbody> </table>	Odometer		At Ref: <input type="text"/>	At <input type="text"/>	Mileage		Loaded: <input type="text"/>	
Odometer										
At Ref: <input type="text"/>	At <input type="text"/>									
Mileage										
Loaded: <input type="text"/>										
Patients										
Click button below to add patient										
<input type="button" value="Add Patient >>"/>										

Create new chart

- Enter your case number. This should be in format: BTTY00000X (YY is the 2-digit year and X is the sequential chart number (ie 1, 2, 3, 4...). No hyphens/spaces.

General

- **Basesite**—BTNF
- **Unit**—“On Foot”, imported from the very first screen and select BLS (First Responder/EMT). The BTNF Medical Direction only covers BLS with expanded scope of practice.
- **EMD** – if there were any significant instructions from dispatch to the patient, you can document it here.
- **Response** – Leave blank (This is used for the dispatch code on the Billing Sheet which the BT doesn’t use)
- **Type of Svc**— The type of service will be **scene, unscheduled**.
- **Category**—nature of injury/illness. Sometimes the options don’t fit your patient’s complaint. In that case, pick the closest one, or “Not Applicable.” This ought to be charted in your narrative anyway.
- **Dispatched As**: Self-explanatory. (FYI - the Park uses this code to indicate the Dispatch Code on the Billing Sheet).
- **Outcome**—final disposition of patient contact; lots of options here. Most of the time, it will be:
 - **01- Treated, transported by ALS**—any patient that **YOU** transported in an ambulance where you initiated ALS assessment/interventions.
 - **02- Treated, transported by BLS**—any patient that **YOU** transported in an ambulance (or GOV) where you initiated BLS assessment/interventions.
 - **03- Treated and Refused Transport** – any patient who has received BLS or ALS treatment, but has refused transport.
 - **04- Patient Refused Care** – A patient who does not wish to receive any care and care has not been administered.
 - **05- Treated, transferred care to Air Ambulance**—patient was treated and transferred to another caregiver and transported in a certified Air Ambulance
 - **06- ALS Assessment, Transported by BLS** – the patient was assessed by an ALS provider and the call was appropriate to be turned over to a BLS provider. (the ALS provider must document their assessment in the chart)
 - **07- Canceled Prior to Arrival** – the ambulance was requested, but was stood down prior to reaching the scene.
 - **08 – Dead at Scene** – when you get to the scene and the patient is dead. No resuscitation.

Grand Teton National Park

Bridger-Teton National Forest EMS Charts User Guide Version


8/10/14

- **09- No Patient** – when you get to the scene and there is no patient to be found, or the person calling decided they don't need that ambulance and no assessment or care has been administered.
- **Amb. Transport Code**—Don't worry about it.


Crew Members

- If you are the primary provider, ensure you have added yourself to the provider list. If you don't, you won't be able to complete the chart.
 - If you were NOT involved in the response at all but you are completing the chart, add yourself as an 'other' so you can complete the chart. Include a remark that you are just completing the chart.
- Select the crew members' names from the drop down list – BT folks with White Cards (and therefore EMS Charts logins) might not show up in the list if they haven't ever logged in. Just add them in the 'other' box.
- Designate their role as **D, P, S,** or **T** (these letters stand for **D**river, **P**rimary Provider, **S**econdary Provider, and **T**ertiary Provider)
- Use the **Other** box for providers without credentials or whose name you cannot locate in the system
- Don't worry about the '**Please select**' to the right of their name.

Referring—where the patient contact took place/where you were dispatched to

- **Type**—
 - **Hosp**—you received the patient from clinic or hospital
 - **EMS**—you received the patient from other ambulance (example: Yellowstone transfer)
 - **Other**—you received the patient at some other location (default) – this will be the most likely scenario.
- **Location**—click the  icon and a select address box will pop up
 - Don't worry about the "other type" box.
 - In the **Common** box, start typing the name of where the patient contact took place and a list of common locations in GRTE will display in a drop down list. Select the location. The address of this location should auto-populate.
 - Since BT calls, especially the ones on wildfires, will likely NOT be in GRTE, just, manually type in the address. This can be a general geographic location, "West Kelley Lookout, Kelley Fire, ID" for example.
- **Requester**—This is the person who requested assistance or called 911 (i.e. patient, family member, supervisor, DIVS, crewboss, crew member etc.)

Receiving—where/to whom the care of the patient was transferred

- If the patient refuses care/transport, you do not need to fill out this section
- If you are **transferring** care of the patient, select whether you transferred to a **hospital** or **EMS** (ambulance)
 - **Name**—click the  icon and scroll down until you find the name of the agency to whom you transferred care. This will often be "Other" – you can describe other in the Location field (next one)
 - **Location**—(if you transferred to EMS) where the transfer of care took place (i.e. Colter Bay C-Store, Lupine Meadows LZ).
 - **Rec. MD** – this is the physician you transferred to.
 - **Destination Basis**—why the patient was taken to that specific location.
 - **Comment**—enter miscellaneous information here. If you transferred to a hospital or EMS agency not listed under the dropdown, type it in here. Definitely describe who took over patient care here (ie MEDL).

Times

- **Edit times** to enter the time for each field. Note the date! The chart will auto-generate the date as when you began writing your chart, so you may have to change it.
- **These are important! Try to have folks be diligent about recording times.**

Odometer

- **Ignore**

Patients—Click **Add New Patient** to enter Patient Information and proceed to next page.

- Ensure Dispatch page has been completed before clicking "**Add New Patient.**" After you click this, it will take you to next page.
- Choose **No Patient** for entering documentation for Fire Standby and Special Events where no patient contact was made.

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version 8/10/14

Patient Information

When you advance to Patient Information, the following box will appear. Click the **Add New Patient** box, unless you know that this patient has received care/transport from us before or you do not know the patient's name.

No Patient Selected

Search for Existing Patient

No Patient

Add New Patient

Patient Name Unknown

Patient Information

- Enter all known patient information –
 - At a minimum, get a home unit address and phone number
- Use **Barriers to care** to identify any hindrances to delivering patient care (ex. language barriers, physical impairments, etc.)
- Patient Driver's License or Race information do not need to be filled out

Billing Information

Leave all of this blank.

Medical History, Current Medications, and Current Allergies

- Click the icon to display alphabetically organized lists of Med Hx, Medications, and Allergies
- Once you have located your entry, click on it (will appear in the blank field at the top of the pop-up window); click **add**
- If you can't locate an item in the preset list, you can manually type in the name of the item in the field at the top of the pop-up
- When you have "added" all entries, click **done**; This will take you back to the main patient information screen
- If you need to delete an entry, highlight it in the white box and then click the icon
- **Obtained from**—from whom you obtained this information (patient, family member, etc)
- **Emergency Inf. Form**—don't worry about this box

Patient Information

PTID: 15903937 **Triage Color/#:**

Last: First: Middle: Unknown

Address: Unknown Address

City/St/Zip: [Lookup](#)

Country:

Phone: DOB: Age: 40 Yr

DL State: DL Number: DNR:

SSN:

Sex:

Weight: kg

Height: in IBW: ?

Barriers to Care:

Race:

Billing Information

Consent Form Signed: PCS / Medical Necessity Signed:

Prior Authorization Payer: Transport Auth. Code: Primary Method of Payment:

Relationships / Guarantors **Billing Information**

No relatives / guarantor listed

No billing information present

CMS / Payment Information

CMS Trans Reason: Date PCS Signed: PCS Signatory Last Name:

Amb. Condition Indicator: PCS Reason: PCS Signatory First Name:

PCS Provider Type: Mileage to Closest Hospital:

Medical History

Obtained From:

Emergency Info. Form:

Current Medications

Current Allergies

<< Page 1

Next >>

Grand Teton National Park
Bridger-Teton National Forest EMS Charts User Guide Version
8/10/14


Page 2: PT, Chief Complaint, History of Present Illness

The screenshot displays a multi-sectioned form for an EMS chart. The sections include:

- Impression / Diagnosis:** Fields for System, Symptoms, and Impression, each with a list icon. Below are dropdowns for Initial Patient Acuity and Condition At Dest.
- Chief Complaint:** A text input field with a list icon, followed by Duration of Complaint (two input boxes) and Patient Activity (a dropdown).
- History of Present Illness:** A large text input area with a list icon.
- Scene Description:** A large text input area with a list icon, followed by # Patients at Scene (input box with '1'), and First Agency Unit On Scene? (dropdown). An Exposure button is located below.
- Patient Movement:** Fields for Moved to Vehicle Via, Position in Vehicle, and Moved From Vehicle Via, all with dropdown menus. Below are Transport Assessment (with a list icon) and Stretcher Purpose (input box).
- Factors Affecting Care:** A Factors field with a list icon and a Set All Factors to None button.
- Bottom Section:** Reason for Encounter (dropdown), Drugs/Alcohol (dropdown with 'None' selected), and a Cardiac Arrest button.

Navigation buttons at the bottom include '<< Back' and 'Next Page >>'.

Impression/Diagnosis

- **System**—the primary body system affected. Click the  icon to display a list of body systems. You can only select ONE **Primary** system. You can select multiple secondary systems in the **Other** column.
- **Symptoms** – same primary/other parameters as above.
- **Condition at Dest**—select the patient’s condition at the termination of the call

Chief Complaint—State patient’s chief complaint in 50 characters or less

History of Present Illness

- **Narrative of history of present illness.** This is where you will write your narrative. Use a contemporaneous format such as CHARTE or SOAP. For PCRs received from other providers, just transcribe their narrative in this box.

Scene Description—Narrative of scene and how you found your patient. General impression of patient.

- **Exposure**— If you had a true exposure, click on the exposure button to bring up pop-up window below. Fill in appropriate/applicable boxes and click **Save**. Blood/vomit/urine/etc on closed skin? Not an exposure.

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

Exposure/Bioterrorism

Protective Equipment:

Contact with Blood/Fluids:

Type of Exposure:

Exposed To (primary):

Personnel Exposed:

Patient Movement, Reason for Encounter, Drugs/Alcohol—Enter appropriate information.

Factors Affecting Care—Enter appropriate information. By selecting **Set All Factors to None** you will auto-populate the factors to **None**. Was the call in the backcountry? Was the weather bad?

Cardiac Arrest—Clicking on the **Cardiac Arrest** button will display the following pop-up window. Click and complete if appropriate/applicable.

Cardiac Arrest Registry

Witnessed: **Unknown**

Who Witnessed: N/A

Cardiac Etiology:

Initial Rhythm:

CPR Started:

CPR By: N/A

Resuscitation:

First Defib:

Defib Type: N/A

Defib By: N/A

ALS Initiated:

CPR Discontinued:

Reason Terminated:

Circulation Returned:

Ventilation Returned:

Dest. Rhythm:

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

Page 3: Neuro/Airway

Neuro																
Level of Consciousness: <input type="text" value="Alert"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Pupils</th> <th style="text-align: left; padding: 2px;">Left</th> <th style="text-align: left; padding: 2px;">Right</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Size:</td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> </tr> <tr> <td style="padding: 2px;">React:</td> <td style="padding: 2px;"><input type="text" value="Reactive"/></td> <td style="padding: 2px;"><input type="text" value="Reactive"/></td> </tr> </tbody> </table>	Pupils	Left	Right	Size:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>	React:	<input type="text" value="Reactive"/>	<input type="text" value="Reactive"/>						
Pupils	Left	Right														
Size:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>														
React:	<input type="text" value="Reactive"/>	<input type="text" value="Reactive"/>														
Mental: <input style="width: 100%;" type="text"/>																
Comments: <input style="width: 100%;" type="text"/>																
Stroke Scale: <input style="width: 100%;" type="text"/>																
<table style="width: 100%;"> <tr> <td style="width: 50%;">Patient chemically paralyzed: <input type="text" value="No"/></td> <td style="width: 50%;">Loss of Consciousness: <input type="text" value="No"/></td> </tr> <tr> <td colspan="2">Was Pt. Immobilized: <input type="text" value="No"/></td> </tr> </table>		Patient chemically paralyzed: <input type="text" value="No"/>	Loss of Consciousness: <input type="text" value="No"/>	Was Pt. Immobilized: <input type="text" value="No"/>												
Patient chemically paralyzed: <input type="text" value="No"/>	Loss of Consciousness: <input type="text" value="No"/>															
Was Pt. Immobilized: <input type="text" value="No"/>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="text-align: center; padding: 2px;">Motor</th> <th style="text-align: center; padding: 2px;">Sensory</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">L.A.:</td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> </tr> <tr> <td style="padding: 2px;">R.A.:</td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> </tr> <tr> <td style="padding: 2px;">L.L.:</td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> </tr> <tr> <td style="padding: 2px;">R.L.:</td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> <td style="padding: 2px;"><input type="text" value="Normal"/></td> </tr> </tbody> </table>			Motor	Sensory	L.A.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>	R.A.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>	L.L.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>	R.L.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>
	Motor	Sensory														
L.A.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>														
R.A.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>														
L.L.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>														
R.L.:	<input type="text" value="Normal"/>	<input type="text" value="Normal"/>														
Initial Glasgow Coma Score																
<table style="width: 100%;"> <tr> <td style="width: 25%;">Eye Opening: <input style="width: 100%;" type="text"/></td> <td style="width: 25%;">Verbal: <input style="width: 100%;" type="text"/></td> <td style="width: 25%;">Motor: <input style="width: 100%;" type="text"/></td> <td style="width: 25%;">TOTAL: <input style="width: 100%;" type="text" value="15"/></td> </tr> <tr> <td colspan="3"></td> <td>Qualifier: </td> </tr> </table>		Eye Opening: <input style="width: 100%;" type="text"/>	Verbal: <input style="width: 100%;" type="text"/>	Motor: <input style="width: 100%;" type="text"/>	TOTAL: <input style="width: 100%;" type="text" value="15"/>				Qualifier:							
Eye Opening: <input style="width: 100%;" type="text"/>	Verbal: <input style="width: 100%;" type="text"/>	Motor: <input style="width: 100%;" type="text"/>	TOTAL: <input style="width: 100%;" type="text" value="15"/>													
			Qualifier:													
Airway																
Status: <input type="text" value="Patent"/>																
Comments: <input style="width: 100%;" type="text"/>																
Performed By: <input style="width: 100%;" type="text"/>																
Outcome: <input style="width: 100%;" type="text"/>																
<input type="button" value="Defaults"/> <input type="button" value="Cancel Changes"/> <input type="button" value=" << Back"/> <input type="button" value=" Next Page >>"/>																

Fill in the fields as necessary. Be sure to note that there are several fields that automatically default to **Normal** (ex: Pupils and Motor and Sensory).

Mental

- Click on the icon. The box below will appear. If you click normal, you can't click anything else (the chart won't lock).

MENTAL

Select as many items as applies

<input type="checkbox"/>	Combative
<input type="checkbox"/>	Confused
<input type="checkbox"/>	Hallucinations
<input type="checkbox"/>	Non-Responsive
<input type="checkbox"/>	Normal
<input type="checkbox"/>	Not Done
<input type="checkbox"/>	Oriented-Person
<input type="checkbox"/>	Oriented-Place
<input type="checkbox"/>	Oriented-Time
<input type="checkbox"/>	Paralyzed
<input type="checkbox"/>	Unresponsive
<input type="checkbox"/>	Within Normal Limits

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

Page 4: Resp/Cardio

Respiratory Cardio page is pretty self-explanatory.

Oxygen should be documented if you found the patient on O2. If you give O2 to the patient, that should be documented in the activity log on page 8.

RESPIRATORY	
Effort:	Normal
Breath Sounds: L:	Clear
R:	Clear
O2:	/min
Via:	
Performed By:	
Outcome:	
Resp. Exam:	
Comments:	

CARDIOVASCULAR	
Pulses	
Left	Right
Carotid:	
Radial:	Strong
Femoral:	
Dorsalis:	
JVD:	Not Checked
Cap Refill:	Less than 2 Seconds
Edema:	Not Checked
Comments:	

Defaults Cancel Changes << Back Next Page >>

Grand Teton National Park
Bridger-Teton National Forest EMS Charts User Guide Version
8/10/14

Page 5: Secondary Survey

Head		Neck	
Assessment: <input style="width: 90%;" type="text"/>	Findings: <input style="width: 95%;" type="text"/>		
Findings: <input style="width: 95%;" type="text"/>			
Chest		GU/Pelvic	
Assessment: <input style="width: 90%;" type="text"/>	Assessment: <input style="width: 90%;" type="text"/>		
Findings: <input style="width: 95%;" type="text"/>		Findings: <input style="width: 95%;" type="text"/>	
Abdomen		Back	
Left Upper: <input style="width: 90%;" type="text"/>	Spine: <input style="width: 90%;" type="text"/>		
Right Upper: <input style="width: 90%;" type="text"/>	Thoracic: <input style="width: 90%;" type="text"/>		
Left Lower: <input style="width: 90%;" type="text"/>	Lumbar: <input style="width: 90%;" type="text"/>		
Right Lower: <input style="width: 90%;" type="text"/>	Findings: <input style="width: 95%;" type="text"/>		
Appearance: <input style="width: 95%;" type="text"/>		Extremities	
Palpation: <input style="width: 95%;" type="text"/>		LA: <input style="width: 90%;" type="text"/>	RA: <input style="width: 90%;" type="text"/>
Comments: <input style="width: 95%;" type="text"/>		LL: <input style="width: 90%;" type="text"/>	RL: <input style="width: 90%;" type="text"/>
Additional Information		Findings: <input style="width: 95%;" type="text"/>	
<input type="button" value="Burns"/>		Restraints: <input style="width: 95%;" type="text"/>	
Skin			
Assessment: <input style="width: 90%;" type="text"/>			
Findings: <input style="width: 95%;" type="text"/>			
<input type="button" value="Defaults"/>		<input type="button" value="Cancel Changes"/>	
<input type="button" value=" << Back"/>		<input type="button" value=" Next Page >>"/>	

- If you click "Normal" in any dropdown, you can't click anything else in the box (chart won't lock if you do).

Burns—If the patient is a burn patient, select the **Burn** icon to display a separate burn information box.

There will be several options in which you can enter information.

- The **Total Body Surface Area** will allow you to enter information in percentages of body area burned. There is an **Anterior** and a **Posterior** option for entering in information.
- The **Rule of 9's** will allow you to enter in the burned area based on the location(s) of the burn(s). There is an **Anterior** and a **Posterior** option for entering in information.
- Both options will calculate out the total percentage of the body that has been burned. You **DO NOT** need to enter information into both **Total Body Surface Area** and the **Rule of 9's** section, you only need to choose one.

Page 6 is automatically skipped.

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version 8/10/14

Page 7: Meds, IV's, PTA

Vascular Access Initiated Prior to Assessment							
IV#	Gauge	Site	Solution	Rate (ml/hr)	Performed By	Outcome	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Add"/>							
Medications / Infusions Prior to Assessment							
Time	Medication	Concentration	Dose/Rate	IV#/Other Route	Performed By	Outcome	Drip?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/>							
<input type="button" value=" << Back"/> <input type="button" value=" Next Page >>"/>							

- This page is for treatment prior to your arrival. For example, on Yellowstone transfers, you would chart if the YELL medic started an IV or gave meds here. **Not the place to chart your treatment. That's Page 8.**

Page 8: Patient Activity Log

The Activity Log is one of the most important parts of your PCR. This is where a lawyer, family member, physician, etc, will find mistakes. **So, please, do your best to ensure accuracy of times, treatments, and vitals.**

At Ref: 19:23 Lv Ref: 19:23 At Rec: 19:23 Tx Care: 19:23									
Time	H.R.	B.P.	SpO2	Resp	Rhythm	ECG Method			
Action	Comment								
Date	Time	HR	HR Method	BP	BP Method	SpO2	RESP	Resp Effort	
06/01/13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Glu	Rhythm	ECG Method							
<input type="text"/>	<input type="text"/>	<input type="text"/>							
LOC	Temp								
<input type="text"/>	<input type="text"/>	<input type="text"/>							
Comments: <input style="width: 100%;" type="text"/> <input type="button" value="Repeat Vital Signs"/> <input type="button" value="No Change"/>									
GCS: E: <input type="text"/>	V: <input type="text"/>	M: <input type="text"/>	Total: <input type="text"/>	Qualifier: <input type="text"/>					
Pain: <input type="text"/>		Pain Quality: <input type="text"/>							
Protocol: <input type="text"/>		Assessed By: <input type="text"/>							
Add Action: <input type="text"/> <input type="button" value="SAVE / Add Line"/>									

Vitals

- Record all vitals taken
- If you are **NOT** monitoring/recording heart rhythms, select the **Not Applicable** option in the drop-down menu underneath **Rhythm**
- Enter **Glu** (blood glucose), **Temp**, **LOC**, and **GCS**
- Remember to click **"Save/Add Line"** after each time entry.

Comments –This box is where you can enter a narrative for each time stamp, if you want to. Some prefer to write their narrative in completion on Page 2. Either way is acceptable.

Protocol—The protocol under which your care/actions are justified

Add Action (*turn off pop-up blocker*)

Grand Teton National Park

Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

- Clicking on **Add Action** will give you a drop-down list of possible actions/interventions, including **Medication, Intubation, Airway, Cardiac, Initiate IV, Immobilization, Medical Consult, Hosp. Notify, and Operations. THIS IS IMPORTANT FOR STATISTICS!**
- If you performed one of these actions, click on it in the drop-down list and it will appear in the **Add Action** field
- When you click **SAVE/Add Line**, a pop-up window will appear requesting details for that specific action.
- Similar boxes will pop-up depending on the action you have selected.
- When you complete these boxes, the information will appear in the Patient Activity Log along with the other information entered for each specific timestamp.
- These **action** boxes help complete your narrative. They also document much of the 6 R's of medication administration.
- When you are finished entering all information, actions taken, and your narrative of the patient contact, click **Next Page**.

Grand Teton National Park Bridger-Teton National Forest EMS Charts User Guide Version

8/10/14

Page 9: Misc Forms

Print	Miscellaneous Forms	Attached Files
	<input type="checkbox"/> Custom Forms:	<input type="button" value="Attached Files"/> (Number of Attached Files: 0)
		Signatures
		<input type="button" value="Sign Chart"/> <input type="button" value="View"/> (Number of Signatures: 0)
		Print Chart
		<input type="button" value="Chart"/> <input type="button" value="Forms"/> <input type="button" value="Chart & Forms"/>
		Quality Assurance
		<input type="button" value="Complete / Lock Chart"/> Current: Initial Entry (S0) Next: QA: District Coordinator (S1)
		Addendums
		<input type="button" value="Addendums"/> (Current Number of Addendums: 0)

Attached Files

- This is where you will **upload all additional documentation that you have scanned into a computer**. This includes the **PCR, field notes, etc.**
- Please **rename file** with case incident #, so it is easy to identify without having to open it
- Select the appropriate **category** if applicable
- Feel free to scan and upload all documents as one file, naming it "Patient Demographics", or something similar.

Signatures—You will need to enter your EMS Charts password and SSN/pin in order to sign your chart. Primary provider must sign chart before locking it.

Quality Assurance—In order to finalize your chart and submit for quality assurance review you must click **complete/lock chart**

- **Current**—the current level of QA your chart is at. S0 is initial entry, S1 is initial QA.
- **Next**—the next level your chart will be sent to after it passes the current level
- Once your chart has been locked, you can only view a **Read Only** version. You can no longer make changes. If you lock your chart accidentally or need to change/add information after clicking **complete/lock chart**, please contact the EMS coordinator requesting to have your chart **demoted** back to you.
- Once you submit your chart for **QA**, it will go through several levels of approval, ultimately being reviewed by our medical director for **final QA**.
- If the person responsible for reviewing your chart at any level finds something missing or has questions, you will receive a message via email with his/her concerns.
- **First**, you MUST acknowledge the **QA flag**. **Second**, you need to correct your chart. **Third**, you need to re-lock and re-submit the chart for QA review. When you have responded to the QA flag your chart will show up as green instead of red.

Addendums

- Addendums can be used for additional crew members to add narratives or information about the call that you may have not witnessed (ex. another credentialed provider was on scene prior to your arrival and has pertinent information they want to document)
- An addendum can be added before AND after a chart has been locked
- An addendum may also be used to make corrections to a chart after the chart has been locked.