Electronic run documentation signed through ImageTrend, triggers an Electronic Patient Care Report (ePCR) through direct messaging within FirstNet Message Center. ED Nurses, ED Nurse Techs, and Unit Coordinators will save the ePCR.

ImageTrend EMS Runsheets

➢ ImageTrend, a software platform used by emergency medical services, enables EMS personnel to document details about patient care, treatment, and transport, electronically, in real-time or after an emergency response.

➢ The platform is designed to streamline workflows, improve data accuracy, and facilitate the sharing of patient information. The documentation is part of an electronic patient care report (ePCR).

➢ Signing of the ePCR is electronically sent through direct messaging to FirstNet Message Center. This allows clinical staff to attach to the patient chart after FIN creation.

Mercy EMS Runsheets Message Center Pool Opt In/Out

Message Center Pools are shared mailboxes that are accessed by any user that is a member of a pool. **While the contents of the Inbox are visible to all members of the pool, only one individual must act on an item for the item to be considered complete**. Staff who work in a care team setting, share responsibility for managing documents for the messages for a shared group of patients.

➢ **Pool Opt In**

STEP 1: Navigate to **FirstNet Message Center** in upper toolbar.
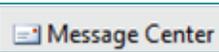
STEP 2: Select the **Pools** tab.

STEP 3: Click the **Manage** button.
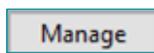
STEP 4: Search for **Mercy EMS Runsheets.**

STEP 5: Single-click the pool, click **Opt In >**, then select **OK**.

  ▪ The settings will be saved.

  ▪ Click **OK**.

STEP 6: Navigate to the **Pools** tab of **Message Center**.

STEP 7: Select the dropdown arrow in **Pool:** to confirm the **Mercy EMS Runsheets** pool has been opted into.
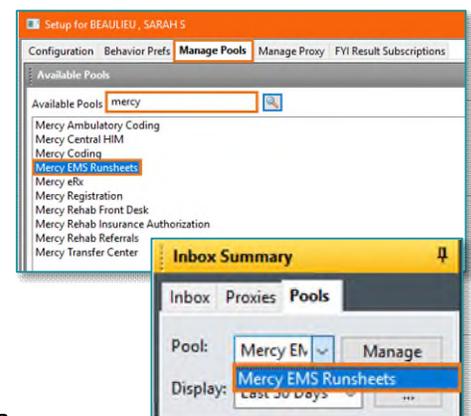
➢ **Pool Opt Out**

STEP 1: Navigate to **FirstNet Message Center**.

STEP 2:   Click the **Pools** tab.

STEP 3:   Click the **Manage** button.   Manage
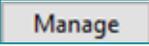
STEP 4:   Select **Mercy EMS Runsheets** from the **Member Pools** pane (right column).

STEP 5:   Click the **< Opt Out** button, then select **OK**.

- The settings will be saved.

- Click **OK**.

NOTE: **For more information on Message Center Pools, click here.**

Setting Document Type

Clinical staff that will **not be** working within other Message Center Pools, can set their document type to **Ambulance Run Sheets**. This saves time from changing the note type when saving the ePCR to the patient chart.

STEP 1:   Navigate to **FirstNet Message Center**.   Message Center

STEP 2:   Click **Inbox** from the top menu, then **select Manage Configuration**.

STEP 3:   Select **Behavior Prefs** tab.

STEP 4:   Select **Message** from the left navigator view.

STEP 5:   Scroll down and select **Ambulance Run Sheets** under **Defaults When Creating a New Message**.

STEP 6:   Click **OK**.
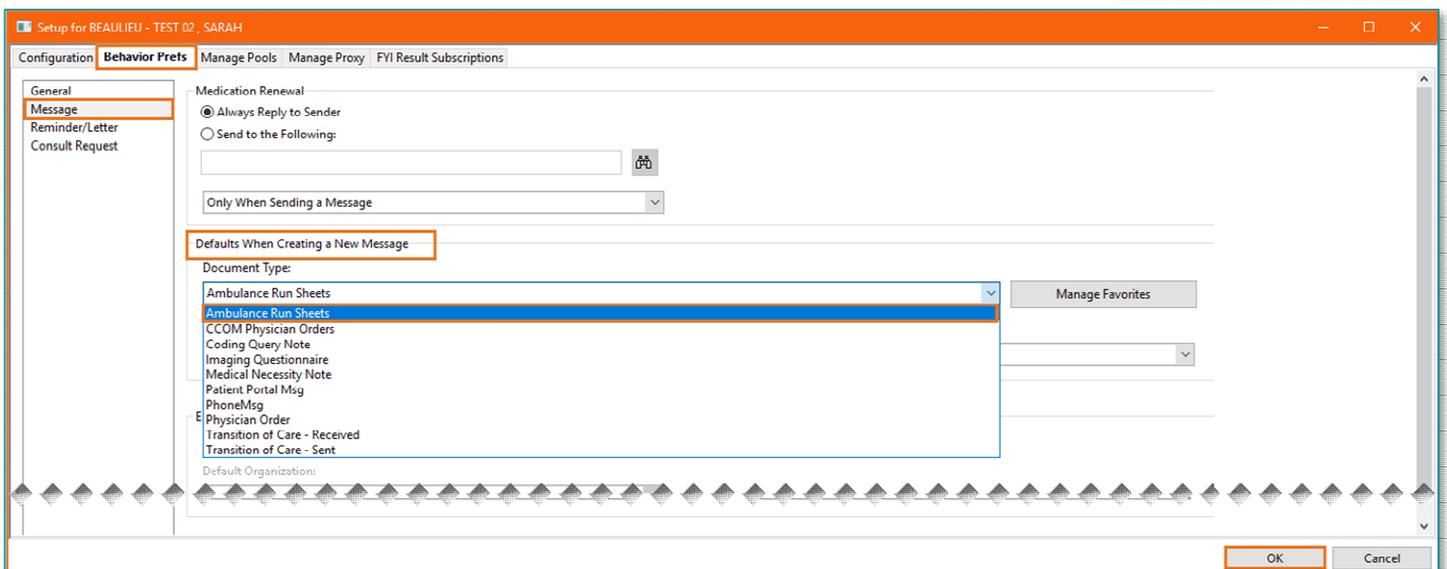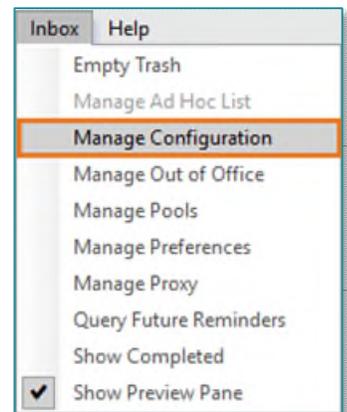
Patient Match

Clinical staff working within the **Mercy EMS Runsheets pool** will use the **Patient Match** process to attach the **Electronic Patient Care Reports (ePCR)** to the patient chart. ePCRs are generated once EMS has electronically signed a patient's runsheet.

> **NOTE:** The ePCR cannot be attached to the patient's chart until the patient has been registered to the current Emergency encounter type.

STEP 1: Click **Message Center** in the top toolbar.

STEP 2: Click the **Pools** tab within the **Inbox Summary**.

- **ePCRs** that are ready for patient match are viewable within the **Messages** folder.

STEP 3: Double-click the **ePCR** with a status of **Pending**.
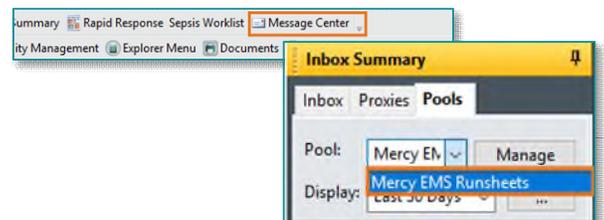
- For clinical staff **that have not set** their **document type**, select **Ambulance Run Sheets** from the Document: dropdown.

STEP 4: Click the **Patient Match** button within the toolbar.

STEP 5: The Patient Match window opens, listing patient matches in the window below.

- Select the **patient** that matches by demographic information, then select the **current encounter**.

STEP 6: Click **OK.**

STEP 8:   Click **Save to Chart**. Save to Chart
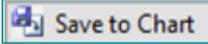
STEP 9:   **Delete** the message once completed.

- ▪ **Deleted items** can be found in the **Trash** folder under **Notifications**. Click the **Restore** button in the toolbar if needed.

NOTE: **If the ePCR was matched to the wrong patient, place a help desk ticket.**

NOTE: **The contents of the pool are visible to all members of the pool. Only one person needs to act on an item within the pool, i.e., a message deleted within the pool, will be deleted for all members of the pool.**

ED LaunchPoint EMS Run Sheet Icon

Attached **Electronic Care Reports (ePCR)** creates an **icon** within the **Patient Information** column on ED LaunchPoint.

➤ Hovering over the **icon** alerts staff an EMS Ambulance Run Sheet is attached to the patient record.

Viewing the Ambulance Run Sheet

The ePCR will be saved as an **Ambulance Run Sheet** document type, and can be viewed in the following areas:

- Documentation Component
- Notes
- Results Review