

# EMStat 5

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## *User Manual*

# EMStat Help Manual *Version 5.0*

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## System Overview

Med-Media's EMStat 5™ is markedly different from previous versions in its concept and implementation. Its primary goals are driven by the mobile concept of data collection and the use of laptops in the field, as opposed to station based collection. The two elements are implemented in EMStat 5™ by the use of a "Big Button" GUI (graphical user interface) with finger friendly buttons and virtual keyboards to facilitate real-time bedside charting. EMStat 5™ use on the desktop will be mouse oriented as opposed to tab oriented.

The second driving factor of EMStat 5™ is compliance and incorporation of the NEMESIS data set. The adoption of the national dataset will be most apparent to users by some "missing" previous elements, some additional new data elements, and some elements that have been renamed. It is important to note that every effort has been made to make current data elements map to the NEMESIS elements, but in some cases there is not an appropriate match or the definition of the element has changed significantly.

## EMStat 5 Features

- The new ePCR is complaint with the NEMESIS data set.
- Implementation of a new format for History of Present Illness and Assessment.
- Creation of narrative templates based on History of Present Illness and Assessment.
- Event capture (Vital signs, Treatment, Medications) that flow into a redesigned flow chart.
- Full touch-screen application bedside application.
- Burn calculator. Based on the Injury Man.
- Body based Physical Exam.

## System Requirements

**System Hardware Requirements:** Computers **must meet** or exceed the hardware and operating system requirements listed below. This list is built on the minimum hardware standards of available new systems, established by the major hardware providers. Therefore we must adhere to the recommended hardware configuration.

- Pentium III or similar compatible processor
- 256 megs of RAM minimum
- 15" or greater SVGA monitor or LCD Touch Screen PC screen with 1024x768 screen resolution
- 5 gigabyte or larger hard drive
- 56k modem with Internet connection (*Dial-up, DSL, Cable or Broadband*).
- Microsoft Windows Internet Explorer access with version 6.0 and 128-bit Cipher Strength.

**Software:** Microsoft Windows 2000, XP (*Professional*) or Vista (*Business Platform of higher*) operating system will need to be installed on your desktop computer or Tablet PC with an Internet/Wireless web browser.

**Warning:** Microsoft Inc. is no longer supporting Windows 95, Windows 98 and Windows NT operating systems, therefore limiting our ability to support any issues with those operating systems.

**Important: Use of Software Product for High Risk Activities and Back-up:** The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with any activity requiring fail-safe performance, including, but not limited to communication systems or direct life support machines, or other activities that directly affect risk of death or personal injury ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or other damage. Med-Media and its licensors specifically disclaim any express or implied warranty of fitness for High Risk Activities. Furthermore, local data that is lost due to theft or failure of any other system upon which or with which the software operates is not the responsibility of Med-Media, Inc. Med-Media strongly recommends that license owners save their work often and store data regularly to off-site WebCUR backup media.

## Installing the Med-Media EMStat 5 Module

### Windows 2000, XP and Vista Installations

1. Turn on your computer and login as an **Administrator** user. Close all Window programs prior to installing the Med-Media EMStat 5™ application. *Your computers screen resolution will need to be set to a minimum of 1024x768 pixels.*
2. Insert the Med-Media EMStat 5™ CD into the computer's **CD-ROM**. The installation utility will automatically load to the desktop. Select the **EMStat 5** option; then select the **Install** option button and the installation process will begin. *Please refer to your Med-Media CD Jewel case for all the required registration information. The Registration information needs to be entered EXACTLY how it is displayed on the jewel case. The information is case sensitive.*

**Note:** Please confirm your EMStat CD Version **Build** prior to installing the application. This version is displayed on the face on the Med-Media CD. Please contact the Technical Support team if you think your version build is outdated or at an older version build.

3. Med-Media, Inc. recommends the default directories that are highlighted in the boxes. Simply choose the **OK** or **Yes** buttons where appropriate.
4. When using a Microsoft Windows **Vista** operating system, Med-Media Inc. recommends installing EMStat on only the **Business**, **Ultimate** or **Enterprise** platforms. Once EMStat is installed, The Administrator will need to turn off the "**User Account Control**" for the application to function properly for non-administrator users.

#### Steps for turning off the User Account Control (UAC)

- I. Access the **Control Panel** for the OS as an **Administrator** login.
  - II. Open the **User Accounts** option.
  - III. In the account, select the **User Accounts** option.
  - IV. Once in the account, select the **Turn User Account Control On or Off** option.
  - V. **Uncheck** the box if it is checked. This will turn the UAC **off**.
  - VI. **Reboot** the computer.
5. Contact the [Med-Media Technical Support team](#) *between the hours of 10:00 am and 6:00 pm Monday thru Thursday Eastern Standard Time* if additional assistance in installing this application is needed.
  6. After the installation has been completed, remove the Med-Media CD from the CD-Rom and place it back in the jewel case for safe storage. **Note:** *Lost or damaged CD's may have additional cost associated with re-processing and shipping.*

## Getting Starting - EMStat 5 Login

Once your computer is on and Windows has finished loading, double click on the **Med-Media EMStat 5 icon** to open this application. If the **Med-Media EMStat 5 icon** does not display on your computers desktop, place your cursor on the *Start* button. Click the **Start** button; select **(All)-Programs, Med-Media, EMStat** and then the **Med-Media EMStat 5 icon**.

When this EMStat 5 icon is selected, the **WebCUR Login** window displays to the screen. The Login window contains the *Company, Station, User Name* and *Password* boxes along with the *Login* and *Cancel* option buttons.

The **WebCUR Login** window is displayed below.



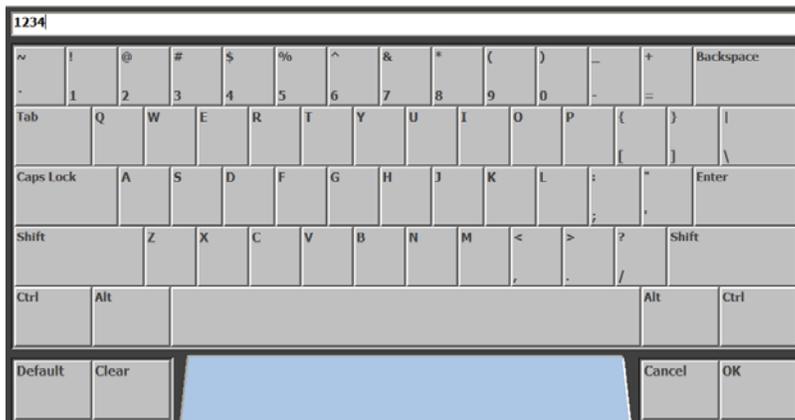
**Note:** The pull down lists are displayed in “Big Button” format with “Alpha” selection buttons to the side of the page, as displayed below. If the entire “options list” will not fit on the page, the user can select the **Arrow** buttons to allow the provider to advance through the lists. The provider has the option to select the **Alpha** buttons to find the desired choice or select the **Show All** button to see the entire list. Once the choose has been selected from the list, the box will automatically close. Some areas allow for multiple selections within the box, simply select the **Ok** button when finished. Select the **Cancel** button to exit close this page.

The **Pull down buttons** format is displayed below.



When a **Text** box is selected within EMStat, a **Keyboard** will display for the user to enter text. Select the **Ok** button to save the entry or select the **Cancel** button to exit the box.

The **Keyboard** is displayed below.



- **Company:** This area displays your *Company Name* in *Read-Only* view.
- **Station:** *This box will be blank upon initial installation and login.* If no stations display, simply **Skip** this area. If the Manager adds *Stations* for your agency they will display in this box. Select the desired **Station** from the drop down pick list.
- **User Name:** Select the desired **User Name** from the drop down pick list. *Please refer to your Introduction/Setup letter for the Initial Manager Login User Name and Password.*
- **Password:** Enter the **Password** in the text box provided. *This field is case sensitive so be careful when entering the password. Common errors with entering passwords are due to the Cap-Locks being enabled on the keyboard. The provider will receive an “Invalid Login” warning if the attempted WebCUR login is invalid. Please refer to your Introduction/Setup letter for the Initial Manager Login User Name and Password.*
  - Note:** Please contact your agency manager to reset the login password if it continues to be invalid during login.
  - Warning:** Due to HIPPA guidelines, your login password is grayed out to protect it from being stolen. The Med-Media, Inc. technical Support Team **CANNOT** provide any passwords over the phone, please contact your manager for assistance.
- **Login:** Select the **Login** button to open the Med-Media EMStat 5™ application. When this is selected, the **Med-Media EMStat 5 Home Page** will display to the screen.
  - Note:** The WebCUR access ports for EMStat is based on the amount of **Client Access Licenses (CAL’s)** purchased by your organization. Once the providers reach the maximum amount of CAL’s, they will receive a message stating that “All licenses are in use”. The user will need to wait until a company port becomes available. Please contact the **Med-Media Sales Department** to increase the amount of CAL’s for your agency.
  - Note:** Please refer to **Appendix A** for details about **Automatic Updates** for Med-Media EMStat application

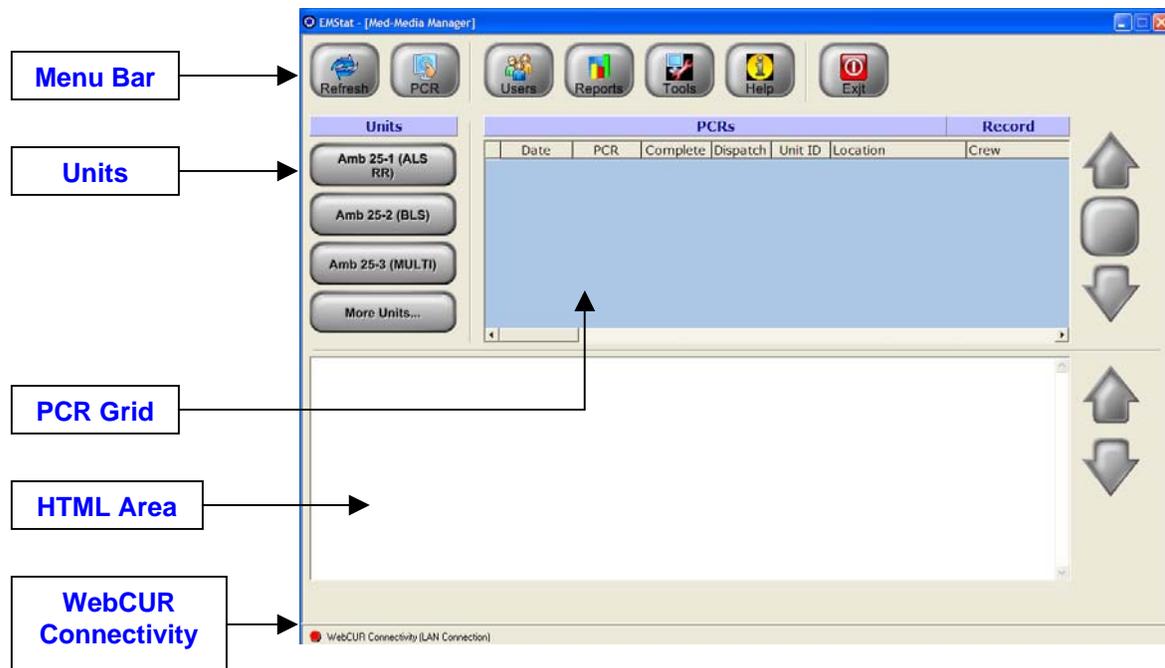
- **Cancel:** Select the **Cancel** button to exit and close the Med-Media EMStat 5™ WebCUR Login window.
- **Version:** The user can determine the EMStat *Version Build* and *System Information* by simply placing the cursor over the Med-Media logo and click the mouse. Select the **System Information** box to display your EMStat current system information. After reviewing the information, simply click anywhere in the box to close it.

## Med-Media EMStat 5 – Home Page

Once the user successfully logs in, the Med-Media EMStat 5 Home Page will display to the screen. The **Home Page** contains the *Menu Bar*, *Units*, *PCR/Record Grid*, *HTML Announcements* and the *WebCUR Connectivity* status areas.

**Note:** Prior to starting a patient care report (PCR), the manager will need to setup the EMStat 5 Support Lists. Please refer to the [Maintenance -EMStat Configuration](#) menu in WebCUR for steps to setup the application.

The **Med-Media EMStat 5 Home Page** is displayed below.



### Menu Bar

The Menu Bar contains the *Refresh*, *PCR*, *Users*, *Reports*, *Tools*, *Help* and the *Exit* menus.

**Warning:** Depending upon your login permissions, some of the sub menus maybe grayed out.

- **Refresh:** Select this menu to refresh the screen view.

- **PCR:** Select this menu to create a new Patient Care Report (PCR). The user also has the ability to select a **Unit**, located in the Unit's area to being a new PCR as well. *Please refer to the [Entering a New PCR](#) area of this manual for detailed steps for creating the new record.*
- **Users:** Select this menu to switch the user login. When this menu is selected, the **WebCUR Login** box displays to the screen. *Please refer to the [Getting Started - EMStat 5 Login](#) area of this manual for detailed steps for logging into the application.*
- **Reports:** Select this menu to access the **WebCUR Data Repository**. Once in WebCUR, the user has the full functionality of reviewing PCR's, performing QA on PCR's and creating several reports. *Please refer to the [Med-Media WebCUR Data Repository](#) area of this manual for detailed information about WebCUR.*

The Manger will also need to access this area for adding and modifying any of the Support Lists within the EMStat application. Once in WebCUR, simply select the **Maintenance – EMStat Configuration** sub menu to setup the module. *Please refer to the [EMStat Configuration](#) area of this manual for a detail steps to configure EMStat application.*

- **Tools:** Select this menu to display the systems tools for the application. This menu consist of the *Change PCR Number, Configuration, Configure Billing, Delete PCR, Edit User Password, Edit QA Password, Edit PCR, Licenses, Set Next PCR Number, Signature Template, Spell Checker* and the *Support Lists* sub menus.

- **Change PCR Number:** Select this sub menu to change a PCR number for a previously saved record. A **Change PCR Number** box will display when this sub menu is selected. Enter the **Old PCR Number** in the box provided. Select the **Ok** button to continue or select the **Cancel** button to exit this box. Enter the **New PCR Number** in box provided. Select the **Ok** button to change the number or select the **Cancel** button to exit this box.
- **Configuration:** Select this sub menu to display the configuration setup for the application. When this sub menu is selected, the **Configurations** box displays to the screen. The box consist of the *Default Settings, Station, Interface Options, Billing, Printing* and the *Miscellaneous* areas. Select the **Ok** button to save any changes made in this box or select the **Cancel** button to exit and close this box.
  - **Default Settings:** This area is used to set a default *Affiliation Number, Base County, Area Code, City, State* and *Zip Code* for each PCR that is opened in EMStat. When a new PCR is opened, the default settings entered in this area will automatically display in the PCR boxes. *The provider does have the ability to change the default setting once in the PCR.*

**Note:** The **Affiliation Number** assigned by your State Department of Health for your agency can be located with your Med-Media License Key information. *Please contact your Region Council or Department of Health to obtain this information if it is unknown.*

- **Stations:** This box allows the user to save the entire configuration settings box for a specific station. Once the **Station** has been created in the [EMStat Configuration – Advanced Support Lists](#) area in WebCUR, the user will have the ability to select the desired station from the list. The user also has the option to **Skip** this box blank if no station will be entered.

- **Interface Options:** This area allows the user to setup *Manual PCR Numbering*, *Enable Narrative Font Features*, *Enable Templates*, *Collect Seconds in PCR Times*, *PCR Auditing* and *Disable Narrative in Look Up* options in EMStat. Simply check the box to enable the feature or leave the box unchecked to disable the feature.

  - ❑ **Manual PCR Numbering:** Select this check box to enable the Manual PCR Numbering feature in EMStat. If this box is left unchecked, the PCR Numbers will be Auto Numbered based on the PCR Number set in the [Set Next PCR Number](#) sub menu.
  - ❑ **Enable Narrative Font Features:** Select this check box to enable the Narrative Font features in EMStat. When this feature is enabled, the user has the ability to use the font controls on the [Narrative Tab](#).
  - ❑ **Enable Templates:** Select this check box to enable the Template features in EMStat. When this feature is enabled, the user has the ability to create Narrative Templates on the [Narrative Tab](#).
  - ❑ **Collect Seconds in PCR Times:** Select this check box to enable the Collect Seconds for PCR Times in EMStat. When this feature is enabled, the user has the ability to enter seconds in the PCR's Time fields.
  - ❑ **PCR Auditing:** Select this check box to enable the PCR Auditing features in EMStat. This area contains the *Auditing After First Print* and the *Auditing After Set Hours* options. When the **Auditing After First Print** box is selected, an Addendum line will display under the narrative, locking the content of the narrative after the first print. Once saved, the addendum will display the date, time and login for the PCR. Select the **Auditing After Set Hours** box to set a specific time when auditing will start for the PCR. Enter the desired time in the box provided.
  - ❑ **Disable Narrative in Look Up:** Select this check box to **Disable** the Narrative view of the PCR during a patient look up. When using the [Look Up](#) feature for a patient in EMStat, the narratives of the previous PCR will be blocked from view.
  
- **Billing:** Select this check box to enable the Billing Pages in EMStat. If this box is left unchecked, the Billing Pages **Will Not** display in the application.
  
- **Printing:** Select the desired check boxes to setup the printing options for EMStat. This area contains the *Print Date/Time on PCR*, *Print Out Copies Default*, *Save as PDF*, *Capture Provider Signature*, *Show Printer Selection* and the *Print Preview Force* options.

**Warning:** When a provider prints a PCR as a **LOCAL** login, the PRC will display **“Off-Line Printing (OLP)”** at the bottom of the PCR. The user will need to **Login** to EMStat for the PCR to **Upload** to WebCUR. Once uploaded, the PCR will obtain its **Automatic PCR Number** and the State DOH assigned **Lithocode Number**.

**Note:** EMStat uses the default printer setup for your computer. *Please confirm that the printer is installed and working properly prior to printing from EMStat. The manager will need to ensure that the computer user login group has the appropriate permissions for printing from EMStat.*

- Print Date/Time on PCR:** Select this box to have the Date and Time display on the printed PCR.
- Print Out Copies Default:** Select the desired print out Default Copies from the drop down pick box.

**Note:** If the user has the **Show Billing Page** enabled, only **1** copy of the billing page will print out.

**Warning:** Certain printer drivers cannot have copies set from other applications.

- Save as PDF:** Select this check box to save the PCR as a Adobe PDF on WebCUR.

**Note:** This option will only become active after the **Med-Media Signature™** module has been installed in junction with EMStat. *Please contact the [Med-Media Sales Department](#) for all inquires concerning purchasing the Signature module.*

- Capture Provider Signature:** Select this check box to capture the provider signature at the end of the completed PCR.

**Note:** This option will only become active after the **Med-Media Signature™** module has been installed in junction with EMStat. *Please contact the [Med-Media Sales Department](#) for all inquires concerning purchasing the Signature module.*

- Show Printer Selection:** Select this check box to display a Print Selection window prior to printing the PCR. This option allows the provider to select the desired printer when printing the PCR.
- Print Preview Force:** Select this check box to force a Print Preview of the PCR prior to printing the record. This option allows the provider to review the record prior to printing the PCR.



**Warning:** The EMStat system allows the owner (crew chief) of the PCR, **24-Hours** to access and edit the record. If the PCR has passed this time frame, the PCR becomes "**Locked for Editing**". The user will need to contact the Manager to unlock the record from WebCUR. The Manager Login has a **1-Week** time frame to access the PCR's. After this time frame have lapsed, the manager has the ability to "**Reopen**" the PCR from WebCUR. *Please refer to the [WebCUR Data Repository](#) area of this manual for step for unlocking PCR's.*

*If the Company Manager wishes to change the default editing time frame for either the user or manager, the **Manager** will need to fax or email the Med-Media Technical Support Department at [Techsupport@med-media.com](mailto:Techsupport@med-media.com) with the new desired time frames.*

- **Licenses:** Select this sub menu to display the agencies License information. The manager will have the ability to edit the **Primary License Key** as well as add additional **Secondary License Keys** for the application. *Please refer to your original Med-Media CD jewel case for your Primary License Name and Key information.*

**Note:** Please contact the [Med-Media Sales Department](#) for information regarding purchasing Secondary License Keys.

- **Set Next PCR Number:** Select this sub-menu to set your next PCR Number. When this menu is selected the **Set Next PCR Number** box displays to the screen. Enter the desired number in the text box provided. **The PCR number must be a 7-digit Number**. Select the **Ok** button to save the number or select the **Cancel** button to exit this box.

**Note:** The manager will also need to deselect the **Manual PCR Numbering** check box, located in the [Configuration-Interface Options](#) area for this feature to work properly.

**Warning:** The Auto Number **Does NOT** reset at the beginning of the New Year. It is the managers responsibility to update the number if so desired.

- **Signature Template:** Select this sub menu to edit the **Signature Form Selections** area. *Please refer to the **Med-Media Signature™ User Manual** for detailed descriptions about the area.*

**Note:** This option will only become active after the **Med-Media Signature™** module has been installed in junction with EMStat. *Please contact the [Med-Media Sales Department](#) for all inquires concerning purchasing the Signature module.*

- **Spell Checker:** Select this sub menu to enter new words into EMStat custom dictionary. Simply type the words you want to add in the text box provided and select the **Add** button. Select the **Close** button to exit this box.

**Warning:** Multiple words can be entered at once, but the user must place each new word on a separate line in the box.

**Note:** EMStat does not have the ability to import custom dictionaries from other applications.

- **Help:** Select this menu to displays the **Contents, About** and **License Agreement** sub-menus for the Med-Media EMStat 5™ module. Select the **Contents** menu to display the *EMStat 5™ User Help Manual*. Select the **About** menu to display the current *Version Build* and *System Information* for the application. Select the **License Agreement** menu to display the license agreement for this application.

**Note: Please refer to [Appendix B](#) in this manual for the Product License Agreement and License Warranty complete statement.**

- **Exit:** Select this menu to exit and **Close** the application.

## Units

This area displays your active Units in EMStat. Select the desired **Unit** in this area to open a new PCR. When the PCR opens, the Unit selected will display its default information in the fields provided. Select the **More Units** drop down list to choose another active Unit not displaying in main area. Please refer to the [WebCUR Data Repository – Maintenance – EMStat Configuration](#) area for adding Units to EMStat.

## PCR Grid (24-Hour View)

This area displays all the PCR's that the login is listed as the Crew Chief, **WITH IN THE LAST 24-Hours**. The provider has the ability to **Edit** any of the PCR's displaying in the grid by simply clicking on the desired record. Once the 24-Hours time frame has lapsed for the PCR, the record will be removed from the display and possibly locked for editing.

This grid displays the *PCR Date, PCR Number, if the PCR was Completed, Dispatch Time, Unit ID, Location* of the Incident and *Crew Names* for the incident. Select the **Arrows** to scroll **Up** or **Down** the list or select the **Show All** button to display all the PCR's.

**Note:** The owner (crew chief) of the PCR and the company managers are the **ONLY** logins allowed to edit the saved PCR.

**Warning:** The EMStat PCR 24-Hour grid allows the owner (crew chief) of the PCR, **24-Hours** to edit the PCR. If the PCR has passed this time frame, the user will need to contact the Manager. The Manager Login allows the manager a **1-week** time frame to access the PCR. After this time frame has lapsed, the manager has the ability to "**Reopen**" the PCR from the [WebCUR Data Repository](#).

If the manager wishes to change the default "**Lock Editing**" time frame for either the user or manager, the **Manager** will need to fax or email the Med-Media Technical Support Department at [Techsupport@med-media.com](mailto:Techsupport@med-media.com) with the new desired time frames.

## HTML Area

This area displays the HTML Announcements entered by the manager. The manager has the ability to enter announcements that display when the user login to EMStat. *Please refer to the [Tools - Configuration - Miscellaneous](#) area for a detailed description about setting up this message board.*

## WebCUR Connection

This area displays the computers EMStat LAN Connectivity to the Med-Media WebCUR server. When the icon displays **Green**, the user has connected to the WebCUR server. When the icon displays **Red**, the user is not connected to the WebCUR server. When the icon displays **Yellow**, the user is may still have connection to the Internet, but **LOST** WebCUR connectivity. *Please confirm Internet access prior to connecting to WebCUR.*

## EMStat Configuration – Support List Setup

The EMStat Configuration area in WebCUR allows the Manager to customize the Med-Media EMStat 5™ application to meet the agencies needs. The manager will need to access the Support List to active as well as add new items, such as crewmembers prior to starting a PCR.

The **WebCUR – Manitenance – EMStat Configuration** sub meu is displayed below.



When this sub menu is selected, the Med-Media EMStat Configuration window will display to the screen. This menu contains the [EMStat Config \(Common\)](#), [EMStat Config \(Advanced\)](#), [EMStat Billing](#), [EMStat Config \(NEMISIS\)](#) and the [EMStat Config \(Assess\)](#) tabs.

The **Med-Media EMStat Configuration** window is displayed below.



- **EMStat Config. (Common)**: Select this tab to setup the Common configuration items user in the EMStat application. This tab consist of the **Table Name** and the **Listing** area. The **Add**, **Edit** and **Delete** buttons, **Alpha** buttons and the **Search by Name** box will only work once a *Table Name* is selected.

The **EMStat Config. (Common)** tab is displayed below.

- **Table:** Select the desired table to edit from the drop down pick list. The Tables consist of the *Agency, Assisting Units, Crew, FIPS, Med. Command Physicians, Medications, Patient Physicians, Prior Medications, Research Codes* and the *Units* options.

- **Agencies:** This table allows the manager to select the desired agencies that they want to see in the **Agencies** default pick lists in EMStat. This window contains your State Department of Health approved *Receiving Agencies* and *Transferring Agencies* list.

**Note:** All Agencies in the support list are marked as **INACTIVE** by design. This gives the manager the ability to customize EMStat to meet your company's needs. The manager will need to make **Active** any Agencies that they would like to see in PCR's *Agencies* pick lists.

**Warning:** Users may only make agencies active or inactive at the **local level**. This is due to the NEMESIS/State requirements of having assigned codes for agencies. The manager will need to contact the **Med-Media Technical Support Department** by email at [Techsupport@med-media.com](mailto:Techsupport@med-media.com) to add a new or edit an existing agency to this list.

- **Add:** The **Add** button has been deactivated in this area. Agencies can **NOT** be added to this list. Please contact the [Med-Media Technical Support Team](mailto:Techsupport@med-media.com) for information about adding Agencies to your list.

- ❑ **Edit:** Select this button to edit any agency in the list displaying. Simply **Highlight** the desired agency in the pick list and then click on the **Edit** button. Once the facility displays, the manager has ability to make the agency active. Select the **Active** check box to have this agency display in the PCR's Agencies pick boxes. If this box is not selected, the agency will remain in the database but will not display in the PCR's default Agency drop down pick list. Select the **Update** button to save the changes made to this agency or select the **Cancel** button to exit this command.

- ❑ **Delete:** **The Delete button has been deactivated in this area.** No agencies can be deleted from this list. If you do not want the facility displaying in your default list, simply keep the agency "Inactive" on your list.
- ❑ **Alpha buttons:** Select the desired Alpha button to perform a quick search by letters. Simply select the letters for the desired item, the list will attempt to find a match and then display it to the screen.
- ❑ **Search by Name:** The manager also has the ability to search for a desired agency in the list. Enter the **Agency Name** in the open text box and then select the **Search by Name** button.
- **Assisting Units:** Select this table to access the Assisting Units. This window allows the manager to *Add, Edit* or *Delete Assisting Units* that display in the PCR.
  - ❑ **Add:** Select this button to add a new unit. Once this button is selected a Add Items box will display to the screen. Enter the **Assisting Units Name** and the **Assisting Units ID** in the text box provided. Select the **Unit's Type** from the drop down pick list. Select the **Active** button to make this Unit active. If this box is not selected, the unit will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.
  - ❑ **Edit:** Select this button to edit any Unit in the list displaying. Simply **Highlight** the desired Unit in the pick list and then click on the **Edit** button. Select the **Update** button to save the changes made to this Unit or select the **Cancel** button to exit this box.

- ❑ **Delete:** Select this button to delete any Unit in the list displaying. Simply **Highlight** the desired Unit in the pick list and then click on the **Delete** button. The user will be prompted to confirm the request prior to the item being removed from the list.
  - ❑ **Alpha buttons:** Select the desired **Alpha** button to perform a “quick search” by letters. Simply select the letters for the desired item, the list will attempt to find a match and then display it to the screen.
  - ❑ **Search by Name:** The manager also has the ability to search for a desired item in the list. Enter the **Name** in the open text box and then select the **Search by Name** button.
- **Crew:** Select this table to access the Crewmember list. This window allows the manager to *Add, Edit* or *Delete* **Crewmembers** that display in the PCR.

### General Warnings

- I. **It is important to enter the crewmembers correct Certification Number when creating the new accounts. Please DO NOT make up any certification numbers for this box.**
- II. Managers should always create a **NEW** crewmember account for providers that change their **Last Name** or **Certification Level**. **DO NOT DELETE** their primary account, simply make that account **INACTIVE**. Changing the *Name* or *Certification Level* will affect the providers Login WID.

### Password Notes

- I. If a provider forgets their EMStat **Login Password**, simply have the user go to your States WebCUR website. Once at the site, enter the users **WebCUR ID** in the box provided and then select the “**Email Password**” button. Once the manager sets up each providers WebCUR account, the password will be emailed to the address entered.
- II. The **Managers** also have the ability to **Edit** the provider’s account in EMStat and reset the password manually.
- III. **DO NOT reset any crewmembers passwords or permissions in WebCUR**. EMStat passwords and security permissions should **ONLY** be changed in the EMStat application.

## Security Levels

Select a Security Level for each of the providers added into EMStat. Each level has different restrictions as described below.

- **Temp:** Select the **Temp** level to set temporary permissions for the provider. This level allows the user to do PCR's only.
- **User:** Select the **User** level to set basic user permissions for the provider. This level allows the user to do PCR's and gives them the ability to change their EMStat 4 login Password.
- **QA:** Select the **QA** level to set QA permissions for the provider. This level allows the user to do PCR's, ability to change their EMStat 4 login Password, the ability to change their QA Password and the ability to access Common Support Lists.
- **Supervisor:** Select the **Supervisor** level to set supervisor permissions for the provider. This level allows the user to do PCR's, change their EMStat 4 login Password, change their Manager Password, the ability to access Common Support Lists, ability to access the Dictionary, ability to Change Trip Numbers and the ability to Delete PCR's.
- **Admin:** Select the **Admin** level to set administrator permissions for the provider. This level is the super user account, which grants the provider full access in every area and function in the EMStat 4 application.
- ❑ **Add:** Select this button to add a new crewmember. Once this button is selected a Add items box will display to the screen. Enter the required information in the boxes provided. Select the **Active** button to make this provider active. If this box is not selected, the provider will not display on the PCR. Select the **Show More** button to complete additional information for the provider. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **FIPS:** This table allows the manager to select the desired FIPS/MCD's that they want to see in EMStat. This window contains your State Department of Health approved *FIPS / Municipalities* list.

**Warning: Users may only make FIPS/MCD's active or inactive at the local level. This is due to the NEMESIS/State requirements of having assigned codes for agencies.**

- ❑ **Add: The Add button has been deactivated in this area.** FIPS can **NOT** be added to this list. Please contact the [Med-Media Technical Support Team](#) for information about adding Agencies to your list.

- ❑ **Edit:** Select this button to edit any FIPS in the list displaying. Simply **Highlight** the desired FIPS in the pick list and then click on the **Edit** button. Once the FIPS displays, the manager has ability to make the FIPS active. Select the **Active** check box to have this FIPS display in the PCR's pick box. If this box is not selected, the FIPS will remain in the database but will not display in the PCR's drop down pick list. The user also has the ability to enter the **Zip Code** for the FIPS in the text box provided. Select the **Update** button to save the changes made to this agency or select the **Cancel** button to exit this command.
- ❑ **Delete:** **The Delete button has been deactivated in this area.** No FIPS can be deleted from this list. If you do not want the FIPS displaying in your default list, simply keep the FIPS "Inactive" on your list.

**Note: The Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Medical Command Physicians:** This table allows the manager to *Add, Edit or Delete* the **Medical Command Physicians** that display in the PCR.

  - ❑ **Add:** Select this button to add a new Physicians name. Once this button is selected a Add Items box will display to the screen. Enter the **Medical Command Physicians Name** and the **Medical Command Physicians Number** in the text box provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

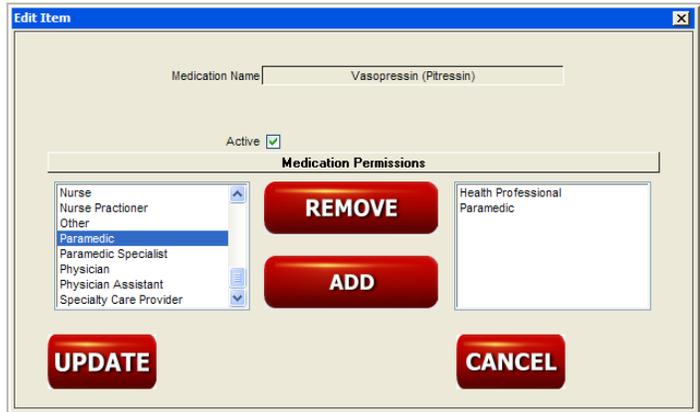
**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Medications:** This table allows the manager to *Add, Edit or Delete* the **Medications** that display in the PCR. Each Medication added to WebCUR will need to be assigned to a provider (or provider's) for administration permission.

  - ❑ **Add:** Select this button to add a new Medication name. Once this button is selected a Add Items box will display to the scree. Enter the **Medications Name** and then select an **Association** for that Medicaition in the text box provided. Select the **Active** button to make this medication active. If this box is not selected, the medication will not display on the PCR. Select the **Providers** from the pick list who have permission to administer the medication. Only **1** provider can be selected at one time.

Select the **Permission Add** button to add the provider to the list. To remove a provider from the permissions list, simply highlight the name and then select the **Remove** button. Once the boxes are completed, Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

The **Medications Add Items** box is displayed below.



**Warning:** The **Initial** Medication pick list displays your State DOH approved Medication list. Any new medications added into this window must be **Associated** with one from the State DOH approved list.

**Note:** The **Edit, Delete, Alpha** buttons and **Search by Name** areas work in the same manner as described in the [Assisting Units](#) area.

- **Patient Physicians:** This table allows the manager to *Add, Edit* or *Delete* the **Patient Physicians** that display in the PCR.
  - **Add:** Select this button to add a new Physicians name. Once this button is selected a Add Items box will display to the screen. Enter the **Physicians Name** in the text box provided. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note:** The **Edit, Delete, Alpha** buttons and **Search by Name** areas work in the same manner as described in the [Assisting Units](#) area.

- **Prior Medications:** This table allows the manager to *Add, Edit* or *Delete* the **Prior Medications** that display in the PCR.

**Note:** The *Prior Medications* and *Allergy Medications* pick lists reads from the same common support list. Any changes made to this support list will automatically update both pick lists in EMStat.

- **Add:** Select this button to add a new Medication name. Once this button is selected a Add Items box will display to the screen. Enter the **Prior Medication Name** in the text box provided. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note:** The **Edit, Delete, Alpha buttons and Search by Name** areas work in the same manner as described in the [Assisting Units](#) area.

- **Research Codes:** This table allows the manager to *Add, Edit* or *Delete* the **Research Codes** that display in the PCR.

**Note:** Please contact your State Regional office or EMS Council for your specific Stated Research Names and Code Numbers.

- **Add:** Select this button to add a new Research Code name. Once this button is selected a Add Items box will display to the screen. Enter the **Research Code Name** and the **Research Code Number** in the text boxes provided. Select the **Active** button to make this code active. If this box is not selected, the code will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note:** The **Edit, Delete, Alpha buttons and Search by Name** areas work in the same manner as described in the [Assisting Units](#) area.

- **Units:** This table allows the manager to *Add, Edit* or *Delete* the **Units** that display in EMStat. Once the Units are added, they will display in the **Units** area on the [Home Page](#) of EMStat. The providers can select the desired unit to open a new PCR.

**Warning:** Managers should **NOT** delete Units from this window; simply make the desired Unit inactive.

**Note:** Your Agencies **State Affiliation Number** for the unit can be located on the back of your Med-Media jewel case. **If this number is entered incorrectly, your data will not display correctly in WebCUR.**

- Add:** Select this button to add a new Unit name. Once this button is selected a Add Items box will display to the screen. Enter the required information in the boxes provided. Select the **Unit in Service** box if the unit is listed as inservice. If the box is delselected, the unit will be listed as *Out of Service*. Select the **Unit Active** button to make this unit active. If this box is not selected, the unit will not display on the PCR. Select the **Show More** button to complete additional information for the Unit, such as **Number of Each Certifications on Unit** and **Unit Usage** information. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **EMStat Config. (Advanced):** Select this tab to setup the Advanced configuration items user in the EMStat application. This tab consist of the **Table Name** and the **Listing** area. The **Add**, **Edit** and **Delete** buttons, **Alpha** buttons and the **Search by Name** box will only work once a *Table Name* is selected.
  - Table:** Select the desired table name from the drop down pick list. The Tables consist of the *Alcohol/Drug Use, Contributing Factor, Destination Determination, Dispatch Complaints, Dispatch Types, EKG, ET Size, Ethnicity, Factors Affecting, Final Airway, Incident Type, Injury Situations, In Fluid, IV Position, IV Rate, IV Size, Location Types, Mechanism of Injury, Medical Direction, Medication Route, Motor Vehicle Impacts, Nature of Incident, Pre-Existing Conditions, Prior Aid, Provider Impression, Receiving Facility Type, Response Outcome, Safety Devices, Signs and Symptoms, Stations, Treatments, Unit Types, Vehicle Roles* and the *Vehicle Types* options.

**Note: The entire Advanced list works in the same manner, except the Treatments and Stations Tables. This area will only show a few examples of how these Table areas work.**

**Warning:** The **Initial** pick list displays your State DOH approved list. Any new items added into these Tables must be **Associated** with one from the State DOH approved list.

- **Alcohol / Drug Use:** This table allows the manager to *Add, Edit* or *Delete* the **Alcohol / Drug Use** items that display in the PCR.
  - Add:** Select this button to add a new name. Once this button is selected a Add Items box will display to the screen. Enter the **Alcohol** or **Drug Use Name** and then select an **Association** for that name in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Stations:** This table allows the manager to *Add, Edit* or *Delete* the **Stations** that display in the PCR. *Once the Station has been adding in this area, they will become active in the Stations box located in the [Tools - Configurations](#) area of EMStat.*

- ❑ **Add:** Select this button to add a Station name. Once this button is selected a Add Items box will display to the screen. Enter the **Stations** information in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Treatments:** This table allows the manager to *Add, Edit* or *Delete* the **Treatments** that display in the PCR. Each Treatment added to WebCUR will need to be assigned to a provider (or provider's) for administration permission.

- ❑ **Add:** Select this button to add a new Treatment name. Once this button is selected a Add Items box will display to the screen. Enter the **Treatments Name**, select an **Association** and then select the **Procedure Type** from the boxes provided. Select the **Active** button to make this treatment active. If this box is not selected, the treatment will not display on the PCR. Select the **Providers** from the pick list who have permission to administer the treatment. Only **1** provider can be selected at one time.

Select the **Permission Add** button to add the provider to the list. To remove a provider from the permissions list, simply highlight the name and then select the **Remove** button. Once the boxes are completed, Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

The **Treatments** Add Items box is displayed below.



- **EMStat Billing:** Select this tab to setup the Billing items user in the EMStat application. This tab consist of the **Table Name** and the **Listing** area. The **Add**, **Edit** and **Delete** buttons, **Alpha** buttons and the **Search by Name** box will only work once a *Table Name* is selected.
  - **Table:** Select the desired table name from the drop down pick list. The Tables consist of the *Insurance, ICD9's, Medicare, Picked Up, Primary Complaints, Reason for Transport, Referring Physicians, Services, Stocks* and the *Taken To* options.

- **Insurance:** This table allows the manager to *Add, Edit or Delete* the **Insurance** items that display in the PCR.

- **Add:** Select this button to add a Insurance name. Once this button is selected a Add Items box will display to the screen. Enter the **Insurance Name** and the **Insurnace Number** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **ICD9's:** This table allows the manager to *Add, Edit or Delete* the **ICD9's** codes that display in the PCR.

- **Add:** Select this button to add a ICD9 name. Once this button is selected a Add Items box will display to the screen. Enter the **ICD9's Code Name, ICD9's Codes Index** and the **ICD9 Number** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Medicare:** This table allows the manager to *Edit* the **Medicare** items that display in the PCR.

- **Add:** Medicare items **Cannot** be added. Please contact the [Med-Media Technical Support Team](#) for assistance in this area.

**Note: The Edit, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Picked Up:** This table allows the manager to *Add, Edit* or *Delete* the **Picked Up** locations that display in the PCR.

- **Add:** Select this button to add a location name. Once this button is selected a Add Items box will display to the screen. Enter the **Picked Up Name** and the **Picked Up Index** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Primary Complaint:** This table allows the manager to *Add, Edit* or *Delete* the **Primary Complaints** that display in the PCR.

- **Add:** Select this button to add a complaint name. Once this button is selected a Add Items box will display to the screen. Enter the **Primary Complaint Name** and the **Index** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Reasons For Transport:** This table allows the manager to *Add, Edit* or *Delete* the **Reasons for Transport** that display in the PCR.

- **Add:** Select this button to add a reason. Once this button is selected a Add Items box will display to the screen. Enter the **Reason for Transport Name** and the **Index** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Referring Physicians:** This table allows the manager to *Add, Edit* or *Delete* the **Referring Physicians** names that display in the PCR.
  - **Add:** Select this button to add a name. Once this button is selected a Add Items box will display to the screen. Enter the **Referring Physicians Name** and the **Index** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Services:** This table allows the manager to *Add, Edit* or *Delete* the **Service** names that display in the PCR.
  - **Add:** Select this button to add a service name. Once this button is selected a Add Items box will display to the screen. Enter the **Service Name** and the **Index** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Mileage** check box if the you want the total mileage calculated for this item. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Stocks:** This table allows the manager to *Add, Edit* or *Delete* the **Stock** names that display in the PCR.

**Note: The Add, Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Referring Physicians](#) area.**

- **Taken To:** This table allows the manager to *Add, Edit* or *Delete* the **Taken To** names that display in the PCR.

**Note: The Add, Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Referring Physicians](#) area.**

- **EMStat Config. (NEMESIS):** Select this tab to setup the NEMESIS items user in the EMStat application. This tab consist of the **Table Name** and the **Listing** area. The **Add, Edit and Delete** buttons, **Alpha** buttons and the **Search by Name** box will only work once a *Table Name* is selected.
  - **Table:** Select the desired table name from the drop down pick list. The Tables consist of the *Zones* and the *Medical Devices* options.

- **Zones:** This table allows the manager to *Add, Edit* or *Delete* the **Zones** that display in the PCR.
  - **Add:** Select this button to add a zone name. Once this button is selected a Add Items box will display to the screen. Enter the **Zone Name** in the text box provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **Medical Devices:** This table allows the manager to *Add, Edit* or *Delete* the **Medical Devices** that display in the PCR.
  - **Add:** Select this button to add a Medical Device name. Once this button is selected a Add Items box will display to the screen. Enter the **Medical Device Name, Serial Number, Manufacturer, Model Number** and **Purchase Date** in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

The **Medical Device** Add Item box is displayed below.

**Note: The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.**

- **EMStat Config. (Assess):** Select this tab to setup the Assessment items user in the EMStat application. This tab consist of the **Table Name** and the **Listing** area. The **Add, Edit** and **Delete** buttons, **Alpha** buttons and the **Search by Name** box will only work once a *Table Name* is selected.
  - **Table:** Select the desired table name from the drop down pick list. The Tables consist of the *Abdomen LLQ, Abdomen LUQ, Abdomen RLQ, Abdomen RUQ, Abdomen Injury, Chest Anerior, Chest Heart Sounds, Chest Injury, Chest Lung, Chest Posterior, Chest Spine, GU, Head/Face, Head Injury, Face Injury, Pupil Left, Pupil Right, Lower Ext. LL, Lower Ext. RL, Lower Ext. Injury, Lumbar/Sacral, Neck Anterior, Neck Injury, Neck Posterior, Neuro: Level of Conscious, Neuro: Orientation, Neuro: Other, Neuro: Speech, Pelvis Injury, Skin, Skin Injury, Upper Ext. LU, Upper Ext. RU, Upper Ext. Injury, HPI: Head/Face, HPI: Neck/Throat, HPI: Chest, HPI: Abdomen, HPI: GU, HPI: Upper Ext., HPI: Lower Ext.* and the *HPI: Skin* options.

**Note:** The entire Assessment list works in the same manner. This area will only show one examples of how this Table areas work.

**Warning:** The Initial pick list displays your State DOH approved list. Any new items added into these Tables must be **Associated** with one from the State DOH approved list.

- **Abdomen LLQ:** This table allows the manager to *Add, Edit* or *Delete* the **Abdomen LLQ (Left Lower Quadrant)** items that display in the PCR.
  - **Add:** Select this button to add a new assessment name. Once this button is selected a Add Assessment box will display to the screen. Enter the **New Assessment Name** and then select an **Association** for that assessment in the text boxes provided. Select the **Active** button to make this name active. If this box is not selected, the name will not display on the PCR. Select the **Add** button to save the entry or select the **Cancel** button to close and exit this box.

The **Add Assessment** box is displayed below.

The screenshot shows a window titled "Add Assessment". Inside the window, there are three main input areas: a text box labeled "New Assessment" which is currently empty; a dropdown menu labeled "Associated Assessment" with "-Select-" chosen; and a checkbox labeled "Active" which is checked. At the bottom of the window, there are two red buttons: "ADD" and "CANCEL".

**Note:** The Edit, Delete, Alpha buttons and Search by Name areas work in the same manner as described in the [Assisting Units](#) area.

## Entering a New Patient Care Report (PCR)

Once the provider logs into EMStat and then selects a **Unit** icon, a new **Patient Care Report (PCR)** will display to the screen. The provider can also begin a new PCR by selecting the **PCR** button, which is located on the Menu Bar. If the Unit select is designated as a **“Multi Unit”**, the provider will be prompted to select a **Responding Unit Level** (MICU, BLS, Squad, etc.) from the pick box prior to beginning the new PCR. *The “Multi Unit” option allows the vehicle to have multiple roles for the agency.* If the application is setup for **“Manual PCR Numbering”**, the user will also be prompted to enter a **7-digit PCR Number** prior to opening the new PCR.

The new PCR contains the *Dispatch, Scene, Patient, Assess, Events, Transport* and the *Narrative* tabs.

### Dispatch Tab

The **Dispatch** tab is the first screen that displays when the provider opens a new PCR. The user can advance through the screens by simply selecting the desired **Tab** or by clicking the **Arrowed buttons**, located on the bottom right corner of each screen.

**Warning: Depending on your State Build, some of the Data Elements boxes shown below may not be displayed in your EMStat version.**

The **Dispatch Tab** is displayed below:

- **PCR Number:** This read-only box displays the assigned PCR Number for the report being generated. *Please refer to the [Tools - Configuration](#) area of this manual for details steps for setting up the Manual or Auto-PCR Numbering options.* When using the *Auto Numbering* feature, the word “**(Auto)**” will display in this box.

**Warning:** Agencies utilizing the **Auto-Numbering** option **WILL NOT** get a PCR Number assigned to the record until it has been saved to WebCUR.

- **Affiliate:** This *read-only* box displays your State assigned *Affiliate Number* for the **Unit** selected. The provider can change the Unit by clicking on the **Units** drop down pick list.
- **Station:** This box displays the selected Station Name from the original Login window. The user can change the **Station** name by simply clicking on the drop down pick list. This pick box will remain empty if no stations were added into support list, simply **Skip** over it.
- **Unit Type:** This box displays the Unit Type for the **Unit** selected. The users can change the type by simply clicking in this box. The provider can only select **1** choice for this box. The **Unit Types** are defined below. *Depending on your EMStat build, the **Unit Type** titles may vary from State to State.*
  - **BLS:** This refers to a Basic Life Support Unit, usually consisting of a transporting unit with two providers, one or more being an Emergency Medical Technician.
  - **MICU:** This refers to a Mobile Intensive Care Unit, usually consisting of a transporting unit with two providers, one or both being an Advanced Life Support provider.
  - **Squad:** This refers to a Quick Response Squad, usually consisting of one to two providers, one or both being an Advanced Life Support provider. This unit is usually a non-transporting vehicle, such as a chase truck.
  - **Multi:** This refers to a unit that has multiple vehicle roles within your agency. When this type is selected for the unit, the provider will be prompted to select one of the above types prior to being the PCR.
- **Unit:** This box displays the Unit Name for the **Unit** icon selected when the PCR is started. The user can change the Unit by simply clicking on the drop down pick list.
- **Date:** This box defaults to the current Date set in your computers regional settings. The provider can change the **Date** of the incident by simply clicking on the drop down pick boxes.

**Warning:** The providers can only start PCR's for the current or a past date. Providers **CANNOT** save any PCR using a future Time or Date. Please confirm that this box displays your correct incident date prior to saving the PCR.

- **Dispatch Type:** Select the **Dispatch Type** for the incident from the drop down pick list. The provider can only select **1** type for this box.
- **Vehicle Role:** Select the **Vehicle Role** for the unit from the drop down pick list. The provider can only select **1** role from this box.
- **Response Mode:** Select the **Response Mode** for the unit from the drop down pick list. The provider can only select **1** mode from this box.

- **Response Outcome:** Select the **Response Outcome** for the incident from the drop down pick list. The provider can only select **1** outcome from this box.
- **Dispatch Complaint:** Select the **Dispatch Complaint** for the incident from the drop down pick list. The provider can only select **1** complaint from this box.
- **EMD Performed:** Select the type of **EMD Performed** (Emergency Medical Dispatch) by the 911 Dispatcher for the incident from the drop down pick list. The provider can only select **1** item from this box.
- **Dispatch Delay:** Select the **Dispatch Delay** button to document any delays for the incident. When this box is selected, the provider will be able to select any delays for **Dispatch Delay**, **Response Delay**, **Scene Delay**, **Transport Delay** and **Turn-Around Delay**. The provider can only select **1** delay from each area within the box. Select the **Ok** button to save your entries or select the **Cancel** button to close this box.
- **PSAP Number:** Enter the County assigned **Public Safety Answering Point Number** (PSAP) in the text box provided. If the County or State does not use a PSAP number, simply **Skip** over this box. *The user can also use this box to enter the CAD Number, County 911 Number or Incident Number.*
- **Incident Location:** Select the **Incident Location** for the call by clicking in the box. When the box displays, the user can select the **Agency**, or enter the **Name**, **Street Name**, **City**, **State** and **Zip Code** in the boxes provided. Select the **Ok** button to save the changes or select the **Cancel** button to exit this box. The Agency list displays all your **Active** agencies from the support lists. Select the **Show All Agency** button to display all your State approved facilities.
- **Latitude:** Enter the incidents GPS **Latitude** in the text boxes provided. The provider can simply **Skip** this boxes if this information is not available.
- **Longitude:** Enter the incidents GPS **Longitude** in the text boxes provided. The provider can simply **Skip** this boxes if this information is not available.
- **Crew Member (1 through 4):** Select the **Crew Members** for the incident from the drop down pick list. Once the crew members name displays, select the **Providers Role** for the call from the option box below each name.

**Note:** Only the **Provider** marked as the “**Crew Chief**” and the company **Managers** can edit the PCR once it is saved in EMStat/WebCUR.

- **Scene Times:** Enter the desired **Time** for each category in the boxes provided. The provider can only enter **Military Time** (00:00 through 23:59) in these boxes. Select the **Date** for the time from the boxes provided. The date will default to the current date set on your computer. The manager does have the ability to “**Collect Seconds**” for the times. Please refer to the [Tools-Configuration-Interface Options](#) area to enable this feature. Select the **Ok** button to save the time or select the **Cancel** button to exit this box.
- **Close:** Select this button to **Save** and **Exit** the PCR. When this button is selected, the user will be prompted to save the PCR or simply exit and close the record without saving it. Select the **Yes** button to save the record. Once the PCR is saved, it will display on the [EMStat Home Page 24-Hour PCR Grid](#). Select the **No** button to exit the PCR without saving any information. When the provider selects this button the PCR will close and no information will be saved. Select the **Cancel** button to close this box, the user will return back to the PCR.

## Scene Tab

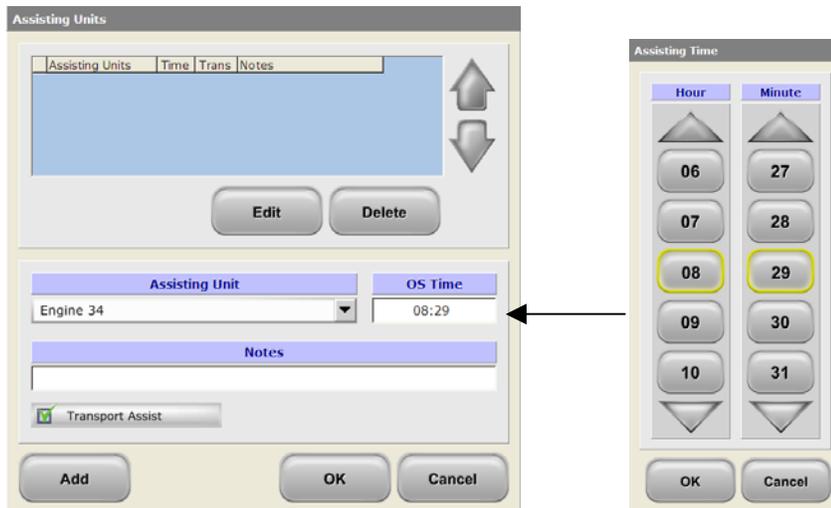
This tab allows the provider to enter the **Scene** information for the incident.

The **Scene Tab** is displayed below.

- **Location Type:** Select an incident **Location Type** for the call from the option buttons provided. Only 1 Type can be selected in this box.
- **Nature of Incident:** Select a **Nature of Incident** for the call from the option buttons provided. Only 1 item can be selected in this box.
- **Number of Patients:** Select the **Number of Patients** for the incident. The user can only select **One** or **Multiple** patients in this box.
- **Mass Casualty:** Check this box if the incident was a mass causality. If the call was not, simple **Skip** this box.
- **Incident County:** Select the **Incident County** from the drop down pick list, for where the call occurred. This box displays the defaults **County** selected in the [Tools-Configuration](#) setup during installation. Only 1 County can be selected in this box.
- **Incident Municipality:** Choose the **Incident Municipality** (MCD) for the Incident County selected. If the desired MCD/FIPS does not display in this list, select the closest choice for the incident. Only 1 Municipality can be selected in this box.

- **Barriers to Patient Care:** Select any **Barriers to Patient Care** from the options provided. The user has the ability to select multiple barriers in this box. Select the **Ok** button to save the choices or select the **Cancel** button to exit this box. The user can also **Skip** this box if none apply.
- **Mutual Aid:** Select this box to enter any mutual aid information for the incident. The **Assisting Units** box will display to the screen when this item is selected. Select the **Assisting Unit** from the drop down pick list. Enter the **OS Time** (On Scene) in the text box provided. Enter any additional **Notes** in the text box provided. Select the **Transport Assist** check box if this assisted unit transported the patient from the incident. Select the **Add** button to save the entry. Once the entry has been saved, the user has the ability to **Edit** or **Delete** the unit using the appropriate buttons. Select the **Ok** button to save the unit or select the **Cancel** button to exit this box.

The **Mutual Aid** box is displayed below.



- **Research Survey Field:** Select any **Research Survey Field** from the options provided. The user has the ability to select multiple fields within this box. Select the **Ok** button to save the choices or select the **Cancel** button to exit this box.
- **Research Survey Field Title:** Select any **Research Survey Field Title** from the options provided. The user has the ability to select multiple fields within this box. Select the **Ok** button to save the choices or select the **Cancel** button to exit this box.
- **Mileage:** Enter the **Out**, **Scene**, **Destination** and **In Quarters Mileage** in the text boxes provided.

**Note:** When the mileage service charge is enabled on the **Billing tab**, the mileage will be automatically calculated from these boxes.

- **Arrowed buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

## Patient Tab

This tab allows the provider to enter the **Patient** information for the incident.

The **Patient Tab** is displayed below.

- **First Name:** Enter the patients **First Name** in the box provided.
- **Middle Initial:** Enter the patients **Middle Initial** in the box provided.
- **Last Name:** Enter the patients **Last Name** in the box provided.
- **Sex:** Select the patients **Sex** from the options provided.
- **DOB:** Enter the patients **DOB** (Date of Birth) in the box provided. Simply select the **Month**, **Day** and **Year** from the boxes provided. Select the **Ok** button to save the DOB or select the **Cancel** button to exit this box.
- **Age:** Enter the patients **Age** in the box provided. This box will automatically populate the age when the DOB box is completed. Select the appropriate **Year**, **Month** or **Day** box for the age.
- **Address / International:** Enter the patients **Address** in the box provided. Select the **International** box to enter the Country and International Address information. Simply select the **Country** from the drop down pick list and then enter the **International Address** in the box provided. Select the **Ok** button to save the changes, select the **Remove** button to clear the entry or select the **Cancel** button to exit this box.

- **Look Up:** Select the **Look Up** button to search your agencies WebCUR database for any patients matching your patients name. The search will look for any patient matching the Name and Address that was saved in WebCUR for your company. If information is located for the patient, the user will have the option of downloading the patient's **Demographic** information, **Medical History**, **Narratives** and the **Billing / Insurance** information.

**Note:** The manager has the ability to **DISABLE** the **Narrative** view for the look-up feature in the [Tools-Configuration-Disable Narrative Look Up](#) area.

- **City:** Enter the **City** for the patients address in the box provided. The City can be setup as a default setting in the [Tools-Configuration](#) area.
- **State:** Enter the **State** for the patients city in the box provided. The State can be setup as a default setting in the [Tools-Configuration](#) area.
- **Zip:** Enter the **Zip Code** for the patients State in the box provided. The Zip Code can be setup as a default setting in the [Tools-Configuration](#) area.
- **SSN:** Enter the patients **Social Security Number** in the box provided.
- **Phone:** Enter the patients **Phone Number** in the box provided. The **Area Code** for the phone number can be setup as a default setting in the [Tools-Configuration](#) area.
- **Pt. Weight:** Enter the patients **Weight** in the box provided. The user has the ability to enter the weight as **Kilogram** by simply selecting the **KG** button once the weight is entered in the box.
- **Race / Ethnicity:** Enter the patients **Race** and **Ethnicity** from the drop down pick list. Only **1** item can be selected in this box.
- **Patient Physician & Number:** Select the patients family **Physicians Name** from the drop down pick list. Enter the **Physicians Number** in the box provided.
- **Driver License:** Enter the patients **Driver License Number** in the box provided.
- **Driver License State:** Enter the **State** for the patients Drivers License in the box provided.
- **Guardian:** Select this box to enter the patients Guardian information. If no information is needed, simply **Skip** over this area. Once the box displays, enter the **First Name, Last Name, DOB, Sex, SSN, Address, City, State, Zip Code** and the **Phone Number** for the Guardian. Select the **Ok** button to save the information, select the **Remove** button to delete the information or select the **Cancel** button to close this box.
- **Pre-Existing Conditions:** Select this box to enter any **Pre-Existing Conditions** for the patient. The user has the ability to free type the conditions in the text box provided using the **Keyboard** or simply select the conditions using the **Quick Pick** button. Once this button is selected, choose your conditions from the pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box.

**Note:** The user can also use the tabs to enter any **Prior Medications** and **Allergy Medications** in this area.

- Prior Medications:** Select this box to enter any **Prior Medications** for the patient. The user has the ability to free type the medication in the text box provided using the **Keyboard** or simply select the medication using the **Quick Pick** button. Once this button is selected, choose your medications from the pick list. The user can search for a specific medication by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the medications selected in this area. Select the **Ok** button to save the medications or select the **Cancel** button to exit this box.

**Note:** The user can also use the tabs to enter any **Pre-Existing Conditions** and **Allergy Medications** in this area.

- Allergy Medications:** Select this box to enter any **Allergy Medications** for the patient. The user has the ability to free type the medication in the text box provided using the **Keyboard** or simply select the medication using the **Quick Pick** button. Once this button is selected, choose your medications from the pick list. The user can search for a specific medication by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the medications selected in this area. Select the **Ok** button to save the medications or select the **Cancel** button to exit this box.

**Note:** The user can also use the tabs to enter any **Pre-Existing Conditions** and **Prior Medications** in this area.

- Onset Time / Date:** Enter the **Onset Time** and **Onset Date** in the boxes provided.
- Signature:** Select this button to capture the patient's Signature. Once the Med-Media Signature Module™ has been loaded onto your computer, the user will have the ability to capture patient and provider signatures. *Please contact the [Med-Media Sales Team](#) for any inquiries about this module.*
- HxPI:** Select this button to perform a quick **Stat Assessment** for the patient's History of Present Illness (HxPI). Once the box displays, the use will have the ability to assess and document the **Head/Face/Neck, Chest, Abd/GU, Extremities** and **Skin** for the patient. Select the **Add** button to save your changes. Select the **Delete** button to remove a condition from the display. Simply highlight the condition and then select the **Delete** button. The provider will be prompted to confirm the request prior to the item being removed.

The **History of Present Illness (HxPI)** box is displayed below.

Location	Description	Comments
Head/Face	Dizziness	
Head/Face	Headache	
Neck	Sore Throat	
Chest	Chest Pain 10/10	
Chest	Constant Chest Pain	

- **Comments:** This box allows the user to enter any **Comments** for the condition selected. Once the condition is saved, the comments will display in the grid along with the description.
- **Head/Face/Neck Tab:** Select this tab to choose any noted conditions for the patient's **Head, Face, Neck** or **Throat**. Once the desired area is selected, choose your specific conditions from this pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box. If any conditions are chosen in this area, they will then display on the **HxPI Home page** showing the **Location, Description** and any additional **Comments**.
- **Chest Tab:** Select this tab to choose any noted conditions for the patient's **Chest**. Once the this area is selected, choose your specific conditions from this pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box. If any conditions are chosen in this area, they will then display on the **HxPI Home page** showing the **Location, Description** and any additional **Comments**.
- **Abd/GU Tab:** Select this tab to choose any noted conditions for the patient's **Abdomen**, or **GU**. Once the desired area is selected, choose your specific conditions from this pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box. If any conditions are chosen in this area, they will then display on the **HxPI Home page** showing the **Location, Description** and any additional **Comments**.
- **Extremities:** Select this tab to choose any noted conditions for the patient's **Upper Extremities**, or **Lower Extremities**. Once the desired area is selected, choose your specific conditions from this pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box. If any conditions are chosen in this area, they will then display on the **HxPI Home page** showing the **Location, Description** and any additional **Comments**.
- **Skin:** Select this tab to choose any noted conditions for the patient's **Skin**. Once the this area is selected, choose your specific conditions from this pick list. The user can search for a specific condition by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the conditions selected in this area. Select the **Ok** button to save the conditions or select the **Cancel** button to exit this box. If any conditions are chosen in this area, they will then display on the **HxPI Home page** showing the **Location, Description** and any additional **Comments**.
- **Arrowed Buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

## Asses Tab

This tab allows the provider to enter the **Assessment** information for the incident.

The **Assessment Tab** is displayed below.

- **Signs & Symptoms Primary:** Select the **Primary** Sign and Symptom for the incident from the option buttons provided. Only **1** item can be selected in this box.
- **Signs & Symptoms Associated:** Select any **Associated** Sign and Symptom for the incident from the option buttons provided. The user can select multiple items in this box.
- **Provider's Impression Primary:** Select the **Primary** Provider's Impression for the incident from the option buttons provided. Only **1** item can be selected in this box.
- **Provider's Impression Secondary:** Select any **Secondary** Provider's Impression for the incident from the option buttons provided. The user can select multiple items in this box.
- **Patient Condition:** Select the **Patient Condition** for the incident from the option buttons provided. Only **1** item can be selected in this box.
- **Assessment:** This area displays any Assessment saved on the **Patient Tab** and on the **Injury Man**. The provider can only **Add**, **Edit** or **Delete** assessments from the original area that it was saved.
- **Chief Complaint Anatomic Location:** Select the **Anatomic Location** for the Chief Complaint from the option buttons provided. Only **1** item can be selected in this box.

- **Chief Complaint Organ System:** Select the **Organ System** for the Chief Complaint from the option buttons provided. Only **1** item can be selected in this box.
- **Suspected Use:** Select the **Suspected Use** for the patient from the option buttons provided. The user can select multiple items in this box.
- **Injury Present:** Select this check box to display the **Injuries Tab**. The Injuries tab allows the provider to document injuries that relate to the "**Medical incident**".
- **Injury Man:** Select the **Injury Man** box to perform a quick Injury Stat Assessment for your patient. Once the box displays, the user has the ability to document any findings for the *Neuro, Head/Face/Neck, Chest, Upper Ext., Abd/GU, Lower Ext./Pelvis* and *Skin*.

The **Injury Stat Assessment** box is displayed below.

- **Comments:** This box allows the user to enter any **Comments** to this area. The comments will display in the grid along with the Time and Description once it is saved.
- **Time / Date:** This area displays the current **Time** and **Date** for the incident. Select the **Time Refresh** button to recalculate the Time/Date fields to the present time. The user also has the ability to select on the Time or Date fields to manually change the entries.

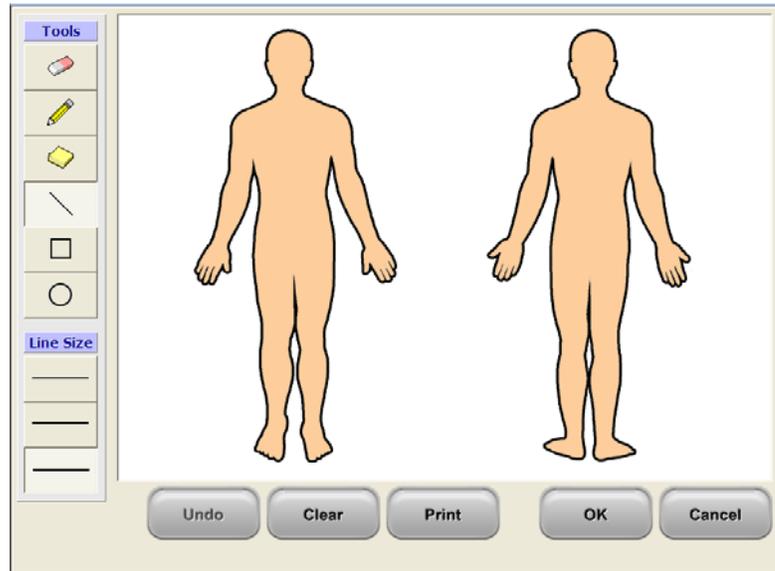
The **Time Refresh** button is displayed below.



- **Add:** Select the **Add** button to add any comments into the Assessment Grid. The Comments will display in the grid for the **Location Tab** active at the time the comment was saved.
- **Neuro:** Select this tab to document any findings for the patient's **Level of Consciousness, Orientation, Neuro Other, and Speech**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of ALL the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. Once the selection has been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments**.
- **Head/Face/Neck Tab:** Select this tab to document any findings for the patient's **Pupils, Head / Face** and the **Neck**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of ALL the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for some of the areas. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.
- **Chest:** Select this tab to document any findings for the patient's **Chest**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of ALL the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for some of the areas. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.
- **Upper Ext.:** Select this tab to document any findings for the patient's **Upper Extremities**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of ALL the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for each area. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.
- **ABD / GU:** Select this tab to document any findings for the patient's **Abdomen** and the **GU**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of ALL the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for some of the areas. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.

- **Lower Ext./Pelvis:** Select this tab to document any findings for the patient's **Lower Extremities** and the **Pelvis**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for some of the areas. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.
- **Skin:** Select this tab to document any findings for the patient's **Skin**. Once the desired box is selected, simply pick the appropriate items from the drop down pick list. The user can search for a specific item by selecting the letters or selecting the **Show All Items** button. Select the **Show Selected Items** button to display a list of **ALL** the items selected in this area. Select the **Ok** button to save the items or select the **Cancel** button to exit this box. The provider also has the ability to document any injuries for this area. Simply click in the **Injury** box and select the appropriate item. Once the selections have been saved, the items will display in the Assessment Grid with the **Time, Location, Description** and any **Comments** entered.
- **Assessment Grid:** This grid displays all the entries saved in chronological order within the Injury Stat Assessment. To delete an item from the grid, simply highlight the item and select the **Delete** button. The user also has the ability to scroll up and down the grid using the **Arrowed** buttons.
- **Injury Diagram:** Select this button to display the **Injury Body** window. This window allows the provider to use the graph to document treatments or injuries to the patient. The **Body** window contains the *Tools, Line Size, Option* buttons and *Body* grid.

The **Injury Body** window is displayed below.



- **Tools:** This area contains the *Eraser, Pencil, Line Style* and *Text* boxes. Select the item you which to use on the grid.

- **Line Size:** This area contains 3 choices for **Line Size**. Select the appropriate size from the options available.
  - **Option Buttons:** This area contains the general option buttons for this box. Select the **Undo** button to remove your last entry. Select the **Clear** button to erase the entire box. Select the **Print** button to print the Injury Man. Select the **OK** button to save the entries made or select the **Cancel** button to close this box.
  - **Body Grid:** This area display all the items enter into the grid.
- **Arrowed Buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

## Injuries Tab

This tab allows the provider to enter the **Injury** information for the incident.

The **Injury Tab** is displayed below.

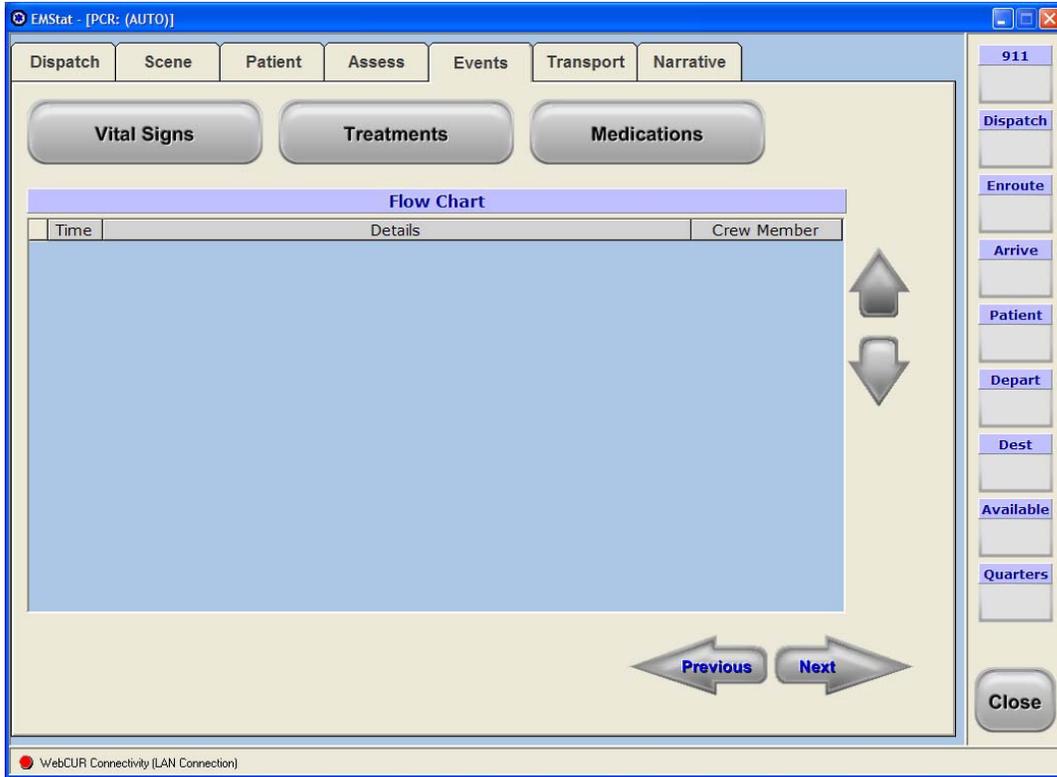
- **Cause of Injury:** Select the **Cause of Injury** for the incident from the option buttons provided. Only **1** item can be selected in this box.
- **Intent of Injury:** Select the **Intent of Injury** for the incident from the option buttons provided. Only **1** item can be selected in this box.

- **Height of Fall:** Enter the **Height of Fall** in the text box provided.
- **Motor Vehicle Impact:** Select the **Motor Vehicle Impact** items for the patient from the option buttons provided. The user can select multiple items in this box.
- **Position of Patient:** Select the **Position of Patient** in the vehicle from the option buttons provided. The user can select multiple items in this box.
- **Mech of Injury:** Select the **Mechanism of Injury** for the patient from the option buttons provided. The user can select multiple items in this box.
- **Safety Devices:** Select the **Safety Device** used by the patient from the option buttons provided. The user can select multiple items in this box.
- **Airbag Deployment:** Select the **Airbag Deployment** for the patient from the option buttons provided. The user can select multiple items in this box.
- **Injury Indicators:** Select the **Injury Indicators** for the patient from the option buttons provided. The user can select multiple items in this box.
- **Arrowed Buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

## Events Tab

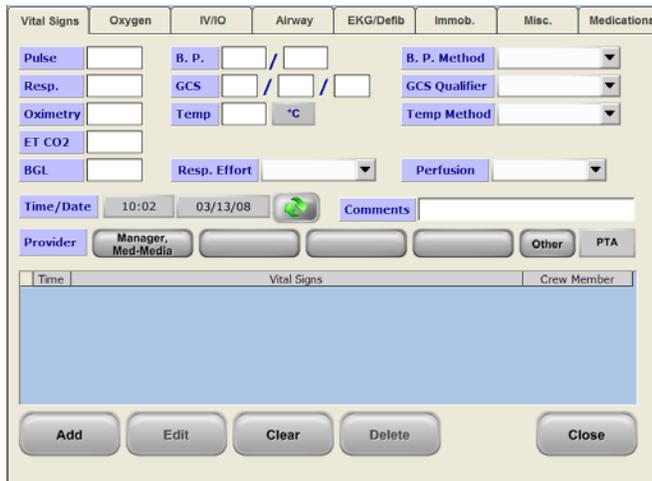
This tab allows the provider to enter the **Events** information for the incident such as vital signs, treatment and medications administered to the patient.

The **Events Tab** is displayed below.



- Vital Signs:** Select this button to enter Vital Signs for your patient. When this button is selected, the **Vital Signs** tab displays to the screen. The user has the ability to advance through the tabs for entering Treatment and Medications.

The **Vital Signs** tab is displayed below.



- **Pulse:** Enter the patient's **Pulse Rate** in the box provided.
- **Resp:** Enter the patient's **Respiratory Rate** in the box provided.
- **Oximetry:** Enter the patient's **Oximetry Rate** in the box provided.
- **ET CO2:** Enter the patient's **ET CO2** reading in the box provided.
- **BGL:** Enter the patient's **Blood Glucose Level** reading in the box provided.
- **B.P.:** Enter the patient's **Blood Pressure** reading in the box provided.
- **B.P. Method:** Once the B.P. has been entered, select the **Method of B.P.** from the drop down pick list. Only **1** option can be selected in this box.
- **GCS:** Enter the patient's **Glasgow Coma Scale** reading in the box provided.  

**Note:** The Glasgow Coma Scale window automatically switches to the **Pediatric Glasgow Coma Scale** when the patient's age is less than **1** year old.
- **GCS Qualifier:** Once the GCS has been entered, select the **Qualifier** for the GCS from the drop down pick list. Only **1** option can be selected in this box.
- **Temp:** Enter the patient's **Temperature** reading in the box provided. Select the **Celsius** button to convert the temperature from Fahrenheit to Celsius.
- **Temp Method:** Once the Temperature has been entered, select the **Method** for the Temperature from the drop down pick list. Only **1** option can be selected in this box.
- **Resp. Effort:** Select the patient's **Respiratory Effort** from the drop down pick list. Only **1** option can be selected in this box.
- **Perfusion:** Select the patient's **Perfusion** from the drop down pick list. Only **1** option can be selected in this box.
- **Time / Date:** This area displays the current Time and Date for the incident. Select the **Time Refresh** button to recalculate the **Time** to the present time. The user also has the ability to select on the **Time** of **Date** fields to manually change the entries. The Time box also display the **Priority** selection. If multiple entries were made for the same **Time** span, the provider can prioritize the order of each entry within the same time frame.
- **Comments:** Enter any additional **Comments** for the trend being entered in the txt box provided.
- **Provider:** Select the **Provider** from the crew boxes that assessed the Vital Signs or administered any Treatment or Medication. Select the **Other** button if another provider, not from your unit, preformed the skill. Select the **PTA** button to enter any aid performed **Prior To Arrival** by your agency. Simply select the **Performed By** provider from the drop down pick list and then choose the **Outcome of Prior Aid** from the drop down pick list. Select the **Ok** button to save the entries or select the **Cancel** button to exit this box.

- **Vitals Signs / Procedure Grid:** This grid displays all the trends enter by the user. The user can select the **Up** and **Down** arrowed buttons to scroll through the trends.

**Note:** If multiple entries were made for the same **Time** span in the grid, the provider can prioritize the order of each entry within the same time frame by simply entering in a **Priority** for each entry. Simply edit the desired trend **Time** and then select the appropriate priority.

- **Function Buttons:** The Function buttons consist of the *Add, Edit, Clear, Delete* and the *Close* buttons. Once the trend has been completed, select the **Add** button to save the entry. The trend will now display in the Grid. Select the **Edit** button to modify a trend in the grid. Simply highlight the trend and select the **Edit** button. Once changes have been made to the entry, select the **Update** button to save your changes. The new trend will display in the grid. Select the **Clear** button to erase the active screen. Any items entered on the screen, prior to being save will be erased. Select the **Delete** button to remove a trend from the grid. Simply highlight the desired trend in the grid and select the **Delete** button. The user will be prompted for confirmation prior to removing the trend. Select the **Close** button to exit this window. When this window is closed, all trends entered will display on the **Flow Charting** grid.

- **Treatments:** Select this button to enter any **Treatment** being administered to your patient. When this button is selected, the **Treatments tabs** display to the screen. The user has the ability to advance through the tabs for entering Vital Signs and Medications. The Treatment tabs consist of the *Oxygen, IV/IO, Airway, EKG/Defib, Immob.,* and the *Misc.* tabs.

**Note:** The **Time / Date, Provider, PTA** button, **Vital Signs / Procedure Grid** and the **Function** buttons work in the same manner as described in the Vital Signs tab. Please refer to the **Vital Signs** area of this manual for detail descriptions about these areas and buttons.

- **Oxygen:** Select this tab to enter any **Oxygen** treatment being administered to the patient.

The **Oxygen** tab is displayed below.

- **Oxygen Device:** Select **Oxygen Device** from the drop down pick list. Only 1 item can be selected in this box.

- **Liters:** Enter the **Liters Per Minute** (lpm) being administered for the oxygen device selected in the text box provided.
  - **Pre-O2 Oximetry:** Enter the patient's **Pre-O2 Oximetry** reading in the text box provided.
  - **Complications:** Select any **Complications** for the oxygen being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** for the oxygen being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the oxygen being administered from the drop down pick list. Only **1** item can be selected in this box.
- **IV / IO (Intravenous / Intraosseous):** Select this tab to enter any **IV / IO** treatment being administered to the patient.

The **IV / IO** tab is displayed below.

- **Type:** Select the **Type** of the IV being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Location:** Select the **Location** of the IV being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Fluid:** Select the **Fluid** of the IV being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Size:** Select the **Size** of the IV catheter being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Rate:** Select the **Rate** of the IV solution being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Attempts:** Enter the total attempts for the IV being administered in the text box provided.

- **Success:** Select the appropriate response for the attempts being made for IV insertion. Select the **Yes** button if the IV attempt was successful or select the **No** button if the IV attempt was unsuccessful.
  - **Complications:** Select any **Complications** for the IV being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** for the IV being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the oxygen being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Airway:** Select this tab to enter any **Airway** treatment being administered to the patient.

The **Airway** tab is displayed below.

The screenshot displays the 'Airway' tab within a software interface. At the top, there are several tabs: Vital Signs, Oxygen, IV/IO, Airway (selected), EKG/Defib, Immob., Misc., and Medications. Below the tabs, there are several input fields and buttons:

- Type:** A dropdown menu.
- Size:** A dropdown menu.
- RSI Used:** A checkbox.
- Confirmation:** A dropdown menu.
- Reason Unsuccessful:** A dropdown menu.
- Dest. Confirm.:** A dropdown menu.
- Attempts:** A text input field.
- Success:** A button.
- Yes/No:** Two buttons.
- Pt. Response:** A dropdown menu.
- Complications:** A dropdown menu.
- Medical Auth.:** A dropdown menu.
- Time/Date:** Two text input fields showing '14:23' and '03/13/08'.
- Comments:** A text input field.
- Provider:** A dropdown menu showing 'Manager, Med-Media'.
- Other/PTA:** Two buttons.

At the bottom, there is a table with columns: Time, Procedure, Att./Suc., and Crew Me. The table contains one entry:

Time	Procedure	Att./Suc.	Crew Me
13:29	Peripheral IV	4/1	anager, M

- **Type:** Select the **Type** of the Airway treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Confirmation:** Select the type of **Confirmation** for the Airway treatment being administered from the drop down pick list. The user can make multiple selections in this box.
- **Dest. Confirm.:** Select the type of **Confirmation** for the Airway treatment being administered from the drop down pick list, upon the arrival at the **Destination**. Only **1** item can be selected in this box.
- **Size:** Select the **Size** of the device for the Airway treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **RSI Used:** Select this check box if **Rapid Sequence Intubation (RSI)** procedures were us during the airway management of the patient.
- **Reason Unsuccessful:** Select the **Reason for Unsuccessful** airway management being administered from the drop down pick list. Only **1** item can be selected in this box.

- **Attempts:** Enter the total attempts for the Airway treatment being administered in the text box provided.
  - **Success:** Select the appropriate response for the attempts being made for Airway treatment. Select the **Yes** button if the attempt was successful or select the **No** button if the attempt was unsuccessful.
  - **Complication:** Select any **Complications** for the Airway treatment being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** for the Airway treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the Airway treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **EKG / Defib.:** Select this tab to enter any **EKG / Defibrillator** treatment being administered to the patient.

The **EKG / Defib** tab is displayed below.

The screenshot displays the 'EKG/Defib' tab within a software interface. At the top, there are several tabs: 'Vital Signs', 'Oxygen', 'IV/IO', 'Airway', 'EKG/Defib' (which is selected), 'Immob.', 'Misc.', and 'Medications'. Below the tabs, the form contains several sections:

- Top Section:** Includes dropdown menus for 'Type', 'Rhythm', and 'Rhythm at Hospital'. To the right are text boxes for 'Joules' and 'Shock #', and a 'Pulse' section with 'Yes' and 'No' buttons.
- Middle Section:** Features a 'Complications' dropdown menu, a 'Pt. Response' dropdown menu, and a 'Medical Auth.' dropdown menu.
- Bottom Section:** Contains a 'Time/Date' field showing '15:08' and '03/13/08', a 'Comments' text box, and a 'Provider' section with buttons for 'Manager, Med-Media', 'Other', and 'PTA'.
- Table:** A table with columns for 'Time', 'Procedure', 'Att./Suc.', and 'Crew Me'. The table area is currently empty and has a scroll bar on the right.

- **Type:** Select the **Type** of the EKG / Defib. treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Joules:** Enter the total **Joules** for the Defibrillation being administered in the text box provided.
- **Shock #:** Enter the total **Number of Shocks** for the Defibrillation being administered in the text box provided.
- **Rhythm:** Select the desired **EKG Rhythm** from the drop down pick list. Only **1** rhythm can be selected in this box.
- **Lead:** Select the **Lead** for the EKG Rhythm from the drop down pick list. Only **1** item can be selected in this box.

- **Pulse:** Select the appropriate response for the patient's pulse rate from the options displaying. Select the **Yes** button if the patient has a pulse or select the **No** button if the patient has no pulse during the treatment.
  - **Complications:** Select any **Complications** for the EKG / Defib. treatment being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** for the EKG / Defib. treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the EKG / Defib. treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Immob.:** Select this tab to enter any **Immobilization** treatment being administered to the patient.

The **Immobilization** tab is displayed below.

The screenshot shows the 'Immobilization' tab selected in the software interface. The top navigation bar includes tabs for Vital Signs, Oxygen, IV/IO, Airway, EKG/Defib, Immob., Misc., and Medications. The 'Immobilization' tab is active, displaying a dropdown menu for 'Immobilization'. Below this are fields for 'Complications', 'Pt. Response', and 'Medical Auth.'. There are also fields for 'Time/Date' (15:24, 03/13/08), 'Comments', and 'Provider' (Manager, Med-Media). At the bottom, there is a table with columns for Time, Procedure, Att./Suc., and Crew Me.

- **Immobilization:** Select the **Immobilization** device being administered from the drop down pick list. Only **1** item can be selected in this box at a time.
- **Complications:** Select any **Complications** for the Immobilization device being administered from the drop down pick list. The user can make multiple selections in this box.
- **Pt. Response:** Select the **Patient's Response** for the Immobilization being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Medical Auth.:** Select the **Medical Authority** for the Immobilization being administered from the drop down pick list. Only **1** item can be selected in this box.

- **Misc:** Select this tab to enter any **Miscellaneous** treatment being administered to the patient.

The **Miscellaneous** tab is displayed below.

- **Misc. Type:** Select the **Miscellaneous Type** of treatment being administered from the drop down pick list. Only 1 item can be selected in this box at a time.
- **CPR:** Select the button to display any CPR treatment administered to the patient. The **CPR** box displays to the screen when this button is selected. Select the *Cardiac Arrest, Arrest Time Prior to EMS Arrival, Cardiac Arrest Etiology, CPR Attempted, Arrest Witnessed By, Any Return of Spon. Circulation, First Monitored Rhythm, Rhythm on Arrival at Destination, Date / Time CPR Discontinued* and the *Reason CPR Discontinued* from the drop down boxes provided. Only 1 item can be selected in each drop down pick list. Select the **Ok** button to save the entries or select the **Cancel** button to exit this box..

The **CPR** box is displayed below.

- **Attempts:** Enter the total attempts for the Miscellaneous treatment being administered in the text box provided.
  - **Success:** Select the appropriate response for the attempts being made for Miscellaneous treatment. Select the **Yes** button if the attempt was successful or select the **No** button if the attempt was unsuccessful.
  - **Complications:** Select any **Complications** for the Miscellaneous treatment being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** for the Miscellaneous treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the Miscellaneous treatment being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Medications:** Select this button to enter any **Medications** being administered to your patient. When this button is selected, the **Medications tab** displays to the screen. The user has the ability to advance through the tabs for entering Vital Signs and Treatments.

**Note:** The **Time / Date**, **Provider**, **PTA** button, **Vital Signs / Procedure Grid** and the **Function** buttons work in the same manner as described in the Vital Signs tab. Please refer to the **Vital Signs** area of this manual for detail descriptions about these areas and buttons.

The **Medications** tab is displayed below.

Time	Medication	Dosage	Units	Route	Quantit	Crew Me

- **Medications:** Select the **Medication** being administered to the patient from the drop down pick list. Only **1** medication can be selected in this box at one time.
- **Dosage:** Enter the **Dosage** for the medication being administered to the patient in the text box provided.
- **Units:** Select the **Units** for the dosage being administered to the patient from the drop down pick list. Only **1** unit can be selected in this box at one time.

- **Route:** Select the **Route** of the medication being administered to the patient from the drop down pick list. Only **1** route can be selected in this box at one time.
  - **Qty:** Enter the **Quantity** of the medication being administered to the patient in the text box provided.
  - **Complications:** Select any **Complications** for the Medication being administered from the drop down pick list. The user can make multiple selections in this box.
  - **Pt. Response:** Select the **Patient's Response** to the Medication being administered from the drop down pick list. Only **1** item can be selected in this box.
  - **Medical Auth.:** Select the **Medical Authority** for the Medication being administered from the drop down pick list. Only **1** item can be selected in this box.
- **Arrowed Buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

### Transport Tab

This tab allows the provider to enter the **Transport** information for the incident.

The **Transport Tab** is displayed below.

- **Transport Mode:** Select the **Transport Mode** from the drop down pick list. Only **1** mode can be selected in this box.
- **Destination – Receiving Hospital:** Select the **Receiving Hospital** from the drop down pick list. Only **1** agency can be selected in this box.

The drop down pick list displays only the **Active** agencies selected by your company manager. Select the **Show All Agency** button to activate your entire State approved Hospital list. When the provider selects in the box now, they will be able to choose any approved facility within your State.

The **Show All Agency** button is displayed below.



Once a Hospital is select in this box, the user can select the “Corporal Strips” button to display the Receiving Agency Address box. Simply enter the agencies Name, Street Address, City, State and Zip Code in the boxes provided. Select the Ok button to save the entries or select the Cancel button to exit this box.

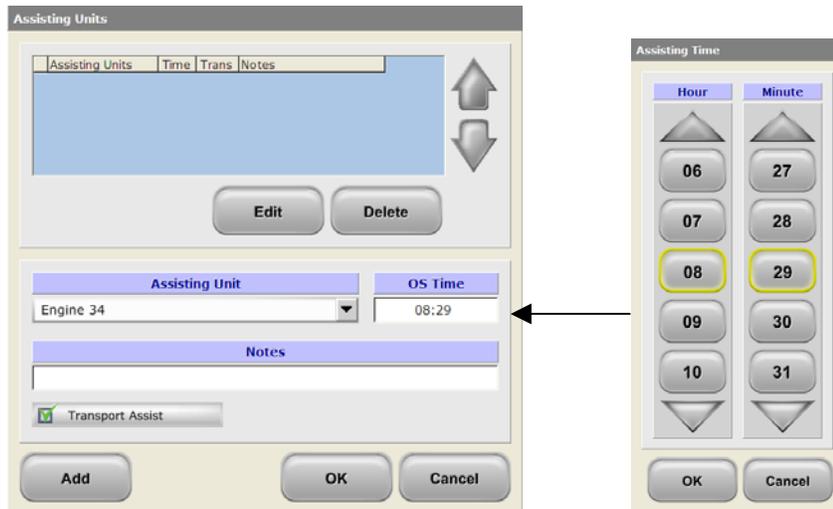
The **Receiving Agency Address** box is displayed below.

- **Condition at Facility:** Select the patient’s **Condition at Facility** from the drop down pick list. Only **1** condition can be selected in this box.
- **Receiving Facility Type:** Select the **Receiving Facility Type** from the drop down pick list. Only **1** type can be selected in this box.
- **Destination Determination:** Select the **Destination Determination** from the drop down pick list. Only **1** item can be selected in this box.

- Transport Assist Unit:** Select the **Transporting Assist Unit** from the drop down pick list. When this box is selected, the **Assisting Units** box displays to the screen. This box functions in the same manner as the **Mutual Aid** box.

Select the **Assisting Unit** from the drop down pick list. Enter the **OS Time** (On Scene) in the text box provided. Enter any additional **Notes** in the text box provided. Select the **Transport Assist** check box if this assisted unit transported the patient from the incident. Select the **Add** button to save the entry. Once the entry has been saved, the user has the ability to **Edit** or **Delete** the unit using the appropriate buttons. Select the **Ok** button to save the unit or select the **Cancel** button to exit this box.

The **Assisting Units** box is displayed below.

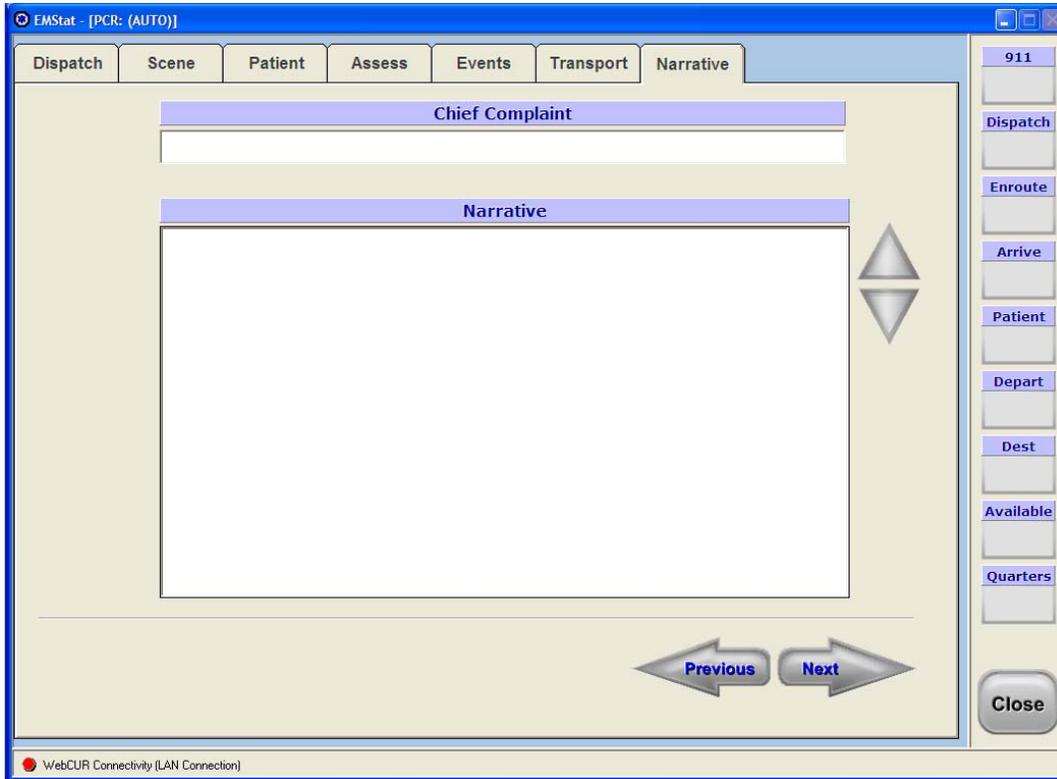


- Time:** Enter the **Time** for the Transport Assist Unit in the text box provided. When this box is selected, the **Transport Assist Unit** box will display to the screen.
- Emergency Dept. Disposition:** Select the **Emergency Department Disposition** for the patient from the drop down pick list. Only **1** item can be selected in this box.
- Hospital Disposition:** Select the **Hospital Disposition** for the patient from the drop down pick list. Only **1** item can be selected in this box.
- Arrowed buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Next Arrow** button to advance to the next tab in EMStat.

## Narrative Tab

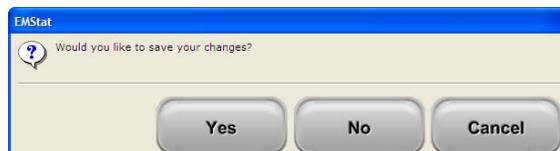
This tab allows the provider to enter the **Narrative** information for the incident.

The **Narrative Tab** is displayed below.



- **Chief Complaint:** Enter the patient's **Chief Complaint** in the text box provided.
- **Narrative:** This area can be used by the provider to type a detailed report for the incident. Select the **Up** or **Down** arrows to scroll through you typed narrative.
- **Arrowed buttons:** Select the **Previous Arrow** button to return to the previous tabs or select the **Close** button to save and exit EMStat.
- **Close button:** Select this button to **Save** and **Exit** the PCR. When this button is selected, the user will be prompted to save the PCR or simply exit and close the record without saving it. Select the **Yes** button to save the record. Once the PCR is saved, it will display on the [EMStat Home Page 24-Hour PCR Grid](#). Select the **No** button to exit the PCR without saving any entered information. When the provider selects this button the PCR will close and no information will be saved. Select the **Cancel** button to close this box, the user will return back to the PCR.

The **Close** button is displayed below.



## Med-Media Contact Information

### Technical Support Team (717-657-8200, Option 1)

The phone number listed above is to the Med-Media Technical Support Department. Our normal business office hours are from 8:00 am to 6:00 pm Monday through Friday **Eastern Standard Time**. Our office is closed during major Holidays. If the user is calling after business hours for **CRITICAL** issues only, our automatic phone attendant will answer the call. Please follow the directions the auto attendant provides and your call will be placed in the Med-Media Technical Support voice mail. The voice mailer will then page the on-call technician who will return your call within 1-Hour. ***The user should make every attempt to utilize their resources, like the On-line Help Manual or notifying their manager prior to contacting the Technical Support Department during off hours.***

The Technical Support Team can also be reached on-line during normal business hours at:

<http://www.med-media.com/support/index.shtml>

**Note: The Med-Media Technical Support Team CANNOT provide any login information, such as Passwords or WID's over the phone due to HIPPA guidelines. The user will need to contact their manager to obtain or reset their current information. The Manager login has the ability to reset the provider's passwords as well as the ability to reopen locked PCR's for the user.**

**Note: It is imperative when leaving a message to leave your Name, Phone Number, and EMS Company first before giving any technical information about your problem. The Technical Support Team also requests that you physically be at the computers location at the time of the call to determine the exact cause of the problem as well as to correct the issue in a timely manner.**

### Sales Department (717-657-8200, Option 2)

The Phone number listed above is to the Med-Media Sales Department. Our normal business office hours are from 8:00 am to 5:00 pm Monday through Friday **Eastern Standard Time**. Our office is closed during major Holidays. If you are calling after normal business hours, please leave a detailed message including your name, phone number and reason for calling. The Sales Team will return your call at their earliest convenience.

**Please contact the Sales Department to inquire about additional licenses, add on modules, customization for EMStat, schedule training and questions regarding your yearly maintenance and outstanding bills.**

## Med-Media WebCUR – State Data Repository

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### Product Description

Med-Media's Public Safety Portal is a web-based solution for data warehousing and report generation in addition to a significant feature set of productivity tools that allow for more efficient operation of your organization. The WebCUR Public Safety Portal is based on Med-Media's WebCUR platform.

From a data collection perspective, the Public Safety Portal integrates Med-Media EMStat clients and provides a Web-based means for first responders, hospitals, ERs and administrators to monitor area hospital capabilities and availability as well as offering possibilities for next generation EMStat thin clients.

Through the ability to archive data via the Portal or your personal data center website, WebCUR will provide full reporting capabilities to authorized clients and over time, will provide the ability for electronic reporting instead of the labor-intensive paper process. The client to server communications is done via standards based, 128-bit SSL and the web based application client is accessible from any standards based web client.

Data backups and disaster recovery are significant issues for EMS units that are not equipped to be data centers. The simple ability to be able to store critical data on a remote web site via a secure Internet connection will provide important backup and disaster recovery functionality to these remote operations

The WebCUR Public Safety Portal also offers a valuable set of office management tools to assist in the operation of your organization. Schedule your crew rosters, share discussions online with fellow company members, manage tasks in a shared environment more effectively than ever, and synchronize all of these operations with your PDA for use away from the station.

### Differentiators

Med-Media's solution allows for a standardized method for collecting data for reporting without the costs associated with maintaining a system locally. The portal permits the user to certify individual access to their data, and also permits the individual user to generate customized reports without having to create reports via a database or spreadsheet application. Oversight by administration, medical director or other surveillance agencies is easily accomplished.

Hospital Status features also provide the ability for area hospitals to keep providers to their facility up to date with current availability and receive patient care reports in advance of patient arrival via R-EMStat Wireless Sync capabilities. The Hospital Status functionality also allows for Mass Casualty Incident management. When this feature is activated, various features permit authorized personnel to identify bed availability and status in times of disaster.

### Total Patient Care Reporting Management

Please refer to our website at <http://www.med-media.com/ems/webcur.shtml> for a detailed description about the Med-Media *Total Patient Care Reporting Management* system including Hospital Access to WebCUR for patient and document review.

### System Requirements

Connecting to WebCUR is best accomplished via a 56K modem and requires a web browser with 128-bit SSL capability, as determined by the customer. Secure exchange of data may be accomplished in WebCUR via slower dial-up connections. The speed of data transfer is determined by the connection. The customer determines the full extent of security measures.

## Med-Media WebCUR Data Repository - Login Screen

The Med-Media WebCUR Data Repository Login screen can be accessed through any secured *Internet* connection or directly through the *Med-Media EMStat 4* application.

**Warning:** Once a provider accesses the WebCUR website, they are locked within the websites URL and **CANNOT** browse outside to other websites.

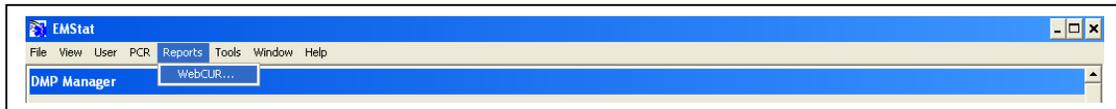
**Note:** The provider login will only be able to view the PCR's and Menu items for their permissions set by the manager. *Please refer to your manager to update your permissions within EMStat and WebCUR.*

**Note:** Providers **SHOULD NOT** duplicate their login by accessing WebCUR from EMStat and then through the website. The provider will receive a **Duplicate** login message when this occurs.

### WebCUR Login – Med-Media EMStat 4 application

1. Open and **Login** to the Med-Media EMStat 4 application. *The computer must be connected to the Internet prior to using this feature.*
2. Select the **Reports** submenu. WebCUR will validate the providers WID and password during initial EMStat login and then automatically display the **WebCUR Data Repository** screen.

The **Med-Media EMStat 4 - Reports – WebCUR** sub menu is displayed below.



### WebCUR Login - Internet URL Connection

1. Make sure you are **NOT** logged in to EMStat 4 application when using this Internet access.
2. After connecting to the Internet, go to your States Med-Media WebCUR Website Home Page.
3. Enter your **WebCUR ID (WID)** followed by your **Password** in the text boxes provided and then select the **Login** button.

**Warning:** The WID is **NOT** your provider name used in EMStat 4, it is the **WebCUR WID** created by EMStat. Please refer to [Appendix C](#) for detailed description about provider WID's.

**Note:** The **Password box** is case sensitive, please confirm that you cap-locks are off and that you are entering the password exactly how it was created In EMStat or WebCUR.

4. Select the **Login** button once the WID and password have been entered to access the WebCUR Data Repository.

5. Select the **Email Password** button if you forgets your password. The password will be sent to the logins email address entered by the manger in the [WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts](#) area.

**Warning:** WebCUR passwords should only be changed in WebCUR for logins that **DO NOT** use EMStat.

The **Med-Media WebCUR URL Login Screen** is displayed below.

## WebCUR Permissions

The manager login to WebCUR has the ability to set various permissions and access rights for individuals within your company. Simply edit the desired provider in the [WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts - Permissions](#) area. Select the desired permission box from provider and then select the “**Update Permissions**” button. A list of **WebCUR Permission (WCPERM)** and access rights as displayed below.

**Warning:** WebCUR Permissions should only be changed in WebCUR for users that **DO NOT** use EMStat. For providers using EMStat, please make all changes **including permissions** in the **Tools – Common Support Lists – Crew Security Level** area of EMStat.

- **Individual:** This is the most basic access that allows a user to login to the WebCUR system. The provider will only see PCR’s that they were the Crew Chief on.
- **Manager:** A manager has the ability to control the affiliate roster and permissions for other people on the roster. They can also view **ALL** PCRs on the system for that affiliate.
- **Supervisor:** A Supervisor has the ability to run reports for all trips performed by the affiliate. The supervisor can (by default) see all PCR information. This permission has limited access to other WebCUR reports and feature in WebCUR compared to the manager.
- **QA:** This user has the ability to perform Quality Assurance on PCRs in the system for this affiliate.

- **Doctor:** The Medical Director has the ability to view **ALL** PCR information for trips run by an affiliate. They also have the ability to perform QA on these PCR's.
- **Billing:** A billing representative for an affiliate can download PCR information necessary to perform billing as well as view PCRs on the system for the affiliate.
- **Raw Uploader:** This provides access for an individual to upload statistical information such as a RAW file for the affiliate. This login has very limited access to reports and features in WebCUR compared to the User login.
- **Affiliation Hide Demographics:** This option will hide **All** demographic information for the PCR's in WebCUR. *This option will only affect the provider's login permission for this agency.*
- **Affiliation Hide Narrative:** This option will hide **All** narrative information for the PCR's in WebCUR. *This option will only affect the provider's login permission for this agency.*
- **Platoon Leader:** A platoon leader is allowed to view PCR's for a manager-defined list of providers in an affiliate.

## WebCUR Main Reporting - Home Page

The Med-Media WebCUR **Home Page** contains the *Menu bar*, *Print this Page* button, *Date Range* box, *Quality Assurance Icon Key* descriptions, *PCR Listing* area, *Portal View* setup and the *Export to Excel* button.

**Note:** WebCUR has multiple levels of login for providers. Some Menu items and features in WebCUR described below may **NOT** display on your screen due to your set login permissions. Please contact your company manager to change your WebCUR permission level.

**Note:** The provider has the ability to view the **WebCUR Home Page** in a **Classic** (displayed below) view or **Portal** view. Please refer to the [WebCUR Portal view](#) section of this manual for changing your initial login screen.

The **Med-Media WebCUR (Classic view) Home Page** is displayed below.

**Icon Key**

<input checked="" type="checkbox"/> Closed for Q.A.	<input checked="" type="checkbox"/> Reviewed by Supervisor/Manager
<input checked="" type="checkbox"/> Requires Provider's Acknowledgement	<input checked="" type="checkbox"/> Manager Review Requested
<input checked="" type="checkbox"/> Reviewed by Medical Director	<input checked="" type="checkbox"/> Medical Director Review Requested

PCR Listing: Affiliate View (All)  
City and County of Honolulu EMS  
Date Range: 02/03/2006 - 02/03/2006

	PCR Number	Date	Owner	Unit ID	MCD	Incident Type
<input type="checkbox"/>	0690001	02/03/2006	CC Manager			Unknown
<b>Total PCRs:</b>		1				

[Export PCRs to Excel](#)

- **Menu Bar:** The *Menu Bar* contains the **Registry**, **WebPCR**, **Data Entry**, **Upload**, **Review**, **Reports**, **Virtual Office**, **Maintenance**, **Year**, **Help** and **Logout** menus.
  - **Registry:** The WebCUR Registry is used to collect the new State Public Health Electronic EMS Data System required agency demographic information. This information is part of the migration of the data to the National EMS Information Systems (NEMSIS) data set. This menu contains the *Agency Administration* and *Registry User Manual* sub menus.
    - **Agency Administration:** Select this sub menu to complete the Registry. When this menu is selected the **Agency General** and **Agency Contact** tabs display to the screen. *Please refer to the Registry User Manual menu for a detailed description on steps for using the Registry.*
    - **Registry User Manual:** Select this sub menu to view the User Manual for the Registry. The manager should review this document prior to completing the Registry Agency tabs.
  - **WebPCR:** WebPCR is a **web based** incident reporting solution for Prehospital care providers. This application can be used purely as a web based data entry system or in conjunction with the Med-Media EMStat 4 module. This menu contains the *Create a New WebPCR*, *Crew Management*, *Unit Management*, *Station Management*, *PCR Number Management*, *PCR Listing (Incomplete Charts)* and the *View Incomplete/Auto-Backed Up WebPCR's* sub menus. *Please refer to the [Help](#) menu section of this manual for a detailed description about the **WebPCR Entry** system.*

**Note:** This menu will only display for customers that have purchased this feature. Please contact the [Med-Media Sale Department](#) in regards to menu item.
  - **Data Entry:** The Data Entry menu is used by specific State DOH agencies for the purpose of gathering minimal required data elements for an incident. This menu contains the *Enter New Report*, *List Incomplete Reports*, *Enter Non-Emergency Transport* and the *Epistry (when applicable)* sub menus. *Please refer to the [Help](#) menu section of this manual for a detailed description about the **Web Data Entry** system.*

**Note:** This menu will only display for customers using the State Web Data Entry system. This menu is not available for EMStat or WebPCR customers.
  - **Upload:** This Upload menu is used for uploading the .RAW or .XML files to the Med-Media WebCUR Data Repository. This menu contains the *Web Raw Uploader* and *Web NEMSIS Uploader* sub menus. *Please refer to the [Help](#) menu section of this manual for a detailed description on how to use the **WebCUR Raw Uploader** and **WebCUR NEMSIS Uploader** menus.*

**Note:** This menu will only display for Non-Med-Media customers.

- **Review:** This menu contains the Q.A. *Un-Reviewed PCR Listing*, Q.A. *Reviewed PCR Listing* and the Q.A. *Daily Audit Report* sub menus.
  - **Q.A. Un-Reviewed PCR Listing:** Select this menu to display **All** the PCR's that have **NOT** been reviewed for *Quality Assurance (Q.A.)*. The PCR listing displays from the current date and back one month by default. To change the date range for your listing, simply click on the drop down arrowed boxes in the **Date Range box** and select the desired dates. Select the **Run Report** button to create your new listing. The user also has the ability to export or print the listing in Microsoft (MS) Excel, Adobe PDF or a MS Word document. Once the charts displays in the **PCR Listing area**, select the desired **PCR Number** to Q.A. that report. Once the PCR displays to the screen, the provider has the ability to Re-Open the PCR, review the PCR, Billing Page, Data Elements and the File Attachments areas for that record. Select the **Edit QA / Provide Ack.** button to enter Q.A. comments for the report. *Please refer to the Reports – General Reports – PCR Listing menu for detail descriptions about the Re-Open, Billing, Data Elements View, PCR View and the File/Add Attachments buttons.*

When the **Edit QA / Provide Ack.** button is selected, a **Q.A. Updates** window for this PCR displays to the screen. Once the Q.A. comments are completed and then saved for the record, the PCR will display an icon in front of the PCR displaying what type of QA was performed on that record. *Please refer to the Quality Assurance Icon Key descriptions box section of this manual for a display description for the description icons.*

**Note:** The available **“Check boxes”** displaying in this window will vary depending upon your **permissions** set in WebCUR. Certain boxes may not be accessible for your login.

The **Q.A. Updates** window is displayed below.

- **Request Manager Review of PCR:** Select this check box to request the company *Manager* to review the PCR.

- **Actions:** Once this box is selected, the QA Icon will display the “**Manager Review Requested**” symbol in front of the record, prompting the Manager for review. An **EMAIL** will be generated to the Manager requesting that QA be performed on this PCR. Once the QA Comments are saved by the QA person, the record will return to the PCR Listing screen with the new icon.

When the Manager reviews and then saves any comments to the PCR, the QA Icon will then change to the “**Reviewed by Supervisor/Manager**” symbol in front of the record. An **Email** will be generated to the Author of the PCR as well as the QA person.

- **Request Medical Director Review of PCR:** Select this check box to request the company *Medical Director* to review the PCR.

- **Actions:** Once this box is selected, the QA Icon will display the “**Medical Director Review Requested**” symbol in front of the record, prompting the Medical Director for review. An **EMAIL** will be generated to the Physician requesting that QA be performed on this PCR. Once the QA Comments are saved by the QA person, the record will return to the PCR Listing screen with the new icon.

When the Medical Director reviews and then saves any comments to the PCR, the QA Icon will then change to the “**Reviewed by Medical Director**” symbol in front of the record. An **Email** will be generated to the Author of the PCR as well as the QA person.

- **PCR Requires Provider’s Acknowledgement:** Select this check box to request the *Provider’s* acknowledgement that they review the Q.A. comments made to their PCR.

- **Actions:** Once this box is selected, the QA Icon will display the “**Request Provider’s Acknowledgement**” symbol in front of the record, prompting the Provider for review. An **EMAIL** will be generated to the provider requesting that they review the record and then acknowledge that, for this PCR. Once the QA Comments are saved by the QA person, the record will return to the PCR Listing screen with the new icon.

When the Provider reviews and then saves the acknowledgement to the PCR, the QA Icon will then change to the “**Closed for QA**” symbol in front of the record. An **Email** will be generated to the QA person.

- ❑ **PCR is CLOSED for Q.A.:** Select this check box to *Close* Q.A. for this PCR.

  - **Action:** Once saved, the PCR will be removed from the **Q.A. Un-Reviewed PCR listing** and placed in the **Q.A. Reviewed PCR listing**. The provider performing Q.A. on the PCR should always close the PCR for Q.A. once the review has been completed. The QA Icon will display the “**Closed for QA**” symbol in front of the record.
  
- ❑ **Disposition:** Select the desired QA *Disposition*, if applicable, from the drop down pick list. Please refer to the [Q.A. Daily Audit Report](#) section of this manual for steps for adding and removing dispositions in this list.
  
- ❑ **Current Q.A. Invite List:** This area contains the *Current Q.A. Invite Display List*, *WebCUR ID*, *Common Q.A. People*, *Add Person* and the *Delete Person* boxes.

  - **Current Q.A. Invite list:** This list displays all the people *invited* to participate in the Q.A. process of the PCR. The Q.A. Officer has the option of adding or deleting people from this list.
  - **WebCUR ID:** If the desired name does not display in the *Common Q.A. Persons list* and you want that person involved with the Q.A. process, enter that providers **WebCUR ID** in the text box provided.
  - **Common Q.A. Peoples:** Click on the drop down arrow box to select the people you want involved with the auditing of the PCR. The list will display the PCR’s Crew Chief and all providers within the agency that have the able to preform auditing. When a person is selected, their name will display to the **Current Q.A. Invite List**.
  - **Add Person:** Select the **Add Person** button to add either the *Common Q.A. Person* or *WebCUR ID* to the **Current Q.A. Invite list**.
  - **Delete Person:** This button is used to delete people from the **Current Q.A. Invite list**. To remove a person from this list, simply highlight the desired person you want to delete and select the **Delete** button.
  
- ❑ **Additional Q.A. Comments:** Enter the Q.A. comments in the text box provided. The login can select the **Make these new comments Private** check box to make the comments private from the PCR author of the report and only visible to the QA officers.

- ❑ **Save Q.A. Updates:** Select this button to *Save* or *Update* any comments entered into the **Additional Q.A. Comments box**. **When the comments are saved, every person listed in the Current Q.A. Invite List will be notified by email that Q.A. was performed on this PCR.**

**Note:** The manger for the agency will need to edit each provider's account in WebCUR and enter an email address for that provider. Once Q.A. has been saved, an email will be sent to the provider letting them know that auditing was performed on their report. *Please refer to the [WebCUR – Maintenance – Affiliate / User Management – Create / Edit User Accounts - User Login](#) section of this manual for a detail description about entering provider email account.*

- ❑ **Close this window:** Select the *Close* button to exit the QA Updates window.
  
- **Q.A. Reviewed PCR Listing:** Select this menu to display **All** the PCR's that have been reviewed for *Quality Assurance (Q.A.)*. The PCR listing displays from the current date and back one month by default. To change the date range for your query, simply click on the drop down arrowed boxes in the [Date Range box](#) and select the desired dates. Select the **Run Report** button to create your new query. The user also has the ability to export or print the listing in Microsoft (MS) Excel, Adobe PDF or a MS Word document.

Once the query displays in the [PCR Listing area](#), the Q.A. features will function in the same manner as described in the [Q.A. Un-Reviewed PCR Listing](#) section of this manual.

- **Q.A. Daily Audit Report:** Select this sub menu to display the Daily Audit Report. This Q.A. report gives the Login the ability to select certain fields that pertain to Q.A. and query for values that pertain to your company. The report allows the login to search in the following criterias.
  - ❑ Crew Chief
  - ❑ Treatment
  - ❑ Medications
  - ❑ Provider Impressions
  - ❑ Scene Time (>) in minutes
  - ❑ Time of Intial Vital Sign (>) in minutes
  - ❑ Total Glasgow Coma Scale
  - ❑ Systolic Blood Pressure
  - ❑ Pulse Rate
  - ❑ Respiratory Rate
  - ❑ Ability to determine matching critetia with Transport Modes

The report will display the Date, PCR Number, Location/Municipality, Patient Name, Crew, Disp/Available Time, Outcome/Receiving Agency, Nature of Call, Complete status and QA Disposition. The report will then run based upon the criteria chosen and will display all PCR Numbers that fit those criterias for that particular field. Therefore, a PCR could show up in all ten fields, if it meets those specific criteria, or it might only show up once.

The QA Disposition field is a company specific text field that will display in the report. The defaults for QA Disposition are "Pending" and "Resolved" but can be whatever the company manager chooses (ie Grade1, Grade2, Grade3, ABCD, etc.). It is recommended to come up with the QA Disposition fields before starting and stick with them.

**Note:** Only **Manager** level users can configure or update the QA Daily Audit report settings, however anyone with QA, Supervisor or Manager permissions can **RUN** the report.

The report setting can be configured from the "**Daily Audit Report Setting**" link, near the top of the report, however if someone with less permissions clicks the link, it will notify then that they need Manager rights.

The "**QA Disposition**" is a new field in the QA Update section. Users with the ability to mark "PCR is Closed for QA" have the rights to mark the QA Disposition box (ie Manager, QA and Supervisor). Basic users do not have this ability.

**Note:** Choosing "**CLOSED for Q.A.**" will **REMOVE** that particular PCR from showing up in the report, as it is considered closed.

Therefore, if this feature in QA "**PCR Is Closed for QA**" is not being used, then it should be used if those PCR's do not want to be shown in the report, but that is up to the Manager.

- **Reports:** The *Reports* menu has several categories to choose from for the *Provider, QA Officer, Supervisor, Manager, Medical Director, Billing Agency, Regional Council* and for the *State DOH* logins. Depending on your login permission, some of the report sub menu will not display. This menu contains the **Report Builder, Reporting In-box, General Reports, GeoCoding Reports, Activity by, Company Reports, Region Info. / Reports** and the **DOH Reports** sub menus.

**Note:** *The Manager logins will have an additional option button that displays beside the **Run Report** button (+). This option button allows the login to select additional choices for specific report building. Please refer to the **Date Range box** section of this manual for a detailed description about this area.*

**Note:** *The login also has the ability to export or print the report information into a **Microsoft EXCEL** spreadsheet, **Adobe PDF** or a **Microsft Word** Document. Select the desired button to export or print the document, which are located above the Menu bar.*

- **Report Builder:** The *Report Builder* allows the login to dynamically build a personalized report on the data stored in the WebCUR system for your agency. The **Report Builder** contains the *Pre-Built System Templates*, *Report Builder grid*, *Add a New Report*, *View Report Templates* and the *Edit Folder* option buttons.

**Note: The Report Builder section of WebCUR allows manager with reporting experience to generate and create personal reports. Please contact the [Med-Media Sales Department](#) for specific questions regarding the Report Builder or if you would like to attend or schedule onsite training for the Report Builder and WebCUR.**

- **Pre-Built System Templates:** If you would like to create a report based on a pre-built system template, simply select the [Click this Link](#) button. The **Report Builder Templates** contain the *Templates Name*, *Actions*, *Date Saved* and the *Author* of the template. Select the **Report Builder Home** button to return to the **WebCUR Report Builder Home** page.
  - **Template Name:** The *Template Names* allow you to build a report based on a pre-built system template. Simply Click on the desired report name and the report builder editor will be loaded. Please refer to the [Report Builder – Data Source](#) select of this manual for a detailed description about modifying the template report fields.
  - **Actions:** The *Actions* area contains the **Delete** button. Select the **Delete** button to remove the desired Template Name from your list.
  - **Date Saved:** This area displays the *Date* and *Time* that the template was saved by the author into WebCUR.
  - **Author:** This area displays the *Authors* name who created the template.
- **Report Builder Grid:** This is the first page or **Home Page** that displays when entering the **Report Builder** sub menu. The *Report Builder Grid* displays all the report names that have been created in the *Report Builder*. The user has the option to change the view of the grid by clicking on the **All Folder / Reports** or **Default Reports** from the drop down pick list. The Report Builder Grid contains the *Actions*, *Report Name*, *Folder*, *Public / Private*, *Date Saved* and *Author* columns.
  - **Actions:** This column allows the user to perform Actions to a specific report. This column contains the *Delete Saved Report*, *Edit Saved Report*, *Copy Report* and the *Load Saved Report* options.
    - **Delete Saved Report:** Select this option to **Delete** the desired report from WebCUR. The user will be prompted to confirm the deletion prior to the removal of the report.

- **Edit Saved Report:** Select this option to **Edit** the report. *Please refer to the [Add a New Report](#) section of this manual for a detailed description about the Editing/Modifying and Saving changes features.*
- **Copy Report:** Select this option to make a **Copy** of the desired report in the list. Once selected, the reports data sections will display to the screen. *Please refer to the [Add a New Report](#) section of this manual for a detailed description about modifying and saving the new report.*
- **Load Saved Report:** Select this option to **Load** and **Run** the desired report to the screen. Once the report loads to the screen, the user can modify the date range or edit/modify the data sources. Select the **Run the Report** button to run the report. *Please refer to the [Add a New Report](#) section of this manual for a detailed description about modifying and saving the report.*
- **Report Name:** This column displays the list of reports saved in the **Report Builder Grid**. By clicking on the desired **Report Name**, the report will load to the screen displaying the reports basic information. The user can modify the **Report Date** and then generate the final report. Select the **Run the Report** button to run the report. *Please refer to the [Add a New Report](#) section of this manual for a detailed description about modifying and saving the report.*
- **Folder:** This column displays the *Folder* that the desired report is stored. The user can edit the report and changed the desired folder location at any time. *Please refer to the [Add a New Report](#) section of this manual from detailed descriptions about the Folder setup and storage.*
- **Public / Private:** This column displays the reports access that the **Author** has set for the report. **Public** reports can be viewed by anyone within the agency while **Private** reports can only be view by the author. *Please refer to the [Add a New Report](#) section of this manual from detailed descriptions about the feature.*
- **Date Saved:** This column displays the *Date* and *Time* that the report was saved by the author into WebCUR.
- **Author:** This area displays the *Author* of the report.

- **Add a New Report:** Select the *Add a New Report* button to create a new report in the Report Builder. When this button is selected the user will be prompted to customize and create the new report. This area contains the *Data Source*, *Columns*, *Column Format*, *Grouping*, *Sort*, *Search Criteria* and the *Finalize & Save* tabs.

Simply follow the steps below for creating a new report. Once the new report has been saved, the author can always edit and modify any tab to get the desired data and results.

**Note:** Please contact our [Sales Department](#) to schedule a training session for the Report Builder.

**(Step 1) Data Source:** Select a data source for the report.

This is the first area that displays when a new report is being created. **The user MUST complete all the required fields prior to advancing to the next step.** Select a data source for the report from the **Primary Data Source** drop down pick list. The author can only select 1 *Primary Data Source* in this box.

Once the data source has been selected, the user has the ability to include other data objects to the primary data source by selecting them in the **Join Relationships** area. Some **Primary Data Sources** allow the user to **Join Relationships** with other data sources. Select the desired joint data source from the **Description of Relation** column and then check the **Enabled** check box.

Select the **Next Step** button to advance to the next step. Select the **Save Report** button to save any entries made to this tab. *The user may be prompted to complete other areas of the Report Builder prior to it being saved.* Select the **Report Builder Home** button to return to the main **Report Builder** screen.

**(Step 2) Columns:** Select the desired data elements in the column and display order.

The *Columns* area displays a list of all the data elements (i.e. *columns*) from the **Primary Data Source** and the **Join Relationship Data Sources** selected on the [Data Source](#) tab. Select the desired **Column** from the choices available. Once the *Column* is highlighted, select the ">>>" button to add it to the report. Once selected, the **Column's Name** will display in the **Reports Columns box**. The author can also remove columns from this box as well, simply highlight the desired column name and then select the "<<<" button. The author also has the ability to order the columns for the report. Highlight the desired column and then select the **Up** or **Down** buttons to places your items in the desired order that you want them to display in the report. Select the **Previous Step** to return the last tab of the report builder. *The Next Step, Save and the Report Builder Home buttons work in the same manner as described in the [Data Source](#) tab.*

**(Step 3) Column Format:** Select the format for each column.

The *Column Format* area allows the author to choose a format for each column. The **Report Columns** displays the list of columns selected in the [Columns](#) area. The author has the ability to change the title of each column listed by clicking in the **Header** box. Enter the desired **Header** in the text box provided and then click out of the box to save the changes. Select the desired **Footer** for the column from the drop down pick list (if applicable). Select the desired **Alignment** for each column from the drop down pick list. Select the check box under the **Report Column** to **Include Total Row Counts in the report**. The **Previous Step**, **Next Step**, **Save** and the **Report Builder Home** buttons work in the same manner as described in the [Data Source](#) tab.

**(Step 4) Grouping:** Select the grouping for the columns.

The *Grouping* area allows the author to setup display grouping for specific *Columns*. Select the desired **Column** from the drop down **Grouping** pick list. *If no grouping is desired for the report, simply **Skip** this area and advance to the next step.*

Select the **Display Group Totals** option from the drop down pick list. If you enable this option, your report will consist of lines consisting of the grouped field and the total number of records found for this particular group.

If you would like the report builder to attempt to “merger” rows of a report, select the field you would like to act as the key for this operation from the **Merging Rows (Advanced Option)** drop down pick list. This should be used if your report shows multiple instances of a particular key field, with only one other value on the report row. *This is an advanced feature and should be left as the default for most reports.* The **Previous Step**, **Next Step**, **Save** and the **Report Builder Home** buttons work in the same manner as described in the [Data Source](#) tab.

**(Step 5) Sort:** Select the desired sort options for the rows.

The *Sort* area allows the author to sort the initial view of the report to be ordered in a particular column. Select the **Initial Sort Row** from the drop down pick list. Select the **Secondary Sort Row** from the drop down pick list. The user also has the option of displaying the rows in a **Ascending** or **Descending** order. *If no Sorting is desired for the report, simply **Skip** this area and advance to the next step.* The **Previous Step**, **Next Step**, **Save** and the **Report Builder Home** buttons work in the same manner as described in the [Data Source](#) tab.

**(Step 6) Search Criteria:** Select the search criteria's for the report.

The *Search Criteria* area allows the author to select search criteria's for the report. The user can do **Column Specific Search Criteria** by choosing from the option boxes that display. Select the **Not Compare** check box if you do not want to perform a specific search for that option in the report. Select a **Starting Date** and an **Ending Date** for the report from the drop down pick boxes. The user also has the option to select the specific date range from the **Pre-Set Date** box. The user can further break down the report by selecting a desired **Provider (WebCUR ID)**, **Incident Type**, **Trips to Include**, **Region**, **Station**, **Municipality (MCD/FIPS)** and **Affiliate**. The user also has the ability to select multiple MCD/FIPS for the search. Simply highlight the desired items in the list prior to running the report. Select the **Clear All Selections** button to reset your selections. By leaving the choices unselected, the report will return **All** available data you have permission to view. *The Previous Step, Next Step, Save and the Report Builder Home buttons work in the same manner as described in the [Data Source](#) tab.*

**(Step 7) Finalize & Save:** Finalizing and saving the report.

The *Finalize & Save* area allows the author to give the report a name and description, pick a template and save the report. Enter the new **Report Name** in the text box provided. Enter a **Description** for the report in the text box provided. Select the desired view and run command from the **Public / Private** pick list. *If the user selects the Private option, only the author can view and run the report.* If the user selects the **Public** option, everyone within the organization can view and run the report. Select a **Report Style** from the drop down pick list. The user can select the "**View Style**" button to view a sample of the report style. *The Previous Step, Next Step, Save and the Report Builder Home buttons work in the same manner as described in the [Data Source](#) tab.*

- **Basic Report Load and Run:** Once the report has been [Finalized & Saved](#), the reports name will now display in the [Report Name](#) list on the main screen of the Report Builder. Select the desired **Report Name** from the list by simply clicking on the report name. When the report is selected, the **Report Load** page will display to the screen. This area displays the *Basic Report Information*, The *Date Range* box, the *Run the Report*, *Export Report to Excel*, *Geo Map Incidents*, *Create PDF*, *Create PDF (Landscape)*, *Create Word Document*, *Edit Report* and the *Report Builder Home* buttons.
  - **Basic Report Information:** This area displays the *Key* and *Values* set for the report selected. The user can always edit the report to make any changes to this information prior to running the report.

- **Date Range box:** Select a **Starting Date** and an **Ending Date** for the report from the drop down pick boxes. The user also has the option to select the specific date range from the **Pre-Set Date** box.
- **Run the Report:** Select this button to **Run** the report. Information gathered from the report will display to the screen. The report will also display the **Date** and **Time** the record was created.
- **Export Report to Excel:** Select this button to **Export** the final report to a Microsoft Excel spreadsheet.
- **Geo Map Incidents:** Select this button to insert the reports information into a Geo Mapping screen. The user also has the ability to change the view from **Geo Mapping** to a **Satellite** or **Hybird** view and then **Increase** or **Decrease** the view of the map.
 

**Note:** The Geo Mapping report gathers and plots information from the **Incident Address** in the PCR. If information is incomplete in the address, the PCR will not display in the view.
- **Create PDF:** Select this button to **Export** the final report to an Adobe Acrobat PDF document. The report will save and then display as a **Portrait** view.
- **Create PDF (Landscape):** Select this button to **Export** the final report to an Adobe Acrobat PDF document. The report will save and then display as a **Landscape** view.
- **Create Word Doc.:** Select this button to **Export** the final report to an Microsoft Word document.
- **Edit Report:** Select this button to edit the current report. The user will be taken to the *Data Source* screen for the report. If the report has been saved as **Private**, only the author can edit the report. *Please refer to the [Data Source](#) section of this manual for a detailed description about editing, modifying and than saving the report.*
- **Report Builder Home:** Select this button to return to the main **Report Builder Home** page.



- ❑ **Admission Summary:** Select this menu to create a report for *Admission Summary*. This report displays a total *Count* and *Frequency* of all *Facilities* your agency transported patients to. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Age / Sex Demographics:** Select this menu to create a report for *Age / Sex Demographics*. This report displays the *Age Range* and *Sex Demographics* breakdown for the PCR's uploaded to WebCUR, along with a percentage breakdown. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Dest. Determination:** Select this menu to create a report for *Destination Determination*. This report displays a breakdown of the *Destination Determination Count* and *Percentage by Hospitals*. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query. The user can also click on the **Hospital Name Hyperlink** to perform a further breakdown report per PCR.
- ❑ **Detailed Skill Report:** Select this menu to create a *Personal Detailed Skill Count* report. This report displays all **ALS** and **BLS skills** that the provider performed. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Import Error Log:** Select this menu to create a report for **WebCUR Raw Uploader** Import file errors. The report displays the *Date file Processed*, *Lithocode Number*, *Affiliate Number*, *Trip Number* and *Error Description* for the date range selected. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.

**Warning:** This report option will only display for **Non-EMStat** customers.

**Note:** Please contact your software vendor to correct any Critical and Non-Critical errors displaying in this report. Records that have any Critical errors in the file will not import into WebCUR Data system.

- ❑ **Manager Detailed Skill Report:** Select this menu to create a *Detailed Skills* report for your providers. Once this tab displays, enter the **Name** of the report in the text box provided. Select the desired **Provider's Name** from the drop down pick list. *Only 1 provider report can be created at a time.* The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query. The login also has the ability to export report information into an Excel file instead of printing report. Simply select the **Export to Excel File** option prior to running the report.
- ❑ **Medication Report Builder:** Select this menu to create a *Medication* report. Once this tab displays, enter the **Name** of the custom report in the text box provided. Select the **Medications Name** for the report you want to create from the drop down pick list. The user has the ability to select several medications in this list. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query. The login also has the ability to export report information into an Excel file instead of printing report. Simply select the **Export to Excel File** option prior to running the report.
- ❑ **Municipalities / FIPS Report:** Select this menu to create a report for *Municipalities / FIPS*. This report displays a total *Count* and *Frequency* of all *Municipalities / FIPS* that your agency has responded to. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **PCR Calendar View:** Select this menu to display a *Calendar View* report for all the PCR's uploaded to WebCUR. The manager has the ability to view any PCR listed by simply clicking on the **PCR Number**. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **PCR Listing:** Select this menu to display a *PCR Listing* for **All** records uploaded to WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.

The PCR Listing report displays the *PCR Number*, *Date* of the incident, *Owners*, *Unit ID Number*, *MCD* and *Incident Type*. Select the *Column Name* to sort the column by a specific order. The PCR Numbers column also displays any Q.A. Icon keys for Q.A. performed on that record. Select the desired **PCR Number** *hyperlink* to display and review the record.

Once the PCR has displayed to the screen, the manager has the ability to **Re-Open** the locked PCR for the provider or display the *Billing*, *Data Elements View* / *Add Attachments* and the *Edit Q.A* for the record.

The **Re-Open**, **Billing**, **Data Element View** and **Add Attachment** buttons are displayed below.



- **Re-Open Button:** **By default, PCR's are locked down 24-Hours after the PCR is saved by the provider and 1-week for the company Managers.** Select the **Re-Open** button to unlock the PCR for editing. Once the PCR is unlocked, the record will display on the **24-Hour Grid** on the Home page of EMStat. This action will also unlock the PCR for the manager for another week. Once the time frames have past the record becomes locked down again. *Please email the Med-Media Technical Support team at [TechSupport@Med-Media.com](mailto:TechSupport@Med-Media.com) to change these default time frames.*

**Warning: The Med-Media Technical Support team CANNOT reopen any locked PCR's for users. Any calls received by the provider will be directed to contact their affiliate managers for assistance in unlocking the record. Managers do have the ability to unlock records through any secure Internet URL.**

- **Billing:** Select this button to display the *Billing* pages of the report. This *Read-Only* page displays all the billing information entered in the PCR. Any changes that need to be made on this page will need to be done in EMStat.
- **Data Elements View:** Select this button to display the *Data Elements View* of the PCR. Select the **PCR View** button to return to the original WebCUR PCR display.
- **Add Attachments / View Attachments:** This option in WebCUR allows the user to attach any type of file to your PCR. Attachments will only be viewable by any individual with access to this PCR. To **View** the attachment, simply click the "**Open file in this Window**" link for the PCR. To delete the attachment, simply click on the **Delete** icon to remove the file from the PCR.

To **Add** an attachment (such as an *EKG Strip*, *ED* or *Billing* face sheets, *Risk Management* forms and *Refusal* forms) to your PCR, simply enter a brief title in the **Description** box, select an **Attachment Type** from the drop down pick list and then **Browse** for the desired file on your computer. Once the boxes are completed, select the **Attach File** button. Select the **Go to PCR View** to return to the PCR view page of WebCUR.

**Warning:** Attaching a file with the same name, as an existing attachment will **"REPLACE"** the current file.

**Note:** *This Attachment feature is not available for all customers. Please contact the [Med-Media Sales Department](#) for inquires about enabling this feature for your agency.*

- **Edit Q.A. / Provider Acknowledgment:** Select this button to perform Q.A. on the PCR. *Please refer to the [WebCUR – Review](#) menu for a detail description about the Q.A. features.*
  
- **Skill Summary:** Select this menu to create a *General Skill Count Summary* report. This report displays the total *Attempts* and *Success Counts* for all ALS and BLS skills performed by the provider. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
  
- **Trauma Summary:** Select this menu to create a *General* report for *Trauma Summary*. This report displays a breakdown of *Trauma Summary by Injury Sites* and *Injury Types*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
  
- **Cardiac Incidents:** Select this menu to create a detailed *Cardiac Arrest* summary report. This report will display a detailed breakdown for all Cardiac Arrest PCR's uploaded to WebCUR. Select the desired **PCR Number Hyperlink** to open and review the PCR in WebCUR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query. Select the **Refresh Mined Data** button to refresh all the setting for the report.

**Note:** The Refresh Mined Data may take several minutes to complete, **DO NOT CLOSE** your browser window during this period of time. Select the **OK** button to refresh the settings or select the **Cancel** button to exit this option.

- **Trauma Incidents:** Select this menu to create a detailed *Trauma Incident* summary report. This report will display a extensive breakdown for all the trauma data elements uploaded to WebCUR. Select the desired **PCR Number [Hyperlink](#)** to open and review the PCR in WebCUR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the **[Date Range box](#)** to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query. Select the **Refresh Mined Data** button to refresh all the setting for the report.

**Note:** The Refresh Mined Data may take several minutes to complete, **DO NOT CLOSE** your browser window during this period of time. Select the **OK** button to refresh the settings or select the **Cancel** button to exit this option.

- **Mobilization Region Summary:** Select this menu to create a *Region Mobilization Summary* report. Select the desired **Year** from the drop down pick box and then select the **Queue Report** button to run the report. The report displays a summary breakdown of Response Times for *MCD's of < 100 persons/mi<sup>2</sup>, MCD's of 101 to 500 persons/mi<sup>2</sup>, MCD's of 501 to 1000 persons/mi<sup>2</sup> and MCD's > 1000 persons/mi<sup>2</sup>.* The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired button prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Click on the **[Print this page](#)** button to print the report.

**Warning:** The **Mobilization Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your **[Report Inbox](#)** in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **GeoCoding Reports:** This report contains the ***PCR Listing with GeoCoding Information*** sub menu. Select this menu to create a report using GeoCoding graphics. When you select this menu option, you will receive a report that looks very similar to a standard PCR Listing. The user will now notice a small globe next to each PCR Number (this will either be a Globe or a Globe with a red "X" through the image, which means that there isn't GeoCoding information available for this PCR).

If you click on the **Globe** next to the desired PCR, you will be presented with a new browser window that has a map and a red marker displaying the incident. There will also be a popup box that shows you some information about the PCR and a hyperlink to the actual PCR report. (*Note: When you click on the globe, you may get a prompt about non-secure items that you must answer **YES** to continue).*

There are options for **Map**, **Satellite** or **Hybrid** view located on the top right of the page. This allows the user to see different views of the map information for this incident. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.

- **Activity by:** The “*Activity by*” reports allows the user to choose from several different categories for report generation. The **Activity by** reports menu consists of the *Agency*, *Assisting Units*, *Date*, *Date/Time*, *Municipalities*, *Nature At Scene*, *Patient*, *Provider* and *Station* reports. Select the desired report from the list displaying.

**Note:** The user also has the ability to export the report into a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired button prior to exporting your data. To be notified via email when the report is completed (if applicable), simply select the **Notify Me Via Email when Report is Available** check box. Click on the [Print this page](#) button to print the report.

- **Agency:** Select this menu to create an *Activity Report by Agency*. This report displays a breakdown Affiliate view for **ALL** PCR’s uploaded to WebCUR for the date range selected. The report displays the *Receiving Agency*, *Date*, *Trip Number*, *Location / MCD*, *Patient Name*, *Crew*, *Dispatch / Available Times*, *Outcome* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- **Assisting Units:** Select this menu to create an *Activity Report by Assisting Units*. Once this tab displays, enter the new **Report Name** in the text box provided. Select the **Assisting Unit** from the drop down pick list that you want to appear in the report. The user has the option of selecting multiple units in the list. Once created, the report will display the *Assisting Unit’s Name*, *Date*, *Trip Number*, *Location*, *Assisting Unit OS Time / Transport Mode*, *Crew*, *Dispatch / Available Times*, *Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.

- ❑ **Date:** Select this menu to create an *Activity Report by Date*. This report displays a *Date* breakdown for **ALL** PCR's uploaded to WebCUR for the date range selected. The report displays the *Date, Trip Number, Location / Municipality, Patient Name, Crew, Dispatch / Available Times, Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Date / Time:** Select this menu to create an *Activity Report by Date / Time*. This report displays a *Date* and *Time* breakdown for **ALL** PCR's uploaded to WebCUR. Enter a **Starting** and **Ending Time** in the text boxes provided. The report displays the *Date, Trip Number, Location / Municipality, Patient Name, Crew, Dispatch / Available Times, Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Municipality:** Select this menu to create an *Activity Report by Municipality*. This report displays a *Municipality* breakdown for **ALL** PCR's uploaded to WebCUR. The report displays the *Municipality, Date, Trip Number, Location, Patient Name, Crew, Dispatch / Available Times, Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Nature At Scene:** Select this menu to create an *Activity Report by Nature At Scene*. This report displays a *Nature at Scene Type* breakdown for **ALL** PCR's uploaded to WebCUR. The report is broken down into **ALS PCR's, BLS PCR's, Non-911 Transports, Non-Applicable** and **Para-transit / Wheel Chair** natures. Each area displays the *Date, Trip Number, Location / Municipality, Patient Name, Crew, Dispatch / Available Times, Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Patient:** Select this menu to create an *Activity Report by Patient*. Once this page displays, enter the **Patients Last Name** in the text box provided. The report displays the *Patient Name, Date, Trip Number, Location / Municipality, Crew, Dispatch / Available Times, Outcome / Receiving Agency* and the *Complete Status* of the PCR. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.



- ❑ **Mechanism Of Injury:** Select this menu to create a *Company* report for *Mechanism Of Injury*. This report displays a breakdown of **ALL Mechanism of Injuries** by *Number of Calls, Total Count* and *Percentage* for the date range selected. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Nature At Scene:** Select this menu to create a *Company* report for *Nature At Scene*. This report displays a breakdown of the **Nature At Scene Summary** (*ALS, BLS and Non-Applicable*) and **ALS Unit Changed to BLS Nature At Scene** by *Number of Calls, Total Count* and *Percentage*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Provider Impression:** Select this menu to create a *Company* report for *Provider Impression*. This report displays a breakdown of **ALL Provider Impressions** by *Number of Calls, Total Count* and *Percentage*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Signs And Symptoms:** Select this menu to create a *Company* report for *Signs & Symptoms*. This report displays a breakdown of **ALL Signs & Symptoms** by *Number of Calls, Total Count* and *Percentage*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Type & Location:** Select this menu to create a *Company* report for *Incident Type and Location*. This report displays a breakdown per Unit of **All Incident location / Type** by *Number of Calls* and *Percentage*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Unit Response:** Select this menu to create a *Company* report for *Unit Response / Response Outcomes* and *Unit Response / Transport Modes*. This report displays a breakdown for **ALL Unit Utilization** by *Unit Response / Response Outcome, Total Count* and *Unit Response / Transport Modes*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.

- ❑ **Unit Utilization (Hour/Day):** Select this menu to create a *Company* report for *Unit Utilization by Hour / Day of Week*. This report displays a breakdown of **ALL** calls that occurred during a specific *Hour* and *Day* plus a *Total Count* for the week. Select the **Show by Unit ID** button to breakdown the report further by unit specific. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the **Date Range box** to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Unit Utilization (Fractile):** Select this menu to create a *Company* report for *Unit Utilization - Fractile Times*. This report displays a Fractile break down for *Dispatch-Enroute, To Scene, At Scene-Medical, At Scene-Trauma, To Destination, At Destination* and *Total Time* for **ALL** Units within the company. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the **Date Range box** to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **Unused Capacity (by Unit ID):** Select this menu to create a *Company* report for *Unused Capacity* for all Units within the company. This report displays a breakdown for all Units "**Unused** vs. **In Use**" for every *Hour of the Day* and *Day of the Week* plus *Total Counts*. Select the **Show by Unit ID** button to breakdown the report further by unit specific. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the **Date Range box** to change the dates for the query or to setup advanced searches for the report. Select the **Run Report** button to create your query.
- ❑ **PA Stated RAW Output:** This menu is used to export your **Company** data to a .raw format. To export your company trip data into the State Record Specs .raw format, simply select the desired **Month** and **Year** from the drop down pick boxes. Select the **Run Report** button to create the output. The manager can only create **1** monthly export at a time. The exporter will review the records on WebCUR and determine if any PCR's are incomplete. The manager will receive a "**Raw File Output Error Message**" advising that some PCR's are listed as incomplete. *All PCR's must be completed prior to the Output being created.* Select the **Click Here** link to display a list of the incomplete records. The **Incompletes List View** will display the *Date, Trip Number, Location / Municipality, Patient Name, Crew, Dispatch / Available, Outcome / Receiving Agency* and the *Current Status* for the incomplete PCR's. Click on the **Print this page** button to print the incomplete PCR list. The provider/manager will need to edit the PCR's listed in the **Med-Media EMStat module** to complete the record. Once all PCR's are completed, **RUN THE REPORT AGAIN** for the desired time frame. The manager will be prompted to select a **Save Location** for the file when the export is created.

**Note:** Depending on you State Build, this menu option may not be available.

- **Region Info / Reports:** The *Region Information / Reports* section has several categories to choose from for the **Regional login** to create specific canned Regional reports in WebCUR. The *Region Info. / Reports* area consists of the *Agency Submission Compliance Report, Edit Municipality Population, Edit Regional Certifications, Enter Non PCR's/Missed Calls, Mobilization Summary Report, Mobilization Region Summary Report, Monthly Delayed Data Notice Export, Region EMSO Output, Staffing Compliance Report* and the *Staffing Compliance Region Summary* reports.

**Note:** Click on the [Print](#) button to print the report. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired button located on the Menu bar.

- **Agency Submission Compliance Report:** Select this menu to create an *Agency Monthly Submission* report. The report displays a summary breakdown for total Agency PCR Submission by month. Select a **Year** from the drop down pick box and then select the **Queue Report** button to generate the report. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **Agency Monthly Submission Total** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Edit Municipality Population:** Select this menu to edit the *County Municipality (MCD) Code Population*. This menu displays a list of **Counties** within your State. Select the desired **County** from the list. Once the *County* is selected, WebCUR displays each **Municipality Code** and a **Populations** box. Enter the **Population Size** for that MCD in the text box provided. Select the **Submit MCD Population Changes** button to save your entries.
- **Edit Regional Certifications:** Select this menu to edit the *Region Affiliation Certification* for each company within the region. This screen will display all agencies within your region along with the certification level options area. Select the **Certification** option for each **Company Name** in the *Affiliations* list. The user has the option to select *ALS, BLS* or *QRS*. Select the **Submit Region Affiliation Certification** button to save your selections.

- **Enter Non-PCR's/Missed Calls:** Select this menu to **Add** or **Edit** the Non-PCR's / Missed Calls for an affiliate. Select the desired **Company Name / Affiliate** from the *Affiliates* list. Once the agency is selected, choose the **Year** from the drop down pick list that you would like to add or edit for the agency and then select the **Enter PCR's** button. **Enter** or **Edit** the Non-PCR's or missed calls for an affiliate in the text box provided. Select the **Submit Missed Calls/No PCR's** button to save the entries.

**Warning: You can only edit previous years data up until March 31st of the following year.**

- **Mobilization Summary Report:** Select this menu to create a *Mobilization Summary* report. The report displays a summary breakdown of Response Times for *MCD's of < 100 persons/mi<sup>2</sup>, MCD's of 101 to 500 persons/mi<sup>2</sup>, MCD's of 501 to 1000 persons/mi<sup>2</sup> and MCD's > 1000 persons/mi<sup>2</sup>*. Select the desired **Affiliate** from the drop down pick box. Select a **Year** from the drop down pick box and then select the **Queue Report** button to generate the report. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning: The Mobilization Summary report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.**

- **Mobilization Region Summary Report:** Select this menu to create a *Mobilization Region Summary* report. The report displays a regional summary breakdown of Response Times for *Population Index* selected. Select the desired **Population Index, License Certification** and a **Year** from the drop down pick box. Select the **Queue Report** button to run the report. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **Mobilization Region Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Monthly Delayed Data Notice Export:** Select the **Queue Report** button to create a *Monthly Delayed Data Notice* report. The report displays a list of Agencies that have not submitted monthly data. Each agency name displays the company's contact and address information. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **Delayed Data Notice Export** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Region EMSO Output:** Select this menu to export trip data into an EMSCAN ASCII Record Spec (.raw) format. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the export. The user also has the ability to export the report to an **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **EMSCAN Output** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Staffing Compliance Report:** Select this menu to create a report for *Staffing Compliance* for an Affiliation. The report displays a total breakdown for *PCR's Submitted Emergency*, *PCR's Submitted Non-Emergency*, *No PCR's*, *Missed Calls*, *Total*, *Compliance %*, *Compliance % YTD* and *Regional Benchmark* numbers. Select an **Affiliation**, **Starting Month / Ending Month** and a **Year** from the drop down pick boxes. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **Staffing Compliance** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Staffing Compliance Region Summary:** Select this menu to create a report for *Staffing Compliance* for a *Region Summary*. The report displays a total Affiliation breakdown for *PCR's Submitted Emergency*, *PCR's Submitted Non-Emergency*, *No PCR's*, *Missed Calls*, *Total*, *Compliance %*, *Compliance % YTD* and *Regional Benchmark* numbers. Select a **Starting / Ending Month** and a **Year** from the drop down pick boxes. Select the **Queue Report** button to create the report. The user also has the ability to export the report to a **Microsoft Excel** spreadsheet, **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** The **Staffing Compliance Regional Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **DOH Reports:** The *Department Of Health (DOH) Reports* section has several categories to choose from for the **State DOH Login** to create specific DOH reports in WebCUR. The *DOH Reports* area consists of the *Average On Scene Times by Incident Type*, *Cardiac Incidents*, *Complete / Non-Complete Summary*, *Incident Nature Summary*, *Incident Summary*, *Incident by Age Range Summary*, *Medications by Total Popularity*, *Monthly Submission*, *Nature of Incidents*, *Number of Incidents Summary by Agency*, *Patient Disposition*, *Procedure by Total Popularity*, *Patient Search*, *Skill Summary*, *Trauma Incidents* and the *Export PCR Data* reports.

**Note:** *The user also has the ability to export the report information into an [EXCEL](#) spreadsheet or display the information in a **Pie** or **Bar Graph**. Select the desired button to display or export the information. These features are only available in certain DOH reports.*

- ❑ **Average On Scene Times by Incident Type:** Select this menu to create a *DOH* report for *Average On Scene Times by Incident Type*. This report displays the *Average On Scene Time* breakdown for all *Incident Types*. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the export. The user also has the ability to export the report to an **Adobe Acrobat PDF (Portrait or Landscape)** or **Microsoft Word** document. Select the desired option prior to exporting your data. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Return to Home Page** option to return to your WebCUR Home Page view.

**Warning:** *The **Average On Scene Times by Incident Type** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.*

- ❑ **Cardiac Incidents:** Select this menu to create a *DOH* report for *Cardiac Incidents*. This report displays multiple categories relating to the Cardiac event. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. Select the **Run Report** button to create your report. Click on the [Print this page](#) button to print the report.
- ❑ **Complete / Non-Complete Summary:** Select this menu to create a *DOH* report for a *Complete / Non-Complete PCR Summary*. This report displays a total breakdown for *Number of Complete PCR's*, *Number of Non-Complete PCR's* and *Percentage by Agency*. Select the **Agency Name** to display a list on all Incomplete PCR's. The reports date range will default from the current day and back one month.

Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Complete / Non-Complete** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Incident Nature Summary:** Select this menu to create a *DOH* report for *Incident Nature Summary*. This report displays a total *Number of Incident* breakdown for all *Incident Natures*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Incident Nature Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Incident Summary:** Select this menu to create a *DOH Skill Summary* report based on *Age Ranges*, *Gender*, *Response Outcomes* and *Incident Type*. Enter the **Age Range** in the text boxes provided. Select a **Gender**, **Response Outcome** and **Incident Type** from the option boxes provided. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Click on the [Print this page](#) button to print the report.

**Warning:** The **Skill Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Incident by Age Range Summary:** Select this menu to create a *DOH* report for *Incidents by Age Range Summary*. This report displays a total *Number of Incident* breakdown for all *Age Ranges*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Incident by Age Range Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Medications by Total Popularity:** Select this menu to create a *DOH* report for *Medications by Total Popularity*. This report displays a total number breakdown by popularity for all *Medications* administered. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Medications by Total Popularity** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Monthly Submission:** Select this menu to create a *DOH* report for *Agency Monthly Submission Totals*. This report displays a monthly breakdown for each agency by total PCR's uploaded to WebCUR. Select the **Year** for the report from the drop down pick list. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Select the **Run Report** button to create your query. Click on the [Print this page](#) button to print the report.

**Warning:** The **Agency Monthly Submission Total** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Nature of Incidents:** Select this menu to create a *DOH* report for *Nature of Incidents*. This report displays a total count breakdown for all *ALS*, *BLS* and *Non-Applicable* incidents. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Nature of Incidents** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Number of Incidents Summary by Agency:** Select this menu to create a *DOH* report for *Number to Incidents Submitted by Agency*. This report displays a total PCR count for all records uploaded to WebCUR by each Agency. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Number of Incidents Summary by Agency** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Patient Disposition:** Select this menu to create a *DOH* report for *Patient Dispositions*. This report displays a total number breakdown for all *Response Outcomes*. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Patient Disposition** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. *A majority of the report requests take less than a few minutes complete.*

- **Procedure by Total Popularity:** Select this menu to create a *DOH* report for *Procedure by Total Popularity*. This report displays a total number breakdown by popularity for all *Procedures* performed. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report.

**Warning:** The **Procedure by Total Popularity** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Skill Summary:** Select this menu to create a *DOH* report for *Skill Summary*. This report displays the ALS and BLS breakdown of all *Skill Summaries* by *Company*, *Crew Certification Number*, *Crew Certification Type*, *Skill Type* and *Total Count*. To be notified via email when the report is completed, simply select the **Notify Me Via Email when Report is Available** check box. Select **Create Excel Export Output** check box to create the output into an Excel spreadsheet. Select the **Queue Report** button to create your query. Click on the [Print this page](#) button to print the report.

**Warning:** The **Skill Summary** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Trauma Incidents:** Select this menu to create a *DOH* report for *Trauma Incidents*. This report displays multiple categories relating to the Trauma event. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. Select the **Run Report** button to create your report. Click on the [Print this page](#) button to print the report.

- **Export PCR Data:** Select this menu to export trip data into Excel CSV format. The reports date range will default from the current day and back one month. Click on the drop down arrowed boxes in the [Date Range box](#) to change the date range for the query. Select the **Queue Report** button to create your report. Click on the [Print this page](#) button to print the report. The user will need to select a destination for the completed CSV file to be saved.

**Warning:** The **Export PCR Data** report may require more than minimal processing time. To guarantee the least amount of impact to other system users, this report will be sent to a dedicated reporting server to be executed. You can elect to be notified via email when this report is complete or by checking your [Report Inbox](#) in WebCUR. A majority of the report requests take less than a few minutes complete.

- **Virtual Office:** The *Virtual Office* menu has several categories to choose from for the *Provider, Manager, Region* and *State DOH* logins. Depending on your login permission, some of the sub menus may not be active. This menu contains the *Virtual Office Home, Calendar, Chat Rooms, Content Management, Drop Box, File Vault, Message Board, Task Management, Text Pager Gateway, Welcome Message, WebCUR ListServ* and the *WebCUR ListServ Creation* sub menus.
  - **Virtual Office Home:** Select this menu to view the *Virtual Office Home Page*. This area displays the *Agencies Task List, Day Calendar* and the *Message board*. This area allows the user to edit all the office options from one page. Select the **Show Task Management Home** icon in the **Task List – Project** area to display your *Agencies Task Management Project* list. Please refer to the [Virtual Office - Task Management](#) section of this manual for a detailed description about this area. Select the **View Agency Calendar** icon in the **Day Calendar for Agency** area to display your *Agencies Daily Calendar*. Please refer to the [Virtual Office - Calendar](#) section of this manual for a detailed description about this area. Select the **Post New Message** icon in the **Message Board for Agency** area to post a new message. Please refer to the [Virtual Office - Message Board](#) section of this manual for a detailed description about this area. Click on the [Print this page](#) button to print this display.
  - **Calendar:** Select this menu to display the *Calendar* events for the agency. The calendar feature gives your affiliate the ability to manage schedules of any type for your organization. Select the **Create a New Calendar** button to create a new calendar. To create the new calendar, enter a **Name** and a **Description** as well as selecting if you want the calendar to be viewed as **Public** or **Private**. (*Private calendars will only be available to the creator*) After entering the information, just press the "**Create Calendar**" button. The new calendar name will now display under the *View Calendar* column. Click on the [Print this page](#) button to print this display.



- **Content Management:** The WebCUR Content Management System (CMS) can be used to collect and manage content, storing the content either as components or whole documents that can be accessed by your entire organization. You can create various **Content Items** and organize them into **Topics**. These content items can then have other files attached to them (such as pictures, documents, spreadsheets, etc.). The creator or company manager can control the access to these content items and their attachments. Click on the [Print this page](#) button to print this display.

**Note:** This feature will **ONLY** be enabled when the agency purchases *Data Storage* for WebCUR. Please contact the [Med-Media Sale Department](#) for more information on purchasing this feature.

- **Drop Box:** The WebCUR *Drop Box* is a transient storage location on the WebCUR servers. To add a file to the **Drop Box**, simply enter the file path in the text box provided or select the **Browse** button to locate the file on your local computer. Select the **Store File** button to save the file on the WebCUR server. Select the **Return to Home Page** option to return to the **Home Page** of WebCUR. Click on the [Print this page](#) button to print this display.

**Warning:** Data files in the Drop Box are not guaranteed to be stored for any specific period of time, but can be downloaded by authorized users while available.

- **File Vault:** The *Storage File Vault* is a repository for files, information, etc. that you may want to keep on the server to be shared with others. Select the **Add a File to the Vault** option to add the desired file to the vault. Simply enter the file path in the text box provided or select the **Browse** button to locate the file on your local computer. Enter a short file Description in the text box provided and then select the **Store File** button. Select the **Replace Files with Duplicate Names** check box to replace the duplicated file with the new one. Click on the [Print this page](#) button to print this display.

- **Message Board:** The *Message Board* give your affiliate the ability to post questions and answers to that are of particular interest to your organization. This area displays the *Message Title*, *Author*, *Replies* and *Last Posted* time. Select the **Post New Message** button to create a new message. To post a new message to your affiliate board, just enter a **Subject Name** and your notes in the **Body** area and press the "**Post Message**" button. Click on the [Print this page](#) button to print this display.

- ❑ **Message Title:** Select the desired *Message Title* from the list provided. Once the message has been read, select the **Reply to Message** button to add additional comments to the message. When the *Reply* is saved, the additional comments will display under the original message. Select the **Return to Message Board** option to return to the **Message Board** screen.

- ❑ **Author:** This column displays the *Creator* of the message title. The login can select the **Creators Name** to send them an email regarding the message posted.

- ❑ **Replies:** This column displays the total *Replies* to the message. The login can select the desired **Message Title** to review any additional comments made.
  - ❑ **Last Post Time:** This column displays the last Date and Time a comment was saved to a specific message.
  
- **Task Management:** The *Task Management* area allows the login to manage tasks for the agency. This *Task* area contains the *My Tasks (Open)*, *My Tasks (All)*, *My Task Calendar*, *Affiliate Tasks (Open)*, *Affiliate Tasks (All)*, *Create Task*, *Task Report Gallery*, *Report Gallery (Calendar View)*, *Build Your Own Search*, *Edit Projects/Categories* and the *Change Report Settings* management menus. Click on the [Print this page](#) button to print this display.
  - ❑ **My Tasks (Open):** Select this menu to display any *Open* personal tasks.
  - ❑ **My Tasks (All):** Select this menu to display *ALL* personal tasks.
  - ❑ **My Task Calendar:** Select this menu to display the tasks in a Calendar view.
  - ❑ **Affiliate Tasks (Open):** Select this menu to display the *Open Affiliate* tasks.
  - ❑ **Affiliate Tasks (All):** Select this menu to display the *ALL Affiliate* tasks.
  - ❑ **Create Task:** Select this menu to create a new task. Enter the **Summary** and the **Assigned To** information in the text boxes provided. **Select a Login Name for WebCUR EMS, if desired (Pennsylvania users ONLY).** Select the **Locked** check box to prevent anyone from editing the task. Select the **Private** check box to make the task private to creator and owner. Select a **Project Category** and **Priority** from the drop down pick boxes. Select a **Starting** and **Ending Date** from the drop down pick boxes. Enter any desired email address in the **Add Email CC** text box. Enter any project notes in the **Full Description** text box. Select the **Save Task** button to save the new task or select the **Reset to Initial Values** button to clear the task boxes.
  - ❑ **Task Report Gallery:** Select this menu to display a list of *Personal* and *Affiliate Reports*. This menu allows the login to select from dynamically created reports that will help you manage your project. Just look through the list, click on a report and get your projects under control better than ever.
  - ❑ **Report Gallery (Calendar View):** Select this menu to display a calendar view of *Personal Reports*. This menu allows the login to select from dynamically created reports that will help you manage your project.

- ❑ **Build Your Own Search:** This page lets you search the database for tasks. The user can define the various aspects of your search and then save the search as a bookmark. Choose the desired **Project** or **Categories** you would like to see in the list. Choose the desired **Status, Resolutions** and **Priority** for the tasks you would like to see in your list. Choose the **WebCUR User** whose task you would like to see in your list. Enter words to the search for in the tasks in the **Summary** text box. Select the **Search Tasks** to run the search or select the **Reset** button to clear the search form.

**Note:** The user can hold down your **Control** key to select/deselect multiple items in the pick lists.

- ❑ **Edit Projects/Categories:** Select this menu to edit and add projects in WebCUR. Select the **Add a Project** button to enter a new project. Enter the **Project Name** and **Description** for the project in the text boxes provided. Select the **Hidden** check box to only display the project for the creator. Select the **Add Project** button to save the entries. Once the project has been created, the user has the ability to edit or delete the project as well as add *Categories* to the project.
- ❑ **Change Report Settings:** Select this menu to change the report columns. The list allows the user to select the columns of information they wish to appear on all of your WebCUR reports. Select the columns of your choice and then click on "**Save Changes**" button. Select the **Reset to WebCUR EMS Defaults** button to return to the default setting set by that State.
- **Text Pager Gateway:** Select this menu to display the *Text Pager Gateway* for WebCUR. The WebCUR Virtual Office Text Pager Gateway allows you to broadcast messages to WebCUR users with a text pager email address in their profile. The manager will need to setup each provider's text pager settings in the [Maintenance – Personal Account Settings – Account Settings Text Pager](#) area prior to using this feature. Click on the [Print this page](#) button to print this display.

**Note:** Recipients must have a device that allows for text paging (*i.e. pager, cell phone, etc.*) and this device must be able to receive messages via an email address.

- **Welcome Message:** This area allows the user to set a message that will be seen by all members of your affiliate the next time they login to their WebCUR EMS account. Enter the *Message* in the text box provided and select the **Save Affiliate Message** button to save the entry. If you would like to remove the message from the system, simply press the **Delete Affiliate Message** button. Click on the [Print this page](#) button to print this display.





- **Edit Your Roster:** Select this menu to view your *Affiliates* roster for your agency. The affiliate roster gives the manager the ability to build your organization in the WebCUR system. Placing individuals on your affiliate roster allows individuals to access WebCUR services for your affiliate. The manager has the ability to *Delete*, *Add* or *Update Provider Permissions* within the company affiliate roster.

**Note:** Any provider that **WILL BE** using the Med-Media EMStat 4 application **MUST** be entered in the [Med-Media EMStat 4 – Tools – Common Support List Crew](#) area. A WebCUR account will automatically be created once the provider is entered into EMStat.

- **Delete:** Select the **Remove** barrel beside the providers name to delete the user from the affiliate roster. The manager will be prompted to confirm the deletion prior to removing the user from the list. *Once deleted, the provider will NOT be allowed to access WebCUR or use the EMStat application.*
  - **Add:** It is very simple to *Add* individuals to your affiliate roster. Just enter the providers **WebCUR ID** in the box provided and press the "**Add to Roster**" button.
  - **Update Provider Permissions:** Editing the user allows the manager to set various permissions and access rights for individuals. Simply click on the desired providers **WebCUR ID**. Select the permissions you want to enable and press the "**Update User**" button. *Please refer to the [WebCUR Permissions](#) section of this user manual for a detailed description for the specific permission rights.*
- **Create/Edit User Accounts:** Select this menu to *Create* or *Edit* current user accounts in WebCUR. This menu contains the *Permissions*, *User ID*, *Real Name*, *User Login* and the *Add a New User to System* areas.
    - **Permissions:** Editing the user allows the manager to set various permissions and access rights for individuals. Simply click on the desired providers **Permission** icon. Select the permissions you want to enable and press the "**Update User**" button. *Please refer to the [WebCUR Permissions](#) section of this user manual for a detailed description for the specific permission rights.*
    - **User ID:** This area displays the *WebCUR User ID* for the providers in your agency. *This number is user by Med-Media Inc. for tracking providers in the WebCUR system and servers as no purpose for the affiliate.*
    - **Real Name:** This column displays the providers *Real Name* that was enter when the account was created.

- **User Login:** This column displays the user **WebCUR login ID**. Please refer to the [WebCUR – Maintenance – Personal Account Settings](#) section of this user manual for a detailed description about this screen. The manager can either update the provider information in this **User Login** screen or the **Personal Account Setting** area. Select the **Save Changes** button once changes have been made to the account.
- **Add a New User to System:** Select the **Add a New User to System** button to create a new user account in WebCUR.

**Note:** Providers that will be using the Med-Media EMStat 4 application **MUST** be entered in the [Med-Media EMStat 4 – Tools – Common Support List Crew](#) area. A WebCUR account will automatically be created once the provider is entered into EMStat.

This screen allows the manager to add **Non-EMStat** users such as Billing personal, Office staff and Medical Directors who will be edited and reviewing the PCR's stored on WebCUR. Enter the new **Login Name** in the text box provided. Enter a **Password** for the new user in the text box provided. *The password field during login is case sensitive.* Select the [Portal Home Page](#) option from the drop down list. Enter the users **Email Address, First Name, Last Name, Home Address, Phone Numbers, Pager Number** and the **Text Pager Email** in the text boxes provided. Select the **Add New User** button to add the user to your roster.

**Note:** Once the new user account is created, the manager will need to edit the account and setup any permission for the login.

- **Certifications/ConEd:** This area allows the manager to review the providers *Certification/ License* and *Continue Education* information. This menu contains the *General Management, Support Table Editing and Reporting* sub menus. Select the desired sub menu to view that option. Click on the [Print this page](#) button to print this display.
  - **General Management:** Select this menu to review the companies *Certification/ License* and *Continue Education* information. This page will display the *Personnel Roster Names, Certifications/Licenses* and *ConEd* columns. Select on the **Disable User Access** icon to lock out the providers from being able to edit their information.
  - **Name:** Select the desired **User Name** in the *Name Column* to edit that users account. Select the provider's **Email Address** to send them an email.

- Certifications/Licenses:** Select the **Edit Certification** option to review the provider's certification and license information. This page allows you to *Delete*, *Update* and *Add* new certification and license information. Once selected, the **Editing Certification/Licenses** page displays the *Delete* button, the *Type*, *Name*, *Number*, *Date*, *Expiration Date*, *Hours*, *Notes* and the *Expired Status* for all Certification/Licenses entered for the provider. Select the **Delete** barrel to remove the desired *Certification/License* entry. The user will be prompted to confirm the deletion of the entry prior to it being removing. Click the desired **Name** to make any changes in that specific Certification/License information. Once the **Entry** box displays, enter your updated information in the boxes provided and then press the "Save Entry" button. Select the "Reset Form Value" button to reset all entry values made in this box. Select the **Create Certification/License** button to create a new *Certification/License* entry for the provider. Once the new **Create Entry** box displays, select a Certification/License **Type** and **Name** from the drop down pick lists. Enter the **Number**, **Date**, **Expiration Date** and **Hours** in the text boxes provided. Select the **Expired** check box if this Certification/License has expired. Select the **Create Entry** button to save the new entry. Select the **Reset Form Values** button to reset all the entry values in this box.

The **Create Entry** box is displayed below.

The screenshot shows a web form titled "Create Entry" for Certifications/Licenses. At the top, there are two dropdown menus: "Type: - Select -" and "Name: - Make Selection -". Below these are four text input fields: "Number:", "Date:", "Expiration Date:", and "Hours:". To the right of the "Expired:" label is a checkbox. Below the input fields is a large text area labeled "Notes:". At the bottom of the form, there are two buttons: "Create Entry" and "Reset Form Values".

- ConEd:** Select the **ConED** option to review the provider's continuing education information. This page allows you to *Delete*, *Update* and *Add* new continuing education information. Once selected, the **Editing ConED Classes** page displays the *Delete* button, the *Type*, *Name*, *Number*, *Date*, *Expiration Date*, *Hours*, *Notes* and the *Active Date* for all continuing education information entered for the provider. *This area functions in the same manner as the [Certification/Licenses](#) area.* Select the **Create ConED Class** button to enter a new class entry for the provider. *This area functions in the same manner as the [Certification/Licenses](#) area.* The manager does have the ability to create a *ConEd Class* record for multiple individuals in your organization.

- **Support Table Editing:** This menu allows the user to edit the *Certification / License & ConEd* support table information. This area contains the *Certification/License Table Data* and *ConED Table Data* areas.

- **Certification/License Table Data:** The Certification/License Information area displays a list of all *Certification/License Types* for your company. Select the **Add a New Certification/License Type** option to create a Certification/License Type. Once the **Add Type** box displays simply enter your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *Certification/License Table Data* screen upon completion. The manager has the ability to remove the type by simply clicking on the **Delete** button. The user will be prompted to confirm the deletion prior to removing the type. Once the new *Type* is created, the manager has the ability to break the Type out into separate areas. Select the **Add a New Name** option to create new areas for the Type. Simply enter the your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *Certification/License Table Data* screen upon completion. These new *Types* and *Area Names* will now display under the [Certification/License](#) pick lists for the user to select.

**Note:** If items are not showing as links, it is because these are system wide entries that are locked and not editable.

- **ConED Table Data:** The ConED Information area displays a list of all *Continuing Education Types* for your company. Select the **Add a New ConED Type** option to create a Continuing Education Type. Once the **Add Type** box displays simply enter your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *ConED Table Data* screen upon completion. The manager has the ability to remove the type by simply clicking on the **Delete** button. The user will be prompted to confirm the deletion prior to removing the type. Once the new *Type* is created, the manager has the ability to break the Type out into separate areas. Select the **Add a New Name** option to create new areas for the Type. Simply enter the your information in the text box provided and select the **Add Type** button. Select the **Reset Form** button to clear the entry in the box. The user will return to the *ConED Table Data* screen upon completion. These new *Types* and *Area Names* will now display under the [Continuing Education](#) pick lists for the user to select.



- Manage Repeat Patient:** This menu allows the manager to *Add, Update* and *Delete* repeat patient information for your agency. This feature allows the provider's in the field to complete "**Repeat**" patient PCR's. Since the laptop will not be connected to the Internet in the field, the manager has the ability to download frequently used patients from WebCUR and store them on the local database for the providers to use when completing the PCR. Select the **Search & Add Repeat Patient** button to locate your patient. Enter your search criteria in the text boxes provided and press the **Find Person** Button. Enter as many terms as you wish to be used in your search. Select the **Reset Form Values** button to clear the text boxes for your search. Once the information is displayed, select the **Add** button for the desired patient in the list. Select the **Add** button to download the patient information from WebCUR. The manager has the ability to remove the patient from your list by simply selecting the **Delete** barrel beside the desired name. The manager will be prompted to confirm the deletion prior to it being removed. Select the **Ok** button to delete the name or select the **Cancel** button to exit the request. The provider will need to login with the laptop initially to download the information to the local database. Once offline, simply select the "**Look-up**" button on the [Patient tab](#) of EMStat to search for the desired repeater patient.

The **Manage Repeat Patient** box is displayed below.

Last Name:  S.S. #:  Example: 123456789  
 Phone Number:  Date of Birth:  Example: 7175551212 MM/DD/YYYY

- QA Settings:** This menu allows the manager to select *QA Preferences* for *Email Comments* display. Select the **Include QA Comments in Email Messages** to display the comment in the QA email. Select the **Remove QA Comments from Email Messages** to remove the comments in the QA email. Select the **Save Settings** button to save your selection.

- **Notification/Messaging:** This menu allows the manager to *Add, Edit* or *Delete Affiliate Notifications* and *EMStat Client Messages* within the WebCUR system. This menu contains the *Manage Affiliate Notifications, Manage DOH Notifications* and the *EMStat Client Message Editor* sub menus. Select the desired sub menu to view that option. Click on the [Print this page](#) button to print the desired display.

- **Manage Affiliate Notifications:** This sub menu allows the manager to *Add, Edit* or *Delete Affiliate Notifications* within the WebCUR system. Select the **Add a Notification** button to create a notification. Enter a **Notification Title** and then complete the *Optional Notification Email* and **Notify Email** check box from the boxes provided. Enter the **Message** in the text box provided and select the **Save Changes** button to save the notification or select the **Reset Form Values** to clear the notification form. The user has the options of using the *Font Style, Type, Sizes* as well as the *Text options* for the message.

Once created, the notification will display on the **Agency Notification List page**. The manager has the ability *Activate, Edit* or *Delete* the notification from this page. Select the desired **ID/Title** to edit the notification. Select the **Activate** or **Deactivate** buttons to either activate the notification or to deactivate the current displayed notification. Select the **Delete** button to remove the notification from WebCUR system. The user will be prompted to confirm the deletion prior to the item being removed.

- **Manage DOH Notifications:** This sub menu allows the manager to *Add, Edit* or *Delete DOH Notifications* within the WebCUR system. Select the **Add a Notification** button to create a notification. Enter a **Notification Title** and then complete the *Optional Notification Email* and **Notify Email** check box from the boxes provided. Enter the **Message** in the text box provided and select the **Save Changes** button to save the notification or select the **Reset Form Values** to clear the notification form. The user has the options of using the *Font Style, Type, Sizes* as well as the *Text options* for the message.

Once created, the notification will display on the **DOH Notification List page**. The manager has the ability *Activate, Edit* or *Delete* the notification from this page. Select the desired **ID/Title** to edit the notification. Select the **Activate** or **Deactivate** buttons to either activate the notification or to deactivate the current displayed notification. Select the **Delete** button to remove the notification from WebCUR system. The user will be prompted to confirm the deletion prior to the item being removed. The manager also has the ability to view the **Manager Email Log**.



- Date Range box:** The *Date Range* area allows the provider to select a desired time span for the report you're creating. Select the **Starting** and **Ending Dates** from the drop down pick boxes. After the desired report has been chosen and the date range selected, click the **Run Report** button to create the query. The Manger logins have an additional option button that displays on the *Date Range* bar. This option button allows the manager to further breakdown the desired report by *Providers, Incident Types, Trips to Include Options, Regions, Stations, MCD's, Affiliations, Lithocode* an the *PCR Number*. Select the **Clear All Selections** button to reset all the pick boxes.

The **Date Range** box is displayed below.

The screenshot shows a date range selection interface. It includes two date pickers: 'Start Date' set to November 9, 2004, and 'End Date' set to December 9, 2004. To the right of the end date is a 'Run Report' button and a small '+' icon button.

**Additional Report Builder button**

The **Additional Report Builder** box is displayed below.

The screenshot shows the 'Additional Report Builder' form. It contains several sections:
 

- Provider (WebCUR ID):** A text input field with a question mark icon.
- Incid. Type:** A dropdown menu with '- Select -'.
- Trips To Include:** A dropdown menu with 'Emergency & Non Emerg Trips'.
- Region:** A text input field.
- Station:** A dropdown menu with '- Make Selection -'.
- MCD:** A list box containing various locations like '31st Ward (ALLEGHENY)', 'Abbott Township (POTTER)', etc.
- Affiliates:** A text area containing 'Community Life Team EMS'.
- Lithocode:** A text input field.
- PCR Number:** A text input field.
- Clear All Selections:** A button at the bottom.

 A note at the bottom states: 'Leaving choices unselected will return all available records you have permission to view.'

- Quality Assurance Icon Key descriptions box:** Once a PCR in WebCUR has been reviewed for [Quality Assurance](#), a *Quality Assurance Icon Key* will display in front of the PCR describing the type of QA performed. Please refer to the box below for the descriptions of each icon. *Please refer to the Quality Assurance - PCR Review section of this manual for a detailed description for the icons.*

**Warning:** Depending on your WebCUR Login permissions, some Quality Assurance icons will not display in front of the PCR listing.

The **Quality Assurance Icon Key Description** box is displayed below.

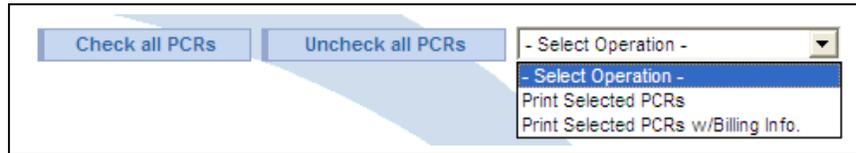
The screenshot shows the 'Icon Key' box with the following items:
 

- Closed for Q.A.
- Reviewed by Supervisor/Manager
- Requires Provider's Acknowledgement
- Manager Review Requested
- Reviewed by Medical Director
- Medical Director Review Requested

- PCR Listings area:** The *PCR Listing Affiliate View* displays all the PCR's that were uploaded to WebCUR for the *Date Range* selected. Depending on the WebCUR login, *Managers* will see **ALL** records uploaded where as the basic *Provider* will only see their records that they were the **Crew Chief** on the PCR. The display will originally show the current date and back **1** month. Select the desired [Date Range](#) box to select the desired time span. The user has the ability to sort the PCR's by *PCR Number*, *Date*, *Owner*, *Unit ID*, *MCD* and the *Incident Type*. Select the desired **PCR Number** under the **PCR Number** column to review that record. The **PCR Numbers** column will also display the [QA Icon Key](#) if any quality assurance was performed on the records. Click on the [Print this page](#) button to print the screen display. The user also has the ability to export the report information into an **EXCEL** spreadsheet buy simply selecting the [Export PCR's to Excel](#) button,

The manager also has the ability to perform certain operation functions to the page displaying. Select the **Check all PCR's** button to select **ALL** records for the desired function. Select the **Uncheck all PCR's** button to deselect **ALL** the records that have been previous selected. Select the desired operation from the drop down list. *The Select Operations list will vary depending on your login permissions.*

The **Select Operation** pick boxes are displayed below.



- Portal view:** Select this icon to setup the *Portal* view for the WebCUR Home page. The provider can also select the "**Portal Home Page**" option located in the [Maintenance – Affiliate / User Management – Create/Edit User Accounts – User Login](#) to enable this WebCUR view. The login has the ability to change the overall look and feel of your **WebCUR Portal Home** page. Once in this setup page, select the desired **Skin** selection, **Layout** and the **Auto Refresh** for the portal. The user then has the option to select any of the selections from the drop down pick lists. The selected items will then display at the corresponding location on the *Home Page* from the **Portal Selections** made. The manager has the ability select the **Layout Locked** check box to disable this feature for all the company members or "**Save**" the newly created portal configuration as locked. Select the **Save Portal Setting** button to save the new configuration. Click on the [Print this page](#) button to print the screen display.
- Export to Excel button:** The user also has the ability to export the report information into a **Microsoft EXCEL** spreadsheet. Select the **Export to Excel Spreadsheet** button, which located at the bottom of the report, to export that information. The user has the ability to *Open*, *Save*, *Cancel* or display *More* information prior to saving the information. Once saved, the provider will be prompted to *Name* and select a *Location* to store the file. The provider will only be able to edit and view the saved file in *Microsoft Excel*.

**Note:** This feature is only available in certain reports in WebCUR.

## Appendix A

### **Automatic Update for EMStat 5**

---

EMStat 5 will detect and automatically update to the current version when any users logs in.

#### White Paper

This white paper describes the features of **EMStat Auto Update™**, a solution platform for managing and distributing product releases and critical patches that provide feature updates, resolve known security vulnerabilities, regulatory agency changes and possibly stability issues in EMStat™ and WebCUR™.

This paper is written for information technology (IT) managers and system administrators who are managing computers that use the EMStat™ and WebCUR™ product lines and wish to keep their systems current with product releases without having to manually apply the updates.

Today, companies are required to frequently check vendor Web sites to find out about new updates. Upon learning that a vendor has a new software, hardware or driver patch, they have to manually download the relevant updates that have been made available since their last visit to the vendor's site, test the patch(es) and then distribute the patch(es) manually or by using their traditional software-distribution tools.

Med Media, Inc. has been providing software products to the public safety sector for 9 years. In this sector Med Media, Inc. encounters a varied level of users, system administrators, computer configurations, connectivity resources, and computer security methods. Over the years Med Media, Inc. has provided updates to their customers in all manners. In the past 3 years Med Media, Inc. has mainly used our web site for distribution and email notification of the availability or need for critical updates. Med Media, Inc. also has encountered a wider distribution need due to thousands of physical installations, large distances, time zones, remote access and an increase in mobile computing distribution. We found that often updates were not applied, key people not notified of update, updates not reapplied upon reloading a computer, organization running with different versions, system administrators not available to apply updates during off hours, when needed. During the last 3 years Med Media, Inc. has moved also in to an application service provider role. This change increases the responsibility we have to our customers with their day-to-day data needs and increases our vulnerability when critical updates are not applied in a timely fashion.

EMStat Auto Update™ solves these challenges by providing proactive distribution of critical and feature updates to customer's computers. The EMStat Auto Update™ can be used to send an update to one company's computers, a group of companies' computer, or to all companies' computers in a state. The system will provide comprehensive updates if the computer has been reloaded or not connected to the system for a length of time. Critical updates can be applied during a non-administrator session if the need arises. Users may opt out of applying non-critical updates, however each logon will be notified of the update's availability until the update is applied.

EMStat Auto Update™ addresses the need for critical patch-management within any size organization by providing the following features:

The software update is only distributed from Med Media's secured WebCUR™ servers via a 128-bit SSL connection. If patches are marked as critical, then they are downloaded and cached for rapid deployment. Information is sent in one direction only: from the WebCUR™ to the user's EMStat Auto Update™. All patches have an installer; the information is encrypted, CRC checked, compressed,

digitally signed, and downloaded over a 128-bit SSL connection. The SSL connection validates and confirms the authenticity of the patch source.

The EMStat Auto Update™ loads similar to a service with only local computer administration rights using strong, encrypted password technology. The service has no domain or network access rights. This is necessary to allow immediate critical update application in all environments and maintain the company's and Med Media's data integrity without disruption of end user productivity.

EMStat Auto Update™ deletes all patches successfully applied to avoid misuse, unnecessary reapplication and increased hard drive space usage. The update system is only activated by a successful connection to WebCUR™ when an update is available and cannot be locally activated.

A system administrator can disable EMStat Auto Update™ feature if they desire. EMStat™ will still be notified of updates from WebCUR™ and will not allow EMStat™ to operate until the updates are applied. This is necessary to reduce the vulnerability to Med Media, Inc. due to customers running versions that may have stability, security or integrity issues. Assistance in disabling this service can be done by contacting Med Media technical support and the submission of a letter stating the understanding of the need for the company's system administrator to manage updates to prevent disruption of user productivity.

## Appendix B

### **Med-Media, INC. Software Product License Agreement and Limited Warranty**

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You should carefully read the following terms and condition before using this software. Unless you have a different license agreement signed by Med Media, Inc. a Delaware corporation (hereinafter "Med-Media") your use of this software known as EMStat (the "Software") indicates your acceptance of this license agreement and warranty.

**Binding Agreement.** The right to use this Software is sold only on condition that you agree to the following license terms. If you do not agree with the terms of this Binding Agreement, you should return the Software to Med-Media within five (5) days of your receipt of this agreement. Your failure to return the Software indicates your consent to the terms hereof.

This is a legal agreement (AGREEMENT) between you, the recipient of the software and Med-Media.

**BY DOWNLOADING, INSTALLING, COPYING OR OTHERWISE USING THE ATTACHED CLIENT SOFTWARE, YOU ARE INDICATING THAT YOU ARE AUTHORIZED TO BIND THE LICENSED USER IN CONTRACT AND THAT THE LICENSED USER ACCEPTS THE TERMS OF THIS AGREEMENT. IF YOU, AS THE LICENSED USER OR REPRESENTATIVE OF THE LICENSED USER DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT DOWNLOAD, INSTALL, COPY OR OTHERWISE USE THE CLIENT SOFTWARE.**

**GRANT OF LICENSE:** This Med-Media product contains software ("Client Software") that allows a computer to access or utilize the services provided by a computer called a Server. Access to the Server by this Client Software is only done through the purchase and upkeep of a WebCUR Client Access License ("CAL"). A CAL provides you with one Client Software connection to the WebCUR Server. You will need to purchase the same number of CALs as concurrent Client Software connections to WebCUR. Med-Media grants to you the following non-exclusive rights to the Client Software and accompanying documentation (collectively called the "SOFTWARE")

**Installation, Use and Transfer of Client Software:** You may install and use the Client Software on up to three (3) licensee-owned client devices per CAL. Concurrent connections to the WebCUR Server are ONLY equal to the number of CALs purchased and not the number of Client Software installations. A licensee-owned client device is defined as being solely owned by the licensee and housed in the same physical location of the other client devices installation under that CAL.

**Other Notice to Users** - You shall inform all users of the SOFTWARE of the terms and conditions of this AGREEMENT. Not For Resale Software - If this SOFTWARE is labeled "Not For Resale" or "NFR," your license only permits use for demonstration, test or evaluation purposes.

**Authorized Number of Users and Use:** In exchange for, and conditioned upon payment of the service and annual CAL fees you have committed to pay pursuant to a separate agreement or purchase order, you are granted the right and license to use each Software on a single central processing unit ("CPU"), except that the Software may be executed from a common disk shared by multiple CPUs provided that one authorized copy of the Software has been licensed from Med-Media for each CPU executing the Software. You must purchase one CAL for every one thousand (1000) event records submitted to the Server and/or installation on any client device not adhering to the above rules under Installation, Use and Transfer of Client Software. You may have as many concurrent Client Software connections to the Server as you have CALs. Should you not maintain a service agreement and allow your CALs to become inactive than you must cease use of the Client Software. Discontinuation of a service agreement will also cease the access to the Sever via web browser.

Upon cancellation of your CAL and Service Agreement you may request delivery of your data in a Med-Media determined machine-readable format. This request must be made within thirty (30) days of cancellation and you must provide payment for shipping, handling and media costs.

**Permitted Use.** The Software may be used only in connection with your business (i.e. may not be used to offer services for remuneration to third parties) and may not be used for any other purpose. Any other use is unauthorized and constitutes a breach of this Agreement.

**Support and Maintenance:** Med-Media offers technical support and software updates as part of the Service Agreement and annual CAL renewal. Failure to maintain one or both of these subscriptions will cease the provision of these items. Med-Media reserves the right to determine the best means of technical support delivery for you and to provide that support during published business hours. Failure to comply with the support provided by Med-Media may result in termination of this and other agreements. Med-Media reserves the right to terminate support for clients who fail to maintain hardware and or to keep operating systems current and updated with OEM service packs or patches.

**Copies:** The Software may not be duplicated or copied except for archive purposes, program error verification, or to replace defective media, and all copies made must bear the copyright notices contained in the original. You shall not modify, adapt, translate, create derivative works, disassemble, decompile or otherwise reverse engineer the Software. You agree that you will not export or re-export, whether directly or indirectly, the Software, or any direct products thereof, outside the United States without first obtaining the appropriate government approvals.

**Transferability:** This license and the Software may not be transferred to a third party. Any attempted transfer shall render the transfer null and void and of no further effect whatsoever and the transferee shall obtain no license to use the Software and use of the Software by any purported assignee shall constitute a breach of this Agreement.

**Ownership.** Purchase of this license does not transfer any right, title or interest in the Software to you. All right, title and interest is retained by Med-Media. You are on notice that the Software is protected under the copyright laws. The owner of the copyright is Med-Media or its suppliers, as the case may be.

**Term and Termination of License:** Med-Media reserves the right to terminate this license upon breach or alleged breach of this Agreement; provided that such allegation is made in good faith and in the reasonable discretion of Med-Media. Terms are also based on acceptance of the terms of annual CALs upon renewal. Those terms may supersede areas in this agreement.

**Modifications and Additions:** You may not modify the Software or includes it in any other software program

**Use of Software Product for High Risk Activities:** The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with on-line control equipment in hazardous environments requiring fail-safe performance, such as in the operation of nuclear facilities, aircraft navigation or communication systems, air traffic control, direct life support machines, or weapons systems ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or environmental damage. Med-Media specifically disclaims any express or implied warranty of fitness for High Risk Activities.

**U.S. Government Restricted Rights:** The Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to the Federal Acquisition Regulations ("FAR") in paragraph 252.227- 7013(c)(1) if the Software is supplied to the Department of Defense ("DOD"), or subject to Federal Acquisition Regulations ("FAR") in paragraph 52.227-19(c)(2) if supplied to any other unit or agency of the U.S. Government.

**Audit, Testing and Research Rights.** Client records shall be maintained in accordance with the Privacy Act of 1974 (Public Law 93-579), Freedom of Information Act, and the Health Insurance Portability and Accountability Act of 1996(HIPAA). In accordance to the aforementioned acts, Med-Media reserves the right to, at any time pursuant of the Service Agreement and CAL purchase, to audit your submitted records and to conduct testing on those records to improve the Software. You have provided Med-Media a perpetual right to use non-protected health information for research, homeland surveillance and without restriction or limitation upon other use.

**Prior Agreements.** This Agreement is the complete and exclusive agreement between you and Med-Media relating to the Software and supersedes any proposal or prior agreement, oral or written, and any other communications relating to the subject mater of this Agreement. No variation of the terms of this Agreement or any different terms will be enforceable against Med-Media unless Med-Media gives its express consent, including and express waiver of the terms of this Agreement, in writing signed by an officer of Med-Media.

**Warranty of Software:** Med-Media represents and warrants that it has full ownership right of (or the right to license) the Software, free of all liens and encumbrances and that it has full authority to grant the licenses to the Software as contemplated by this Agreement. Med-Media warrants for a period of NINETY (90) DAYS from the date of the purchase that the Software will execute its programming instructions when properly installed on the personal computer or workstation indicated on this package. Med-Media does not warrant that the operation of the Software will be uninterrupted or error free nor that it fully conforms to any specifications therefore. In the event that this Software fails to execute its programming instructions during the warranty period, your sole and exclusive remedy shall be to return the diskette(s) or tape cartridge(s) ("media") to Med-Media for replacement. Should Med-Media be unable to replace the media within a reasonable amount of time, your alternate remedy shall be a refund of the purchase price upon return of the Software and all copies thereof.

**Limited Warranty of Media:** Med-Media warrants the media upon which this product is recorded to be free from defects in materials and workmanship under normal use for a period of NINETY (90) DAYS from the date of purchase. In the event any media prove to be defective during the warranty period, your sole and exclusive remedy shall be to return media to Med-Media for replacement. Should Med-Media be unable to replace media within a reasonable amount of time, your alternate remedy shall be a refund of the purchase price upon return of the product and all copies.

**Notice of Warranty Claims:** You must notify Med-Media in writing of any warranty claim not later than thirty (30) days after the expiration of the warranty period.

**Limitation of Warranty:** Notwithstanding anything to the contrary contained herein, Med-Media makes no other express warranty, whether written or oral with respect to this product. **ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS IS HEREBY DISCLAIMED.**

**Exclusive Remedies.** The remedies provided above are your sole and exclusive remedies.

**YOU ACKNOWLEDGE THAT IN NO EVENT SHALL MED-MEDIA BE LIABLE TO YOU, YOUR EMPLOYEES OR ANY THIRD PARTY FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGE OR LOSS OF ANY NATURE (INCLUDING LOSS OF PROFITS) WHETHER BASED ON WARRANTY, CONTRACT, TORT, OR ANY OTHER LEGAL THEORY, EVEN IF MED-MEDIA HAS BEEN NOTIFIED OF THE POSSIBILITY OR LIKELIHOOD OF SUCH DAMAGES OR LOSS. ANY LIABILITY OF MED-MEDIA UNDER THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT OF INITIAL SERVICE/LICENSE FEES THERETOFORE PAID TO MED-MEDIA FROM YOU.**

**Non-Competition.** You shall not use the Software to offer services for remuneration to any other party. Any such use shall automatically constitute a revocation of the license granted herein.

This AGREEMENT will be governed by the laws of the Commonwealth of Pennsylvania, without reference to conflict of laws principles. In any dispute arising out of this AGREEMENT, you and Med-Media each consent to the exclusive personal jurisdiction and venue in the State and Federal courts within Dauphin County, Pennsylvania.

**Notices.** Any notice given under this Agreement shall be given to the following:

**Med-Media, Inc.**  
**6301 Grayson Road**  
**MS 113**  
**Harrisburg, PA 17111**  
**Attn: Customer Service**

**General.**

- A. This Agreement may be amended or provisions waived only by another writing signed by an authorized representative of each of the parties.
- B. If Med-Media fails to enforce any term or condition of this Agreement on one occasion, such failure to enforce on that one occasion shall not prevent enforcement on any other occasion.
- C. All rights and remedies conferred by this Agreement or by law are cumulative and may be exercised singularly or concurrently.
- D. If any provision of this Agreement is held invalid by any law or regulation of any government or by any court, such invalidity shall not affect the enforceability of other provisions herein.

## Appendix C

### WebCUR Login WID's for EMS Providers

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A "WID" is a unique **WebCUR Identification Number** that is generated for each provider when they are added into the [Crew- Common Support List](#) area of EMStat.

A WID will be created for the all providers unless they are added as an **Attendant** or **Other**. The EMS provider **MUST** know their **WID Username** and **Password** to be able to enter the **WebCUR Website Home Page**.

The **Username** is created from **3** different items from the provider's information; providers *Initials*, (first and last name) the *Certification Level* (see **Certification Level Codes** below), and their *Certification Number*.

The **Password** is the same *Password* that was entered on the [Crew- Common Support List](#) area of EMStat.

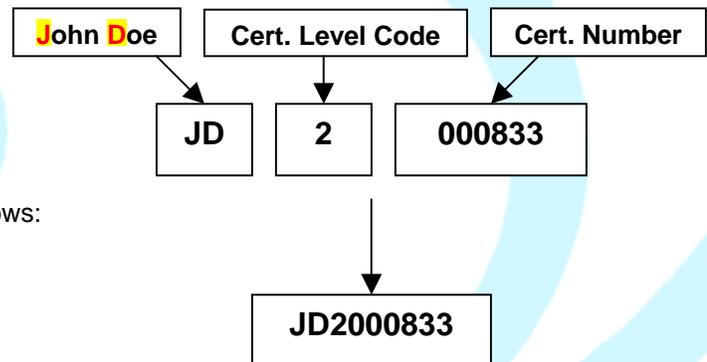
**Example:** An example of how the WID is created is displayed below.

Provider Name: **John Doe**

Certification Level: **EMT-P**

Certification Number: **000833**

WebCUR Password: **123456**



The **Certification Level Codes** are as follows:

- |           |                         |
|-----------|-------------------------|
| 1) HP     | 9) EMT-I                |
| 2) EMT-P  | 10) RN                  |
| 3) EMT    | 11) MD                  |
| 4) FR     | 29) Para transit Driver |
| 7) EMT-ST | 30) Emergency Responder |
| 8) EMT-C  |                         |

The **WebCUR ID** Login for John Doe will be **JD2000833** and the **Password** will be **123456**.

## Revisions

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Content and Screen shots	03-04-2008	MAP
Content and Screen shots	03-15-2008	MAP

## ***EMStat 4* Version Build**

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Version 5.0.114	03-04-2008	MAP
Version 5.0.125	03-15-2008	MAP