iPad Training Manual

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Installing the program

In order to use the iPCR program to create reports, you must first install the application on each of the iPads you are licensed for. For questions regarding your license count, please contact our client services department at (800) 462-2622 for more information.

To install the program onto your iPad, you must download the application from the App Store on each iPad individually. To do so, on the iPad, open the app store and search ‘iPCR Insight’. You will be presented with the program, click to select it.

Now you must download the program onto your iPad by clicking the icon

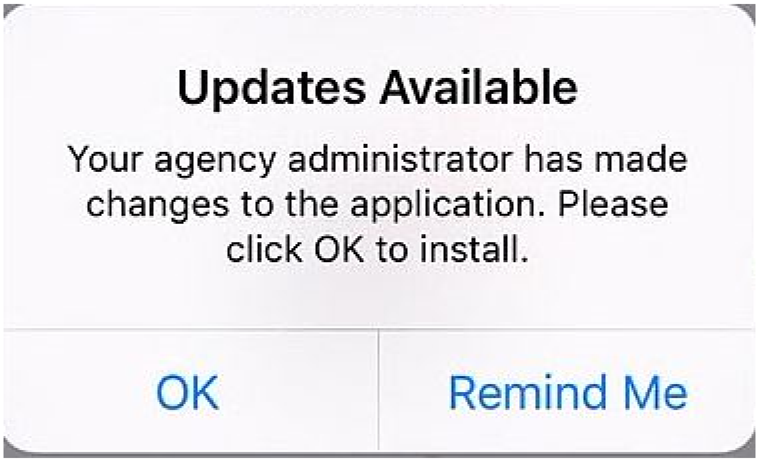
Once the program has downloaded, you will now see the iPCR icon on your iPad workspace, signifying that it has been installed on the iPad. This downloaded application is currently blank and needs to be registered and synced to your account in order to use it. The next section will walk you through the register and sync process.

Registering and syncing iPCR to your account

Now that you are ready to register and sync the program, you must first tap on the icon on the iPad workspace you just downloaded to open the program. You will be presented with the login screen.

In order to register and sync, you will enter your account number in the username field and your unlock code in the password field and click 'Login'. NOTE: The account number and unlock code are provided in your welcome letter upon the purchase of the program.

Upon logging in, you will receive a program message that there are updates available



It is important that you select 'OK' to this message as this will be the process that will download all of your account information into the respective iPad making it available to use. An icon will spin during this process and take you to the main screen once complete.

You have now completed the register and sync process. From this point forward, on this iPad, you will login using the usernames and passwords your agency program administrator has setup for you.

Logging into the program

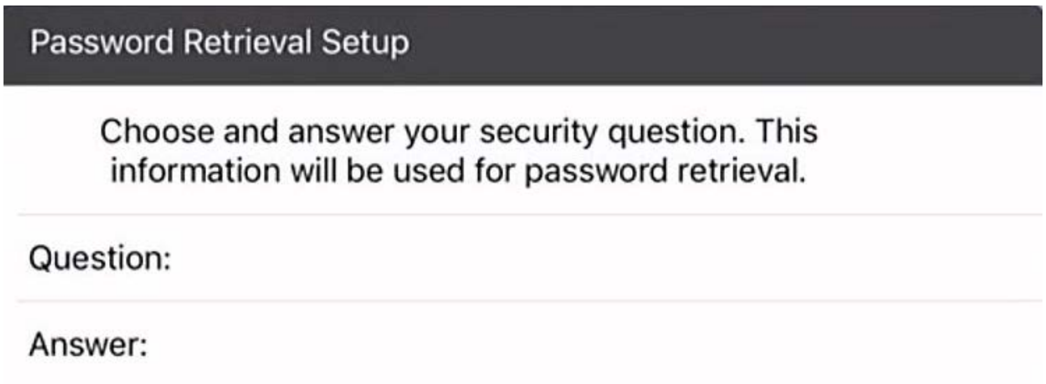
Now that you have successfully setup iPCR on your iPad, you are now prepared to begin using the application.

Each agency will have one or more assigned iPCR administrators. Your iPCR administrator will setup all users in your system. Once they create your user account, and you have set a password, you can log in to iPCR on either the iPad or iPCR web as needed.

To log in to the application, simply tap the iPCR icon located on the iPad workspace to open the login screen

Next, enter your username and password. The password is case sensitive. If you enter incorrect login credentials, you will notified via an on-screen message. You have three attempts at a successful login. If you are unable to login within three attempts, the program will lock your username to prevent unauthorized login from this device for the period of five minutes. After the lockout period, you will have the ability to resume login attempts.

Once you login on the iPad successfully, the program will prompt you to select a security question and provide the answer to it so that moving forward, you can use the 'Forgot password' feature on the login screen to reset forgotten passwords in the future if needed. Your iPCR administrator in agency can also assist you with password reset if needed.



Home Screen

The iPCR home screen is the command console for use of the program on the iPad. You are presented with several options which will discuss in-turn.

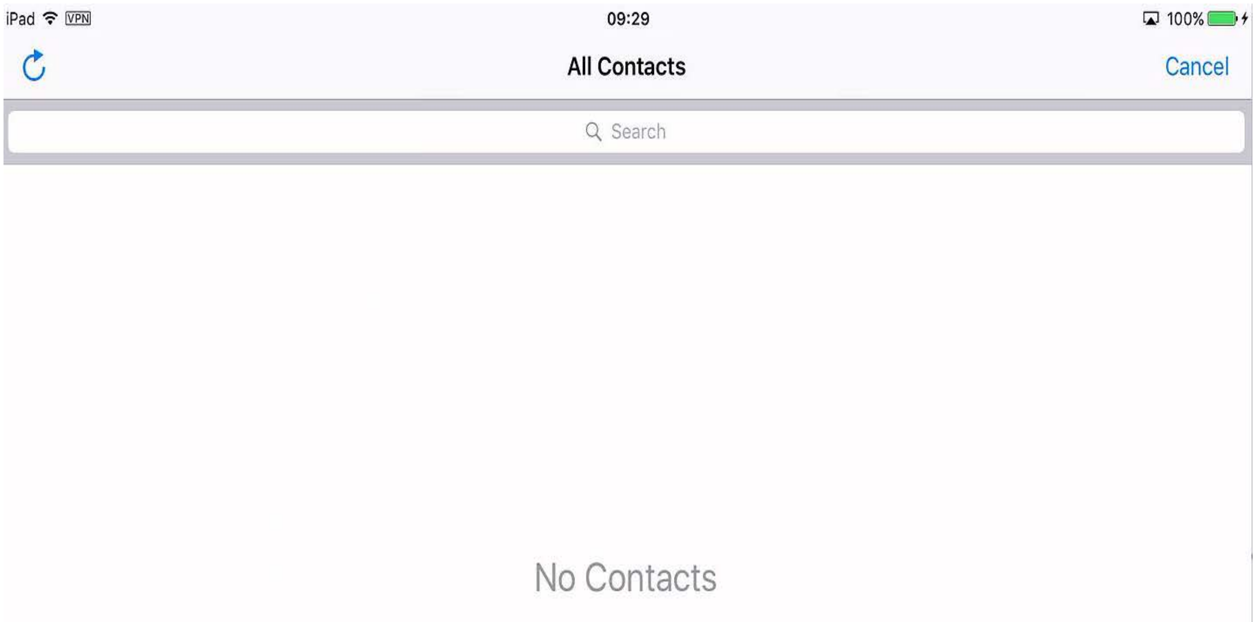
Once logged in, the program will stay logged in with no activity for the period of five minutes. After the time of inactivity has been exceeded, the program will log itself out to ensure security is maintained.

It is important to remember that while the program has a time-out, the iPad does as well which is configured in the iPad ‘Settings’ menu.

About

The about tab is found in the upper-right area of your iPCR home screen on the iPad. Selecting the about tab will show you important information such as your program version and account number if needed for reference.

Contacts

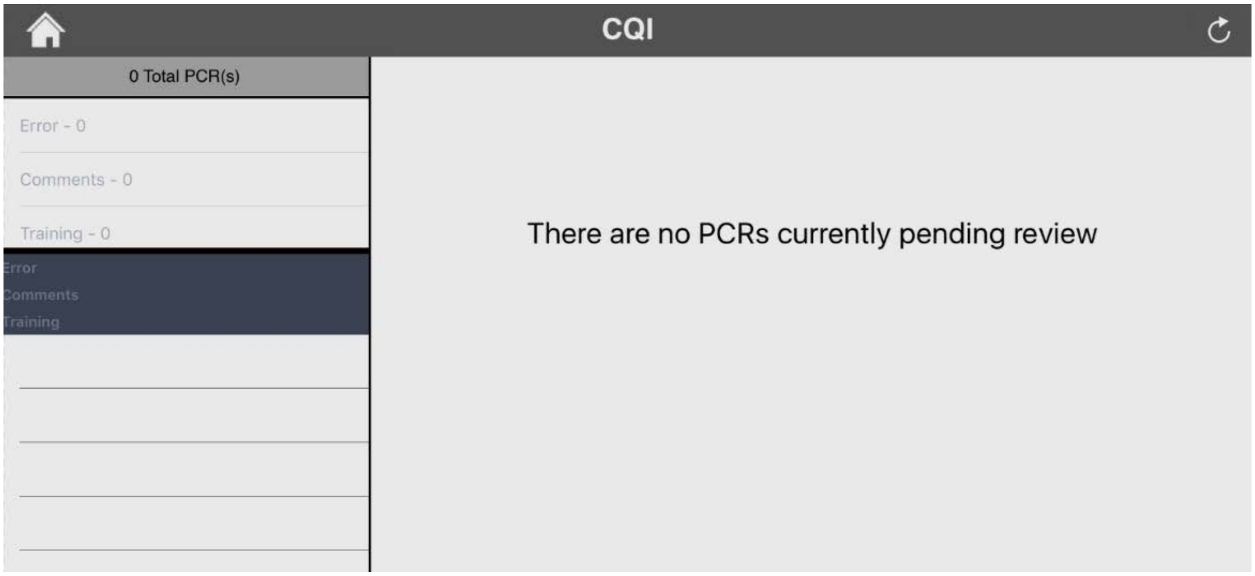


The Contact screen is the location to see any contacts pulled from the iPad. The contact screen will also pull all local contacts entered on the device you are currently using. You can toggle your local contacts from syncing into with iPCR by allowing or removing access in the iPad settings menu.

You have the ability to search any contacts added into your account by your iPCR administrator by using the search bar at the top of the screen.

Clicking 'Cancel' will return you back to the home screen of the iPCR program.

CQI



The CQI area on the iPad is reserved for any PCRs that have been reviewed and sent to you by your iPCR administrator or assigned personnel using the CQI process in iPCR web.

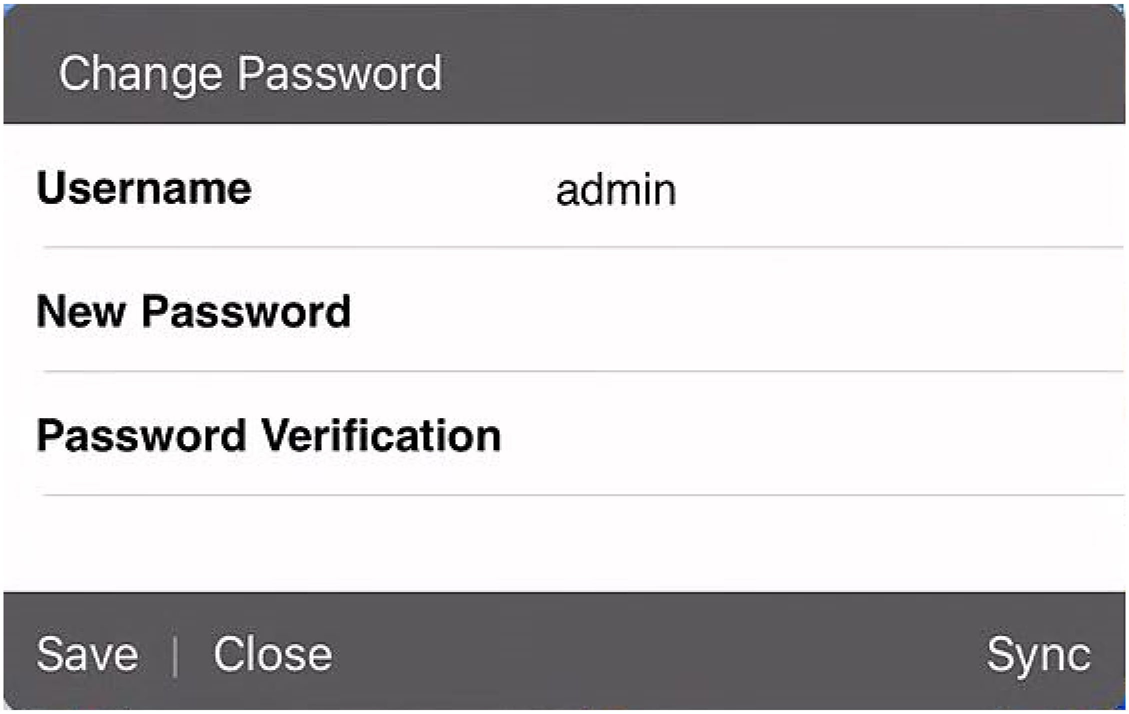
The process starts with you completing and submitting a report to iPCR web. Assigned personnel will review your reports per company policy and have the ability to send a report back to you if needed.

You will first receive a message in your message center stating a report has been sent back to you either via the CQI process or Billing process along with specific instructions for what is needed.

You will click on the message to download the report back onto your iPad. The downloaded PCR will be held in the CQI area showing you all accompanying messages. From this screen you can enter and exit the report as needed until you have completed the requested actions from your designated personnel at which point you will resubmit the report for final review.

You have the ability to message the individual who has transferred the PCR to you if questions arise. Alternately, you may choose to message this individual outside of CQI area in the 'Inbox' area if you wish.

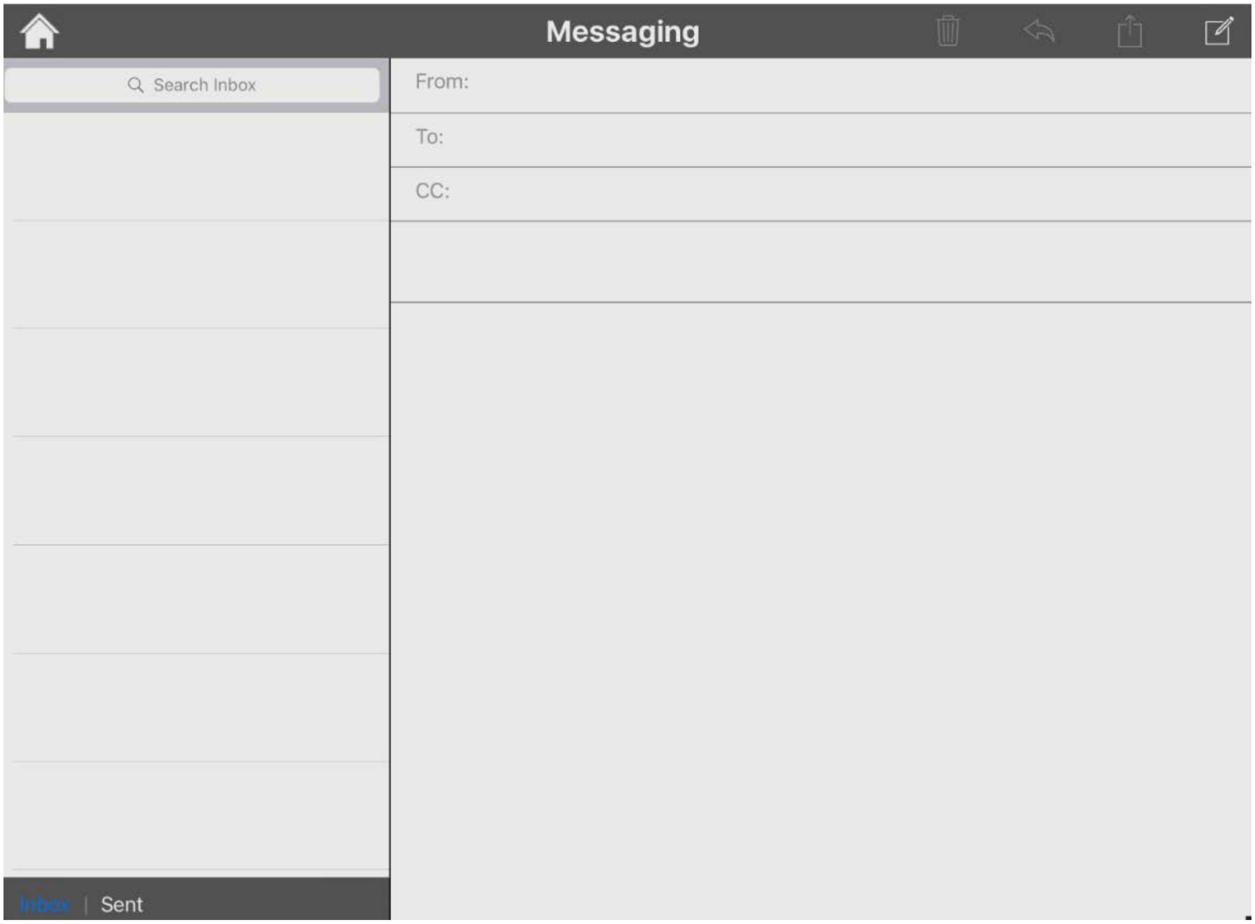
User Settings



The user settings area of iPCR serves two functions. The first function allows you to change your password. It is recommended to change your password in frequent intervals to uphold security. When selecting a new password, you will be asked to meet complexity requirements.

The second function of user settings is the ability to manually 'Sync' the program. As the iPad is a wireless device, the information contained within it will rely on the information downloaded into it. If an administrator makes adjustments to your account options, you will be prompted to perform an update. This is not a program update, but rather an account update bringing in any recent changes your iPCR administrator has completed. If something prohibits this full update, you can always open user settings and click 'Sync' to prompt the program to download any account settings, options, etc.… and will resync your iPad to your account.

Inbox

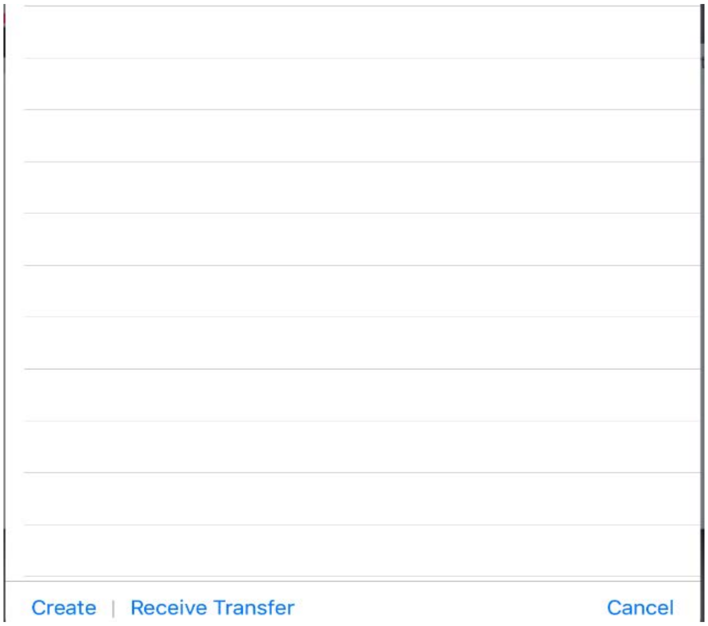


The inbox serves as your in-app message center. It mimics the function of webmail in other programs such as outlook but is used exclusively for communication within the program.

Much like email, you have the ability to see new, saved and deleted messages from other iPCR users. You have reply, forward and delete capability with the Inbox as needed. The Inbox will hold deleted messages in the deleted folder until the user selects a message in that folder and clicks ‘delete’ once more, which will permanently delete the message.

If your agency uses the Billing or CQI feature, this is the area you will receive messages on any PCRs sent back to you for review. When downloading a PCR from a Billing or CQI message, you will be prompted to delete the message. Selecting ‘OK’ will delete the message and open the PCR for review. The downloaded PCR is then stored within the ‘CQI’ folder as needed until you resend it.

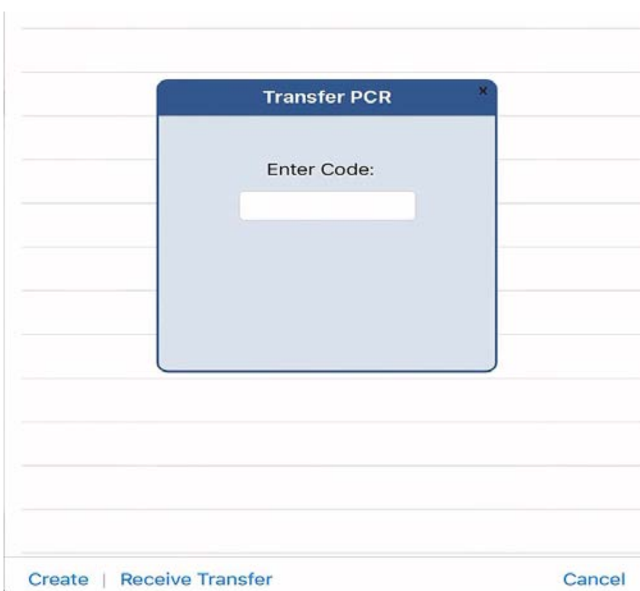
New PCRs folder



The new PCRs folder allows you to either create a new PCR or receive a transferred PCR or EMS worksheet. To create a new PCR or receive a transferred PCR, you must first have completed the shift setup screen.

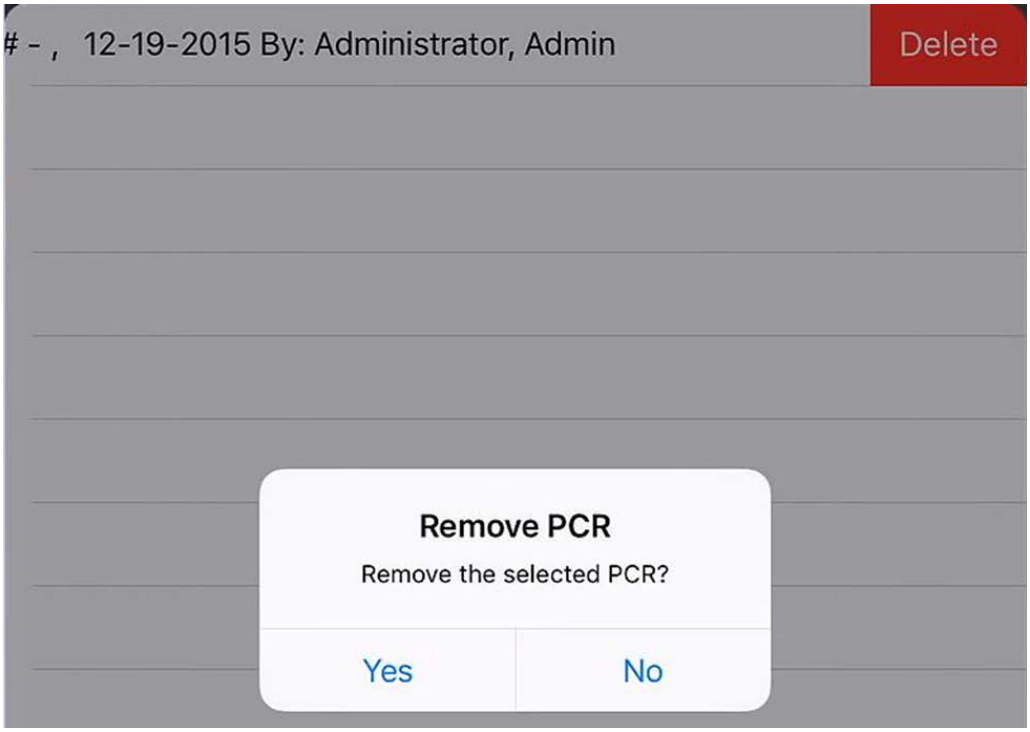
Once shift setup has been completed, you can create a new PCR by clicking the ‘Create’ button at the bottom of the screen, which will open a new PCR and take you to the Home screen of the report.

To receive a report transferred from another user, you will first have to obtain the transfer code from that individual. Next, click on the ‘Receive transfer’ button at the bottom of the screen and enter the code provided from the transferring individual.

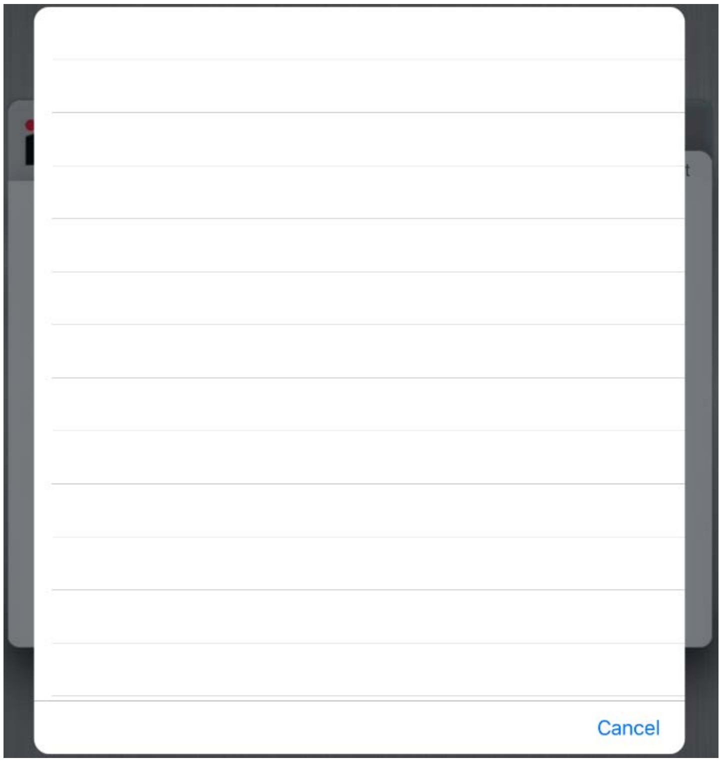


After a correct transfer code has been entered, the PCR will download onto your iPad. After a few moments, the transfer screen will close and you will find the PCR on your iPad in iPCR. This PCR is available to modify as needed and can be submitted once complete.

You can delete a PCR in the New PCRs folder by swiping a PCR in the list to the left, which displays a 'Delete' button. Deleting the PCR will remove it from you list. Please be aware that your iPCR administrator can recall deleted PCRs if needed for a period of 30 days. After the 30 day period, the PCR will not be recoverable.



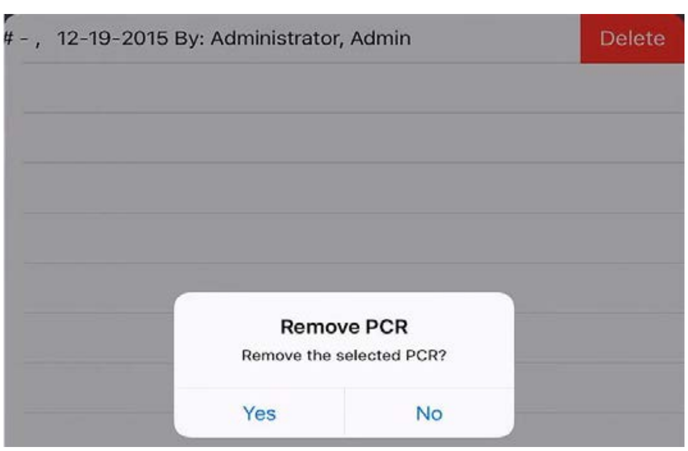
Open PCRs folder



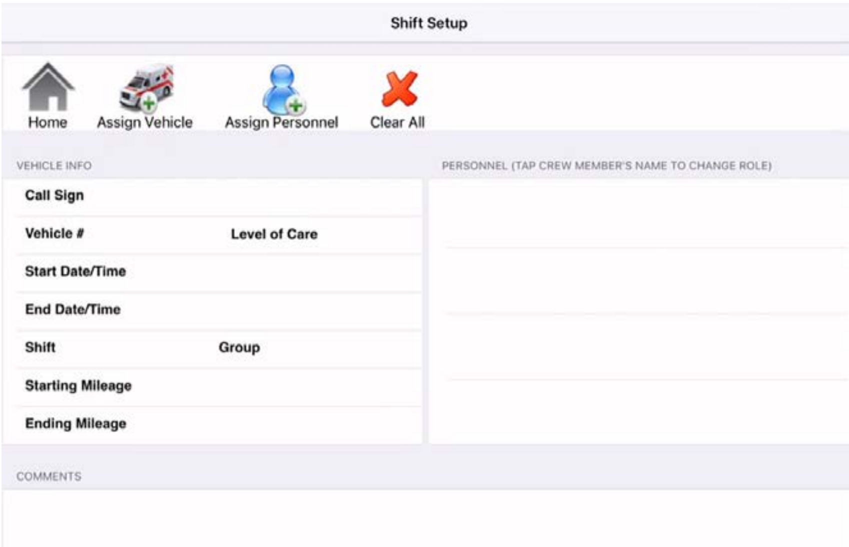
The Open PCRs folder is the location where all saved PCRs reside. Any new PCR you click save on will import into the open folder automatically.

You can continue to modify any PCR found in this folder until complete. Once done, you will submit and close the PCR, which will remove the PCR from this folder and off of the iPad.

You can delete a PCR in the Open PCRs folder by swiping a PCR in the list to the left, which displays a 'Delete' button. Deleting the PCR will remove it from you list. Please be aware that your iPCR administrator can recall deleted PCRs if needed for a period of 30 days. After the 30 day period, the PCR will not be recoverable.



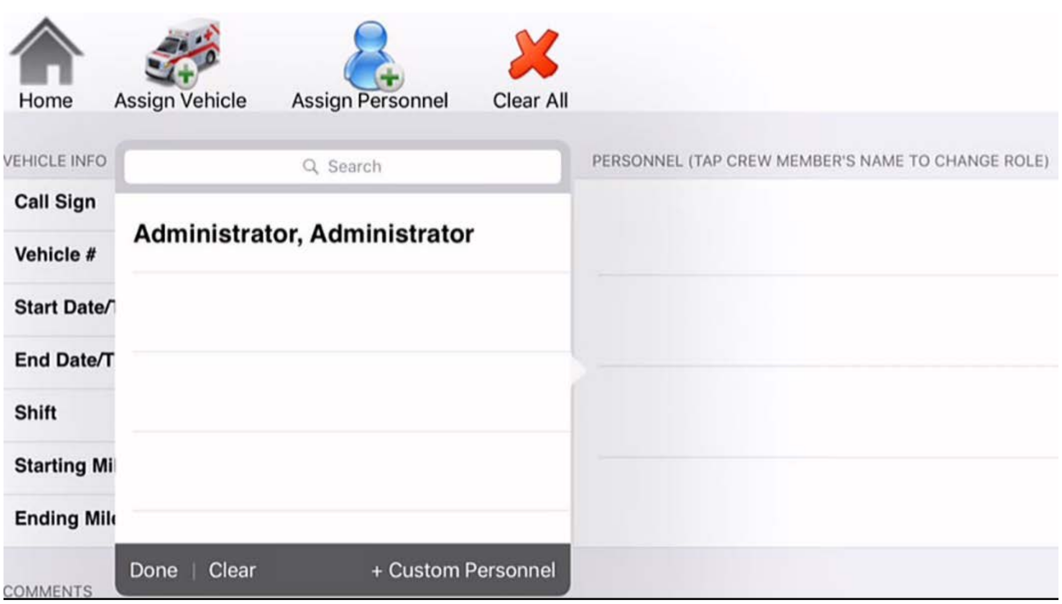
Shift Setup



You must first set the shift up prior to creating a new PCR. You are required to have assigned a vehicle and primary crew member at a minimum to allow you to exit the shift setup screen and create a PCR.

First, enter your vehicle information, remembering that at a minimum you must assign a vehicle at the top of the screen. The remaining items in the vehicle information area are options per your agency's requirements.

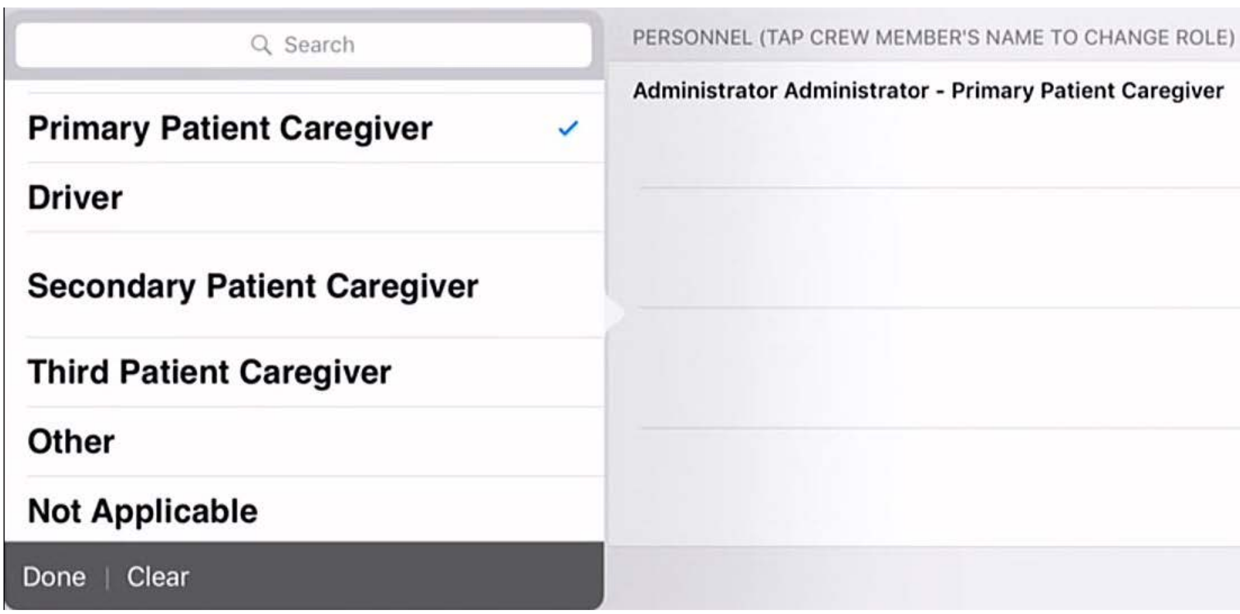
Next, you must assign crew members. The minimum required is one primary crew members with other crew members being optional per the shift you are on. To do so, you would first click assign personnel and select a user from the list



Shift setup continued…

After selecting the user, you will be asked to provide a signature for this crew member as the signature area is displayed

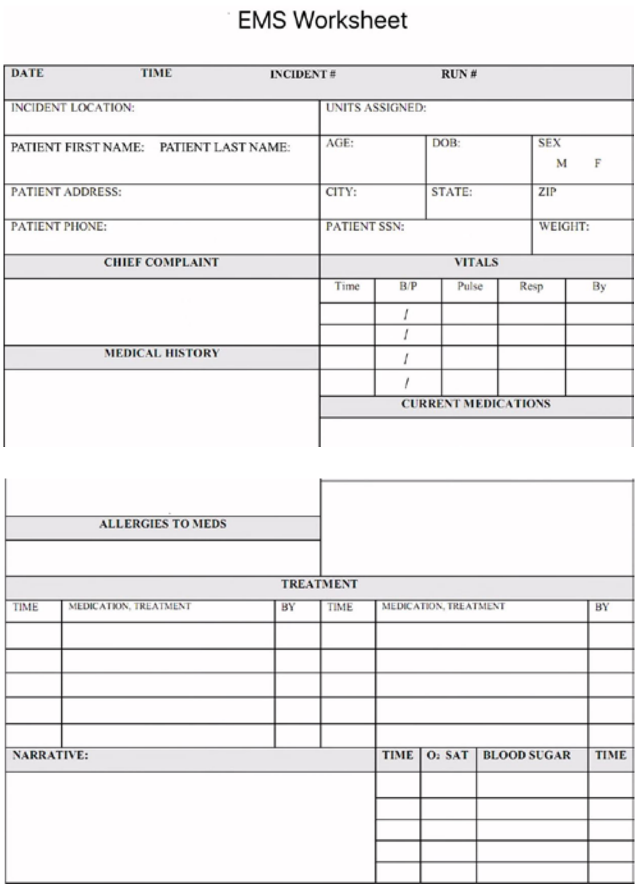
Finally, you will select this crew members shift role and click done to complete. You will then repeat the process for any additional crew members as needed.



Custom personnel can be entered for another member of the crew that is not currently entered in as an iPad user.

Once the shift setup has been finalized, you can click the home button to return to the iPCR home screen. From the home screen you are presented with creating a new PCR, receiving a transferred PCR or continuing work on an open PCR respectively.

EMS Worksheet



EMS Worksheet

DATE TIME INCIDENT # RUN #

INCIDENT LOCATION: UNITS ASSIGNED:

PATIENT FIRST NAME: PATIENT LAST NAME: AGE: DOB: SEX M F

PATIENT ADDRESS: CITY: STATE: ZIP

PATIENT PHONE: PATIENT SSN: WEIGHT:

CHIEF COMPLAINT

VITALS

Time	B/P	Pulse	Resp	By
	/			
	/			
	/			
	/			

MEDICAL HISTORY

CURRENT MEDICATIONS

ALLERGIES TO MEDS

TREATMENT

TIME	MEDICATION, TREATMENT	BY	TIME	MEDICATION, TREATMENT	BY

NARRATIVE:

TIME	O_2 SAT	BLOOD SUGAR	TIME

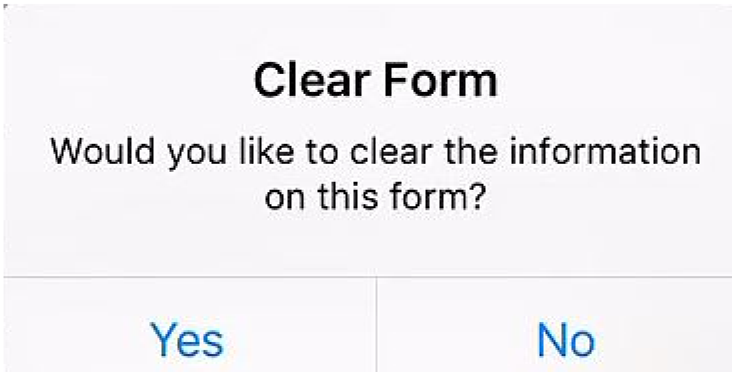
Many first responders will use the EMS worksheet to begin a call. The user has the ability to begin filling out scene information which can be transferred into a PCR or to another user as needed. All information entered into the EMS worksheet will carry forward into the PCR itself to save data entry time. It is not required to start a PCR through the EMS worksheet; this is an additional feature if you choose to use it.

Once you have filled the EMS worksheet out, you are presented with the following options at the bottom of the screen

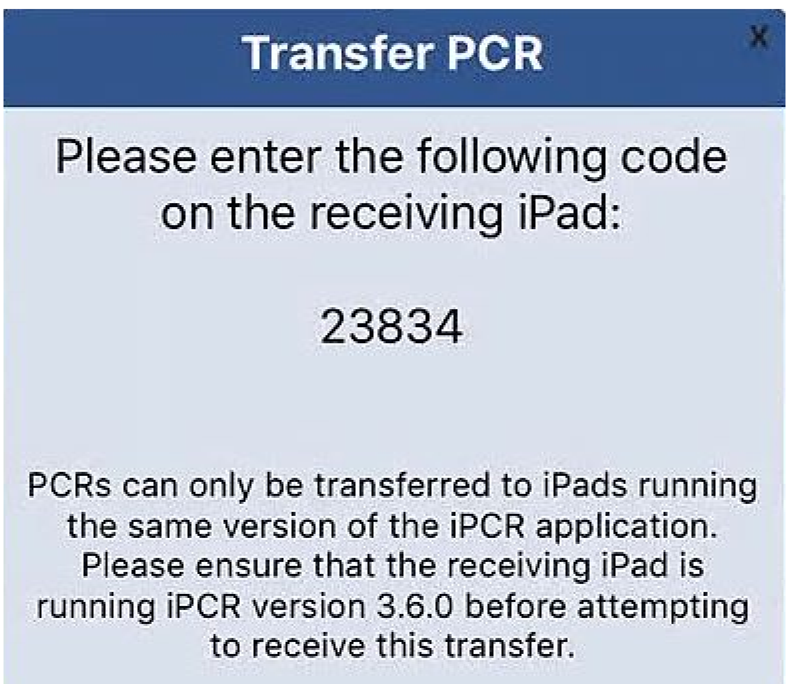
Clicking ‘Done’ will simply close the EMS worksheet and return the user to the iPCR Home Screen. You can recall this worksheet by clicking back into the ‘EMS Worksheet’ area on the iPCR Home Screen.

EMS worksheet continued…

Next, the user can transfer the information in the EMS worksheet into a new PCR by clicking ‘Create PCR’. Once you perform this option, it will ask if you wish to clear the form to allow the user to begin on a new worksheet as you can only have one active EMS worksheet at a time in use.



The next option available to the user is the ability to transfer the EMS worksheet to another user on a different iPad. To do so, click the ‘Transfer’ button which will generate a pin code.

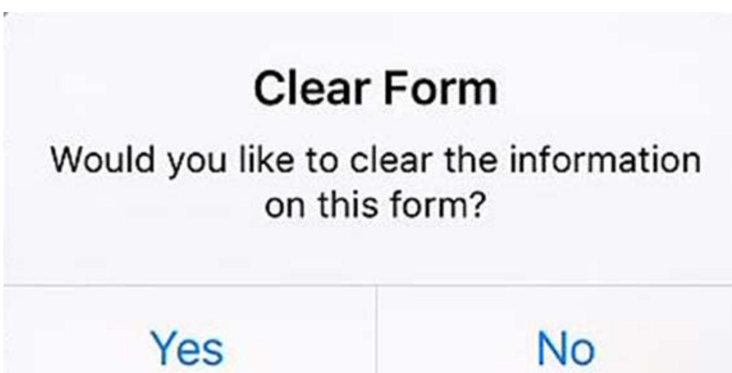


The receiving user on a different iPad can navigate to the ‘New PCRs’ folder on their device and click the ‘Receive’ button. They will enter the code which will then download the EMS worksheet onto that device in the form of a new PCR available for continuation.

EMS worksheet continued….

If the user would like a copy, they can select the ‘Print’ button which will allow the iPad to print to any air-play capable printer it can detect.

The final option available is the ability to clear the form to allow the user to begin on a new worksheet as you can only have one active EMS worksheet at a time in use. To clear the EMS worksheet, click ‘Clear’.



Prehospital Care Report (PCR)

Prehospital Care Report

Incident # 20160104-1	**Last, First**	View: Revision 1
N/A	12 Years Male	Revised By: Administrator, Admin
Call Sign #Medic 1	DOB: 05-29-2003	Revision DT: 01/04/2016 14:04 PST

Dispatch Info

Response information:
Response Urgency:
Date: January 04, 2016
Address:
4500 Post St

Times:

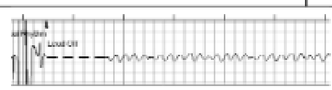
Time Received:	19:22	**Patient Contact:**	19:22 **Available Time:**
Responding:	19:22	**Transport:**	19:22
Cancelled:	19:22	**At Destination:**	19:22
On Scene:	19:22	**Transfer Of Care:**	19:22

Other Dispatch Info:

Type Of Service Req: 911 Response (Scene)
Type Of Service at Scene:
Other EMS Agencies at Scene: Local Agency 1
Suspected Disaster: Explosive Device
Start: 0.0 **Scene:** 0.0 **Destination:** 0.0 **End:** 0.0 **Total:** 0.0

Treatment

Time	Treatment	Response	Performed By
07:24	**Vitals Taken: BP:** 109/83; Manual; **Pulse:** 74; Regular; Strong; **Respiration Rate:** 8; Normal; **ETCO2:** 31; **ECG Rate:** 91/12 Lead ECG-Lateral Ischemia; **SPO2:** 97; **Cap Refil:** Absent; **GCS Score:** N/A; **AVPU:** A;		
07:26	**Vitals Taken: BP:** 118/67; Manual; **Pulse:** 72; Regular; Strong; **Respiration Rate:** 9; Normal; **ETCO2:** 33; **ECG Rate:** 91/12 Lead ECG-Lateral Ischemia; **SPO2:** 98; **Cap Refil:** Absent; **GCS Score:** N/A; **AVPU:** A;		
13:57	**Vitals Taken: BP:** 120/88; Manual; **MAP:** 98.7 mmHg; Regular; Strong; Normal; **ECG Rate:** /12 Lead ECG-Lateral Ischemia; **Cap Refil:** Absent; **Temp:** 0.0; **GCS Score:** N/A; **AVPU:** A; **Position:** Sitting;		Administrator, Admin



19:22	Patient Contact		
19:22	Transport		
19:22	At Destination		

Patient: Last, First DOB: 05-29-2003 Incident #20160104-1

As referenced earlier, you must first complete the ‘Shift Setup’ prior to creating a new PCR. Please see the section on Shift Setup for further information if needed.

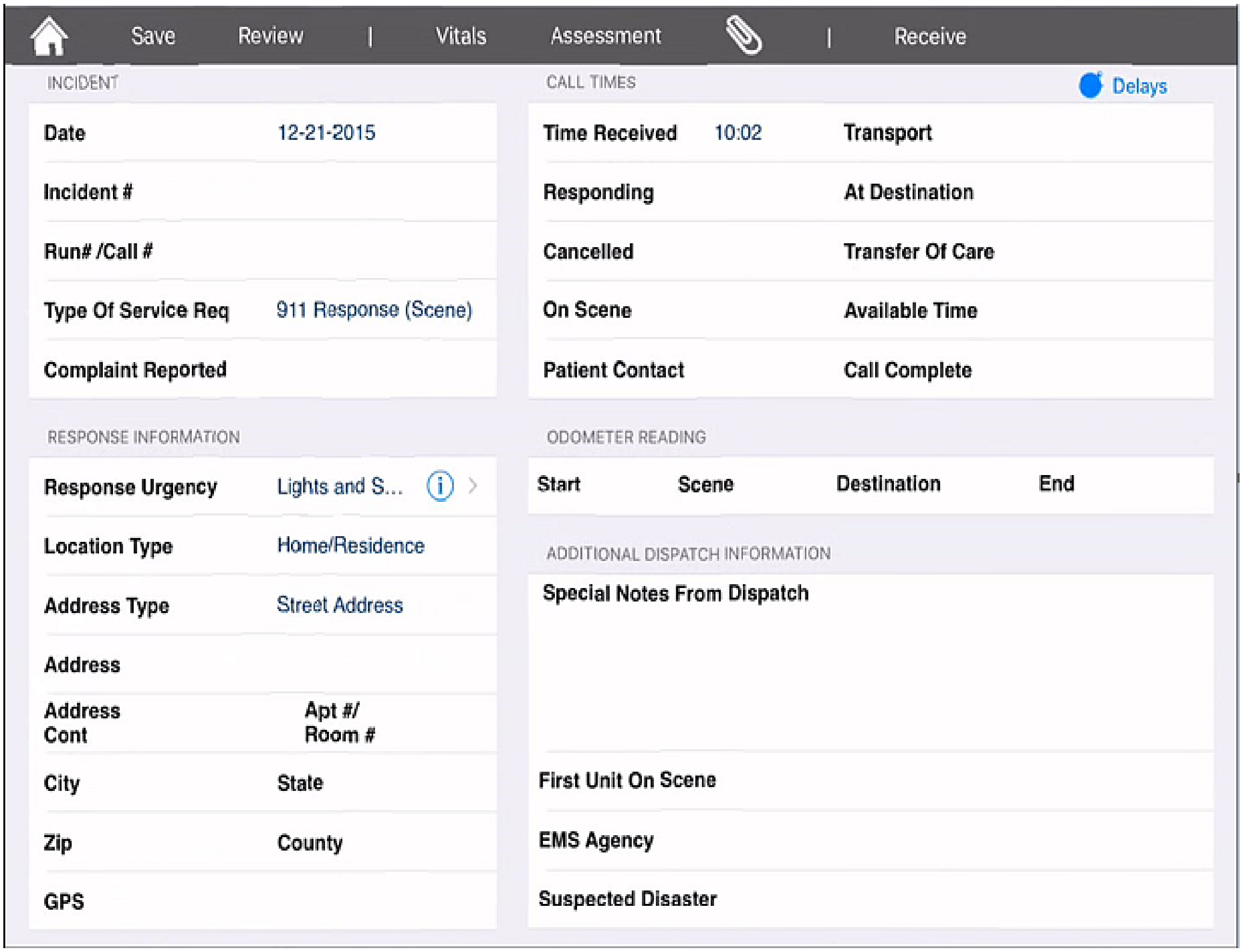
You can receive a transferred PCR, create a PCR from the EMS worksheet or simply click the ‘Create’ button in the ‘New PCRs’ folder.

Create | Receive Transfer Cancel

After you have created a new PCR, you will be taken to the ‘Dispatch’ screen of the report. The report is considered to be in an open status until you have filled all pertinent fields out and then ‘Submitted and closed’ the PCR. Submitting and closing will remove the PCR off of your iPad and transfer to iPCR web where you iPCR administrators can view the report.

In the following sections, we will be covering each of the individual sections of the Prehospital Care Report or PCR.

Dispatch



The dispatch screen will allow the user to enter all pertinent information as they were dispatched. The program has following features in this screen:

Incident Area: Location to enter the incident date, number, type of service and complaint reported

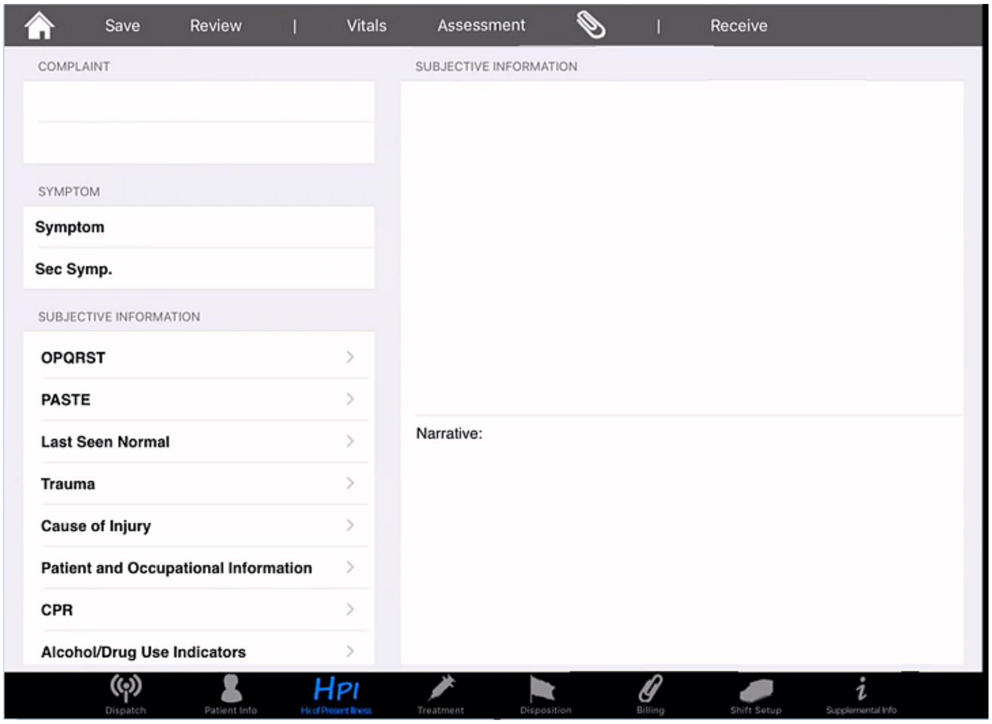
Response Information: Area to record both method of response along with the dispatch address. Note that by entering the 'Zip' field and tapping 'Next' on the keyboard will allow the program to auto-populate the City, State and County respectively.

Call Times: Location to record all applicable times. This field will automatically move to the next field once a time has been entered for faster navigation. The upper right portion of call times section allows the user to record any delays during encountered during the call.

Dispatch continued…

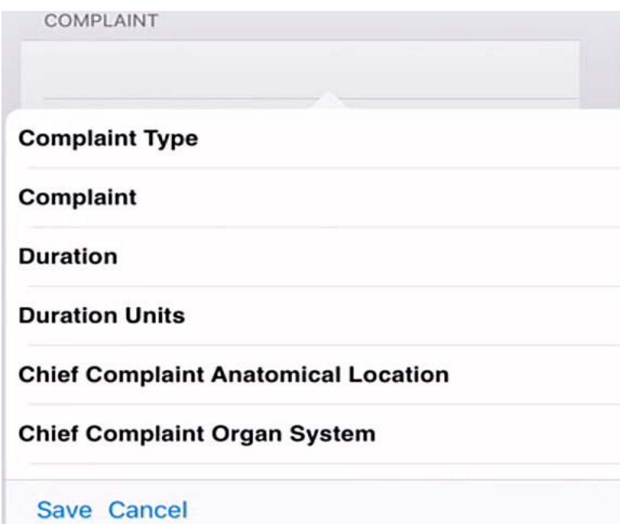
Odometer Reading: Location to enter the vehicle mileage. Many users will start with the trip mileage vs. actual odometer reading though you can use actual if preferred. The trip total displays and is calculated in the mileage difference between 'Scene' and 'Destination'.

History of present illness (HPI)



The HPI screen is where you can record all complaints, symptoms, subjective information and your narrative. This program area contains the following sections:

<u>Complaint</u>: The complaint area allows the user to enter primary and secondary complaints as needed. Once you tap into the complaint area, you will be presented with the ability to add the complaint type (Primary/Secondary/Other); the complaint itself, duration of complaint, duration units (Seconds, Minutes, Hours, etc.…). Chief anatomical location and chief complaint organ system are only available on a primary complaint.



History of present illness (HPI) cont.…

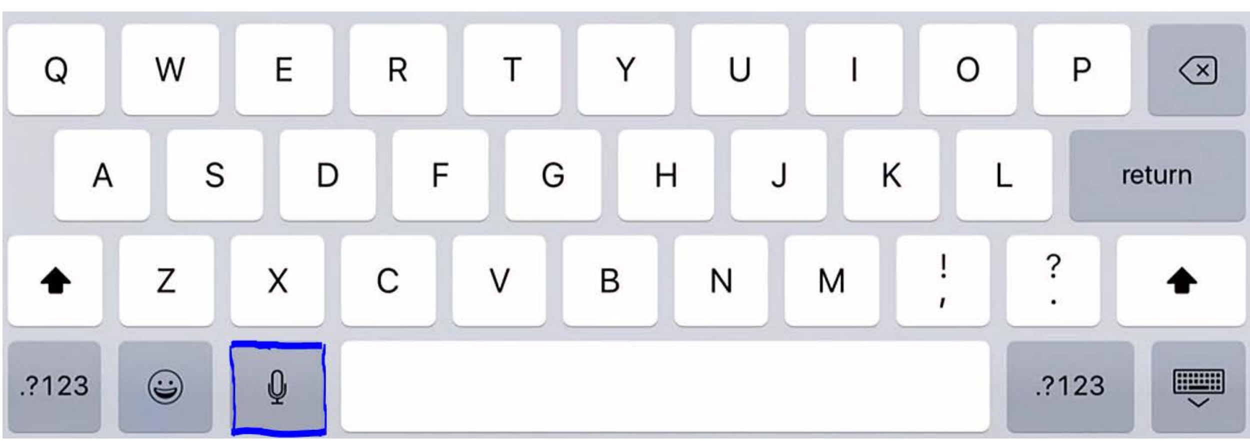
As you continue through you HPI screen, you will enter all applicable subjective information regarding your dispatched incident in this location. All selections you make within the subjective information area will begin to populate on upper right most portion of the screen to allow you to see a record of data entered. The subjective information includes areas to enter:

Field	**Function**
OPQRST	Onset, Provocation, Quality, Radiates, Severity, Time of Onset
PASTE	Progression, Associated Chest Pain, Sputum/Cough Production, Talks/words Sentences, Exercise Last Seen Normal: Time Last Seen Normal
Trauma	Height of Fall; Area Of The Vehicle Impacted; Other Injury Risk Factor; Trauma Center Criteria; Mechanism of Injury; Vehicle Type; OSHA Personal Protective Equipment Used; Location of Vehicle; Possible Injury; Airbag Deployment; Use Of Occupant Safety Equipment; Accident Type; Intent of Injury
Cause of Injury	Several options for noting injury cause as configured by your iPCR administrator
Patient and Occupational Information	Patient Activity; Patients Occupational Industry; Patients Occupation; Work Related Illness/Injury
CPR	End of EMS Cardiac Arrest Event; AED Used Prior To Arrival; Time CPR Discontinued; Time Of Arrest; Type of CPR; Neurological Outcome At Hospital Discharge; Reason CPR or resuscitative efforts discontinued; Etiology; Who Provided CPR Prior to EMS Arrival; AED Used Prior to Arrival By; Resuscitation Attempted By; Resuscitation Attempted by EMS; Therapeutic Hypothermia Initiated; CPR Prior to EMS; Cardiac Arrest; Return of Spontaneous Circulation; Cardiac Rhythm On Arrival At Destination; First monitored Rhythm; Witnessed; Initial CPR Time
Alcohol/Drug Use Indicators	Options available to select applicable alcohol or drug use as configured by your iPCR administrator
Barriers to Patient Care	Options available to select the barrier to patient care as configured by your iPCR administrator
OB	Paragravida; Gravida; Pregnancy; Pregnancy Complications
Neonatal	1 minute APGAR; 5 minute APGAR; Date/Time of Delivery; Delivery Complications

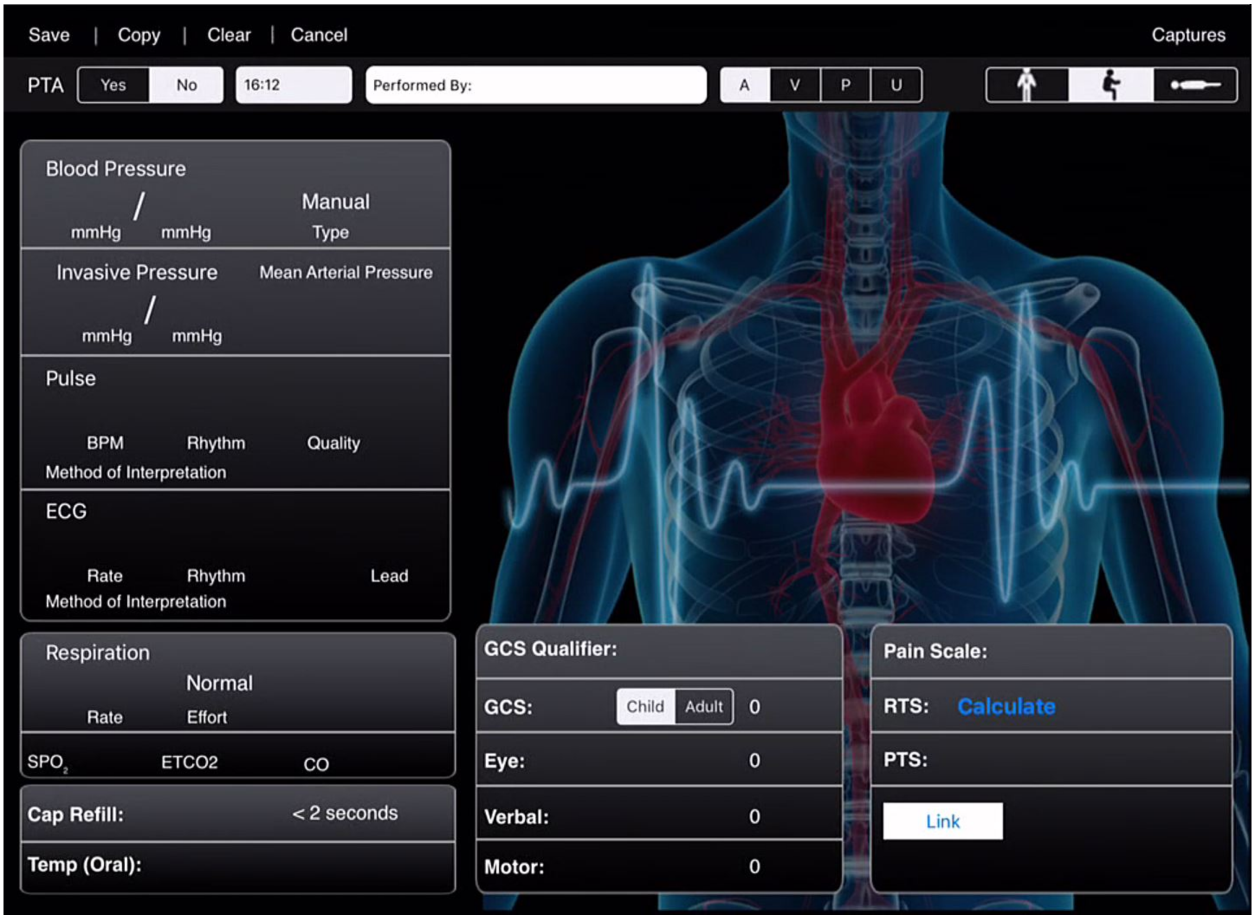
History of present illness (HPI) cont.…

Narrative: With the narrative you are creating a detailed picture of the patient and event with your words. For this reason, this area has been designed to allow the user to include a description of: The scene, mechanism of Injury and events leading up to the emergency; the patient's condition, history of present illness and prior medical history; your assessment findings. The narrative also is a place that the user can describe: All treatment rendered and the patient's response to that treatment, specifically where and when events occurred including a where, when and who for each intervention performed. The user can record any changes in the patient's condition and describe any extenuating circumstances such as extrication, combative patients, need for restraints and infectious/hazardous exposures, etc.… Use the persons own words to convey stated information. Use quotation marks when quoting. The patient narrative is not the place to document your personal opinions about individuals or interaction problems. Document only the objective facts and your presumptive diagnosis based on those facts in the narrative. Please ensure you have met with your agency administration to reserve final training and policy regarding proper narrative writing and requested content.

The narrative is a free text area, meaning to use, the user must simply tap into the 'Narrative' area and can then enter the information. There are two methods of input for this field, one is by typing the narrative by using the on-screen or Bluetooth keyboard (if available) and the second method of data input would be utilizing the voice dictation feature of the iPad device. To utilize voice dictation the user will tap into the 'Narrative' text box to display the on-screen keyboard, the user will then select the microphone icon and begin speaking. When using voice dictation, please remember you will need to speak all punctuation.



Vitals

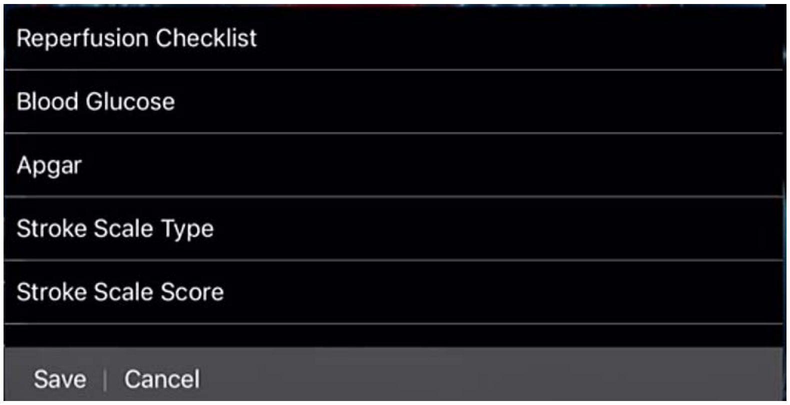


The Vitals screen is where you can record all new vitals information. Once you save the vitals record, the entry will be saved in the treatment timeline in the 'Treatment' area of the PCR. This program area contains the following sections:

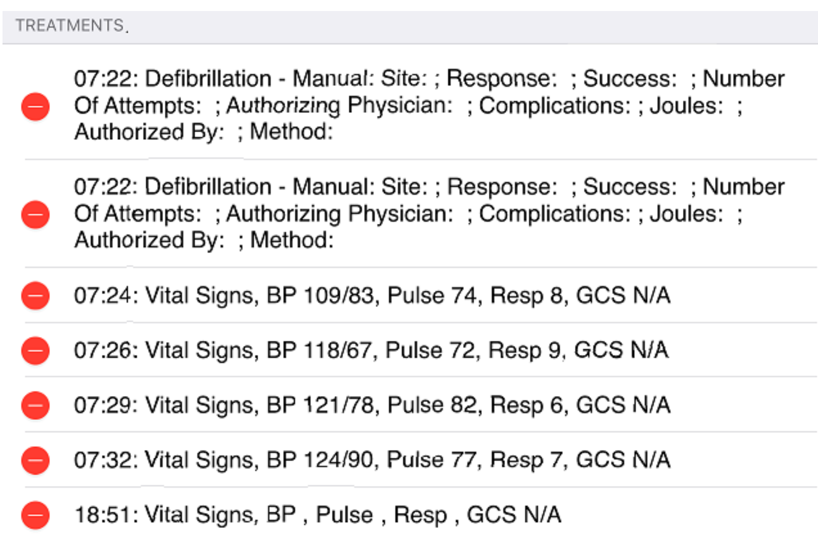
Field	Function
Blood pressure	Area to record BP; type
Invasive Pressure	Area to record IP; Mean Arterial Pressure
Pulse	BPM; Rhythm; Quality ; Method of Interpretation
ECG	Rate; Rhythm; Lead; Method of Interpretation
Respiration	Rate; Effort, SPO2; ETCO2; CO
Cap Refill	Refill value
Temp	Method temperature was obtained, temperature and scale used (Celsius or Fahrenheit)
GCS Qualifier	GCS qualifier; Child/Adult selection; Eye; Verbal; Motor
Pain Scale	Pain Scale used selector; RTS w/Auto calculate; PTS; Link (See below for additional information regarding 'Link' functionality

Vitals cont.…

Depending on account settings, your account may have a ‘Link’ vitals section. Selecting the ‘Link’ option allows the user the ability to select additional choices if needed. The Link section contains: Reperfusion Checklist; Blood Glucose; APGAR; Stroke Scale Type and Stroke Scale Score

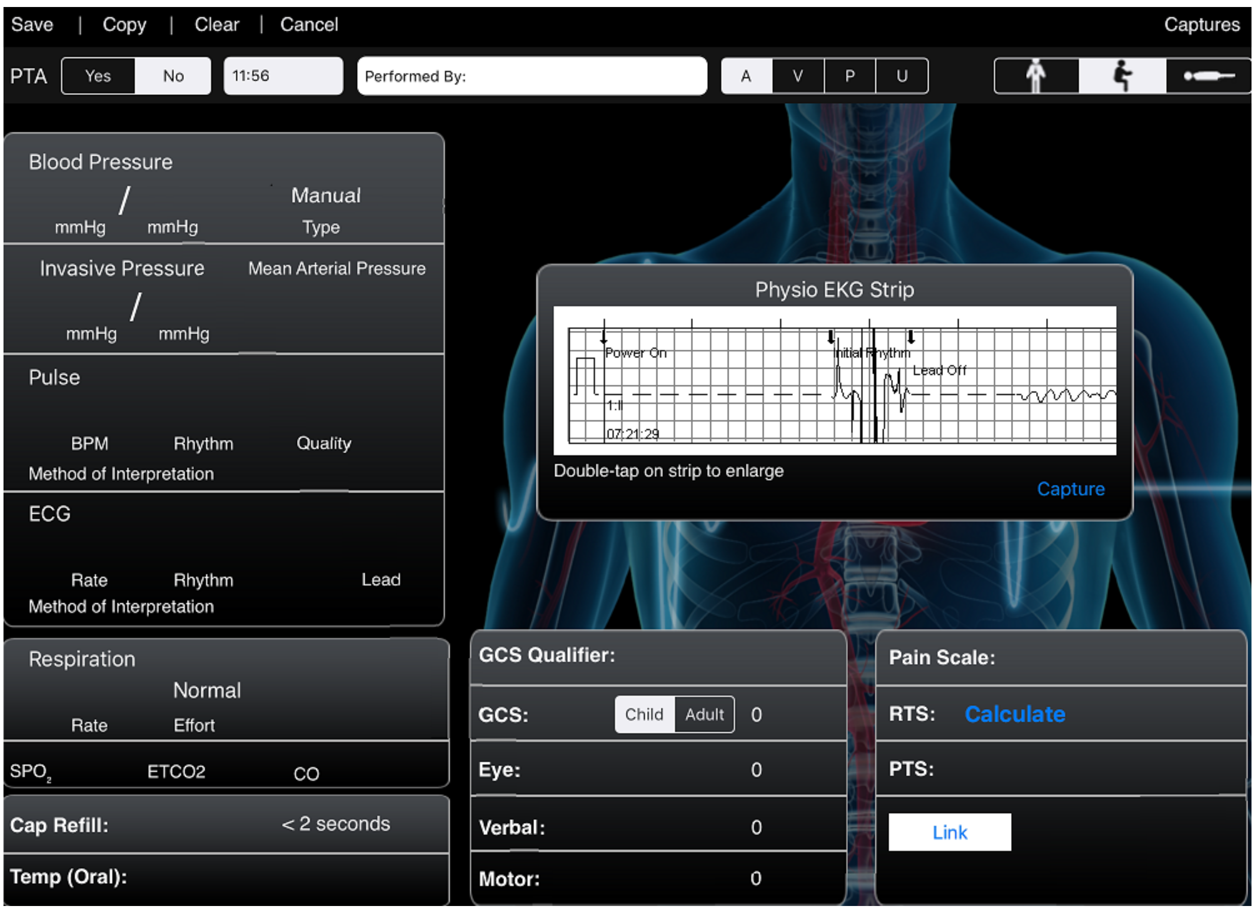


As discussed earlier, if you have saved a new vitals record and need to review or edit that, you would then click into the ‘Treatment’ area of the PCR, locate the vitals record in question from the treatment timeline and tap it to make it display. Once displayed, you can tap into any field to make modifications, copy a vitals record or clear it to restart entry as needed by using the functions as they appear at the top of each vitals record (both new and existing when selected).

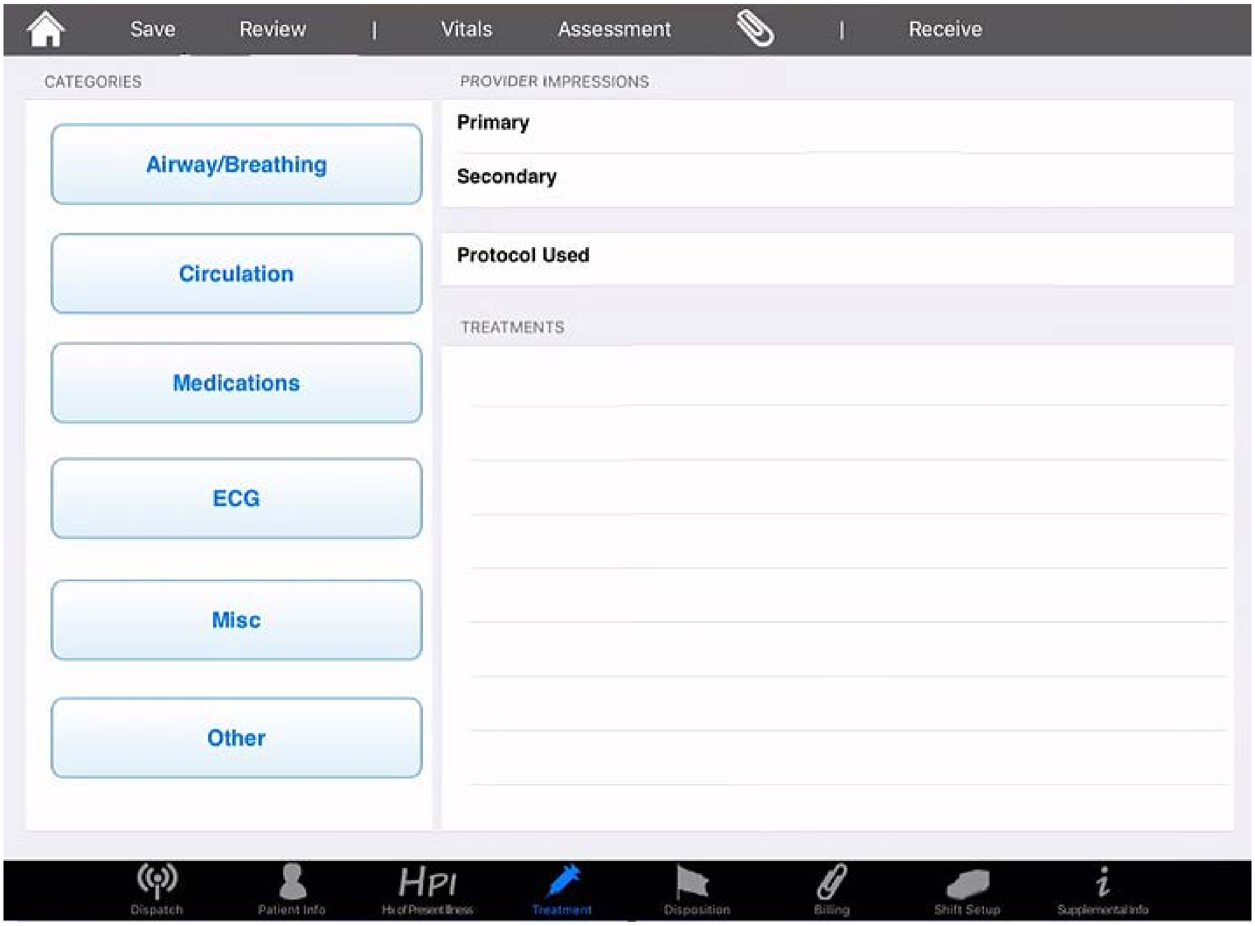


Vitals cont.…

We do offer integration with multiple monitor manufactures. If interested in more information on integrating your agency monitors with iPCR, please contact you iPCR representative at 800-456-2622. If your agency has completed monitor integration with iPCR and depending on the capability of that make and model of monitor, you may have the ability to import the monitor data into your PCR directly. If your monitor allows, and with the monitor integration, you will have the ability to import both vitals records and the EKG rhythm strip. Once imported, you can take captures of specific monitored rhythm events by simply scrolling to the area of the event on the strip and tapping the capture button, which will take a capture containing 6 seconds of the selected event. This can be performed multiple times for multiple captures as needed. The imported rhythm strip will now be available within all imported vitals records that the user transmitted as well as the new vitals record screen.



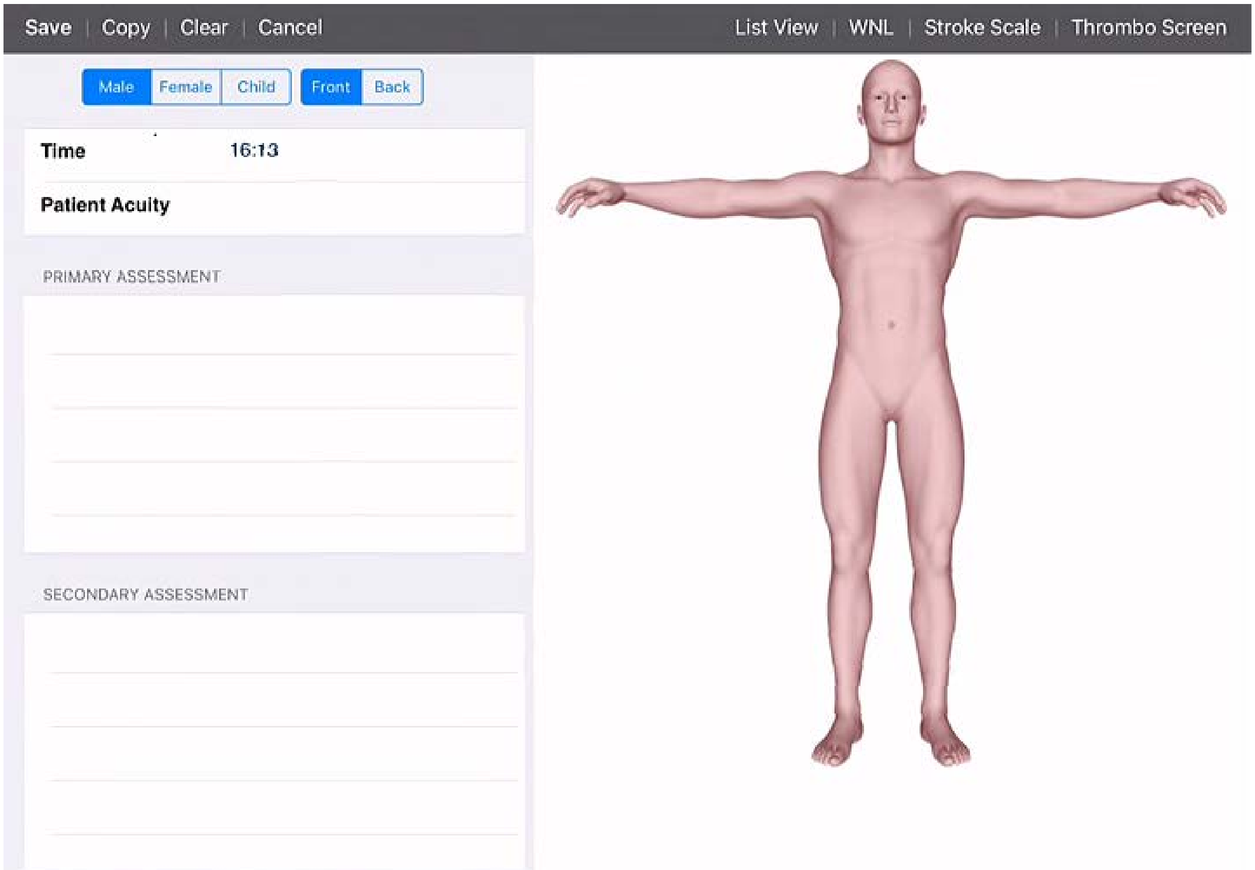
Treatment



The treatment screen is where you can record all treatments performed and medication given. This program area contains the following sections:

Field	Function
Categories	Location to select the appropriate category of treatment: Airway/Breathing; Circulation; Medications; ECG; Misc.; Other
Provider Impressions	Location to add both Primary and/or Secondary provider impressions
Protocol Used	Protocol used options as configured by your iPCR administrator
Treatments (also known as the treatment timeline)	Repository of all treatment, assessment and vitals records the user has created and saved. You can click into any entry in this location to recall it and amend the information contained.

Assessment

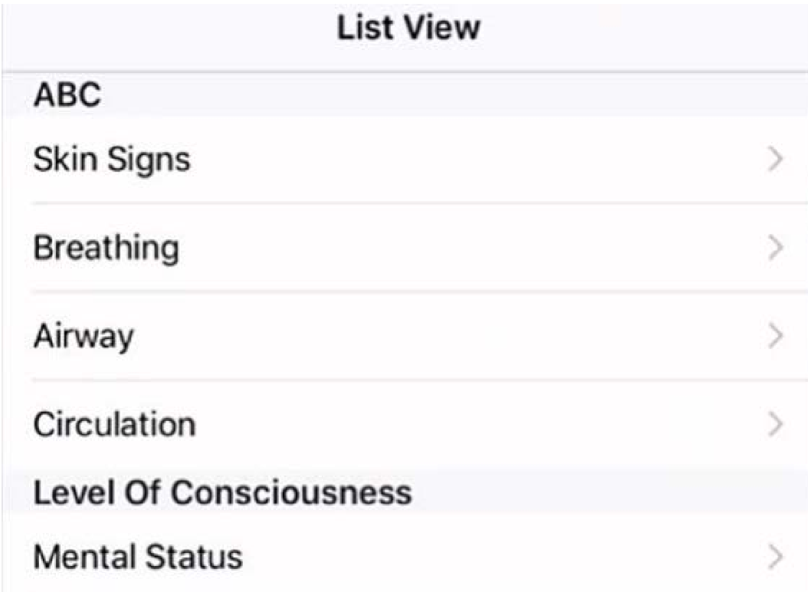


The assessment screen is where the user can record their patient assessment. This program area contains the following sections:

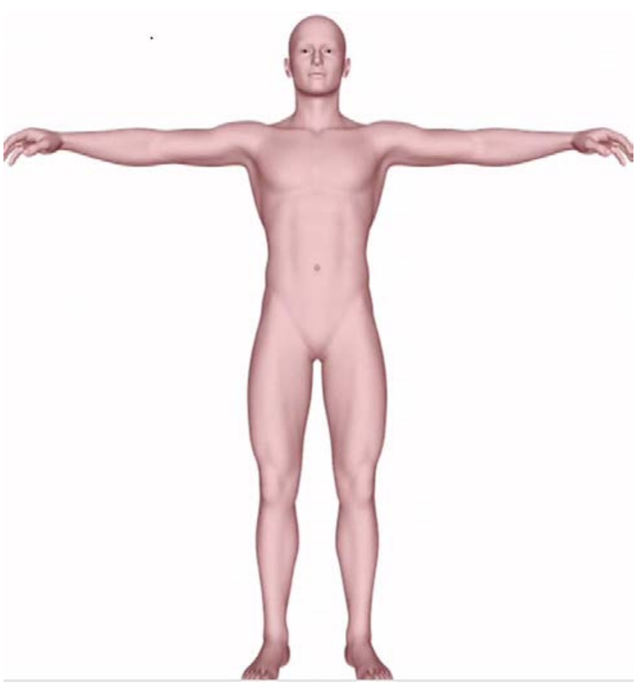
Field	**Field sub-options**
Patient view selector	Can record: Patient gender; Adult/Child; Front/Back
List View	This is the list view of all available assessment entries as configured by your iPCR administrator. See below for more detailed instruction
WNL	Within Normal Limits selector. By selecting this option, the program will pre-populate all assessment areas with normal entry for quick entry
Stroke Scale	Presented with stroke assessment scale, FAST: Face, Arm, Speech, Time Last Seen Normal
Thrombo Screen	Area to record thrombolytic assessment
Primary Assessment	The first entry selected will populate the primary assessment
Secondary Assessment	All entries after primary assessment will populate the secondary assessment

Assessment cont.…

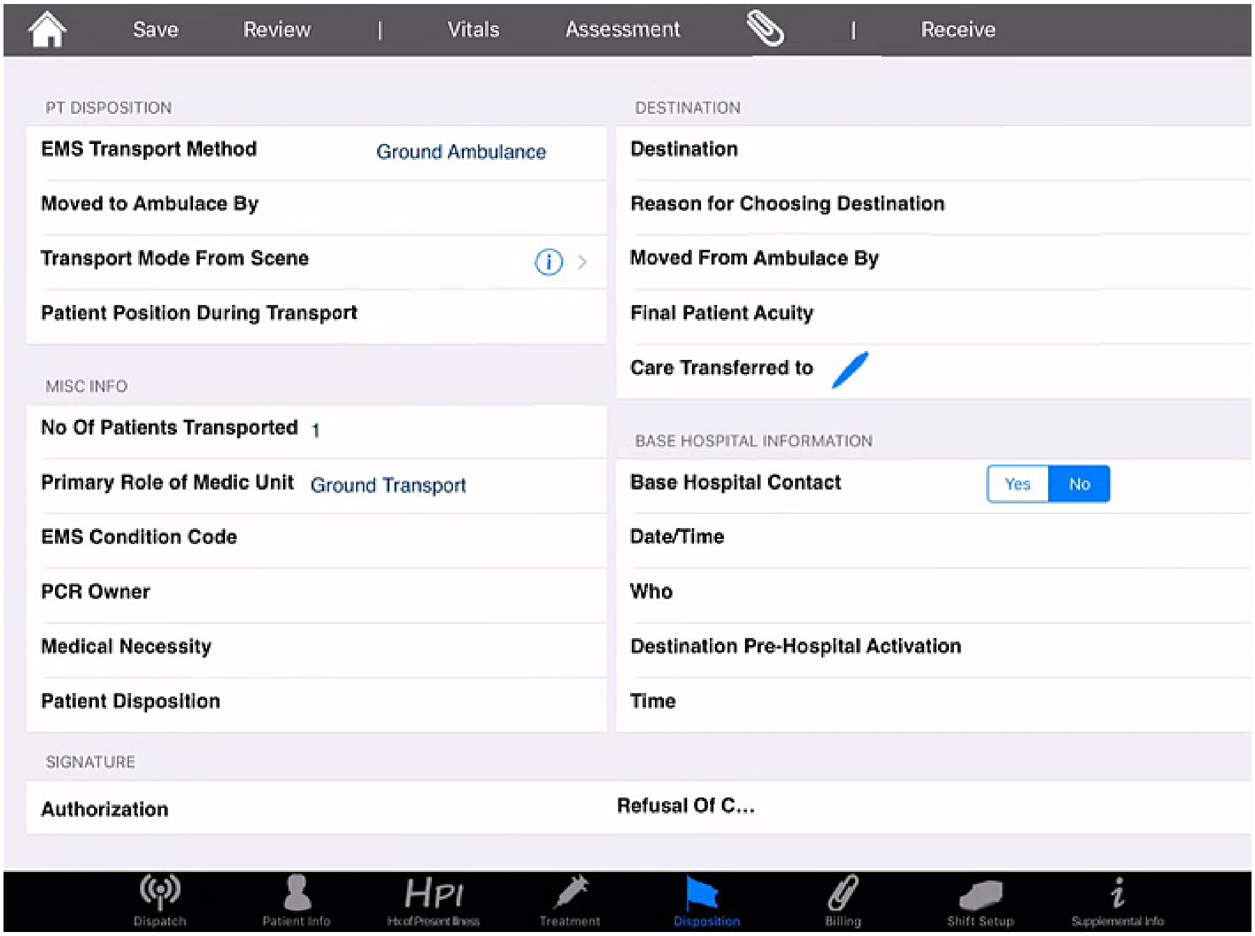
The user has two methods of entering assessments. The first method is by clicking the ‘List View’ option at the top of the screen. Once selected, the user will be presented with assessment selections in order by location and the user will select all appropriate entries as needed.



The second method of entry is performed by tapping on the appropriate section on the body diagram. The user will be presented with assessment options that pertain only to the area of the body selected. The user then selects the appropriate choice from the list available for that body location.



Disposition



The disposition screen is where the user can enter all disposition and drop-off information. This program area contains the following sections:

Field	Function
Patient Disposition	EMS Transport Method; Moved to Ambulance by; Transport Mode from Scene; Patient Position During Transport
Misc. Info	No of Patients Transported; Primary Role of Medic Unit; EMS Condition Code; PCR Owner; Medical Necessity; Patient Disposition
Destination	Destination; Reason for Choosing Destination; Moved From Ambulance By; Final Patient Acuity; Care Transferred to
Signature	Authorization of care and Refusal of care

Disposition cont.…

There are many important fields within the disposition screen. Notable fields are:

PCR Owner: You must select one of the crew members from you current shift to be designated as the PCR owner. This individual will be the person transmitting the closed PCR to iPCR web to be reviewed by administrators. Once a PCR has been saved in open status, it can be recalled by logging in as the PCR owner to view, modify and close the PCR. A PCR cannot be submitted and closed or saved to server until the owner has been selected.

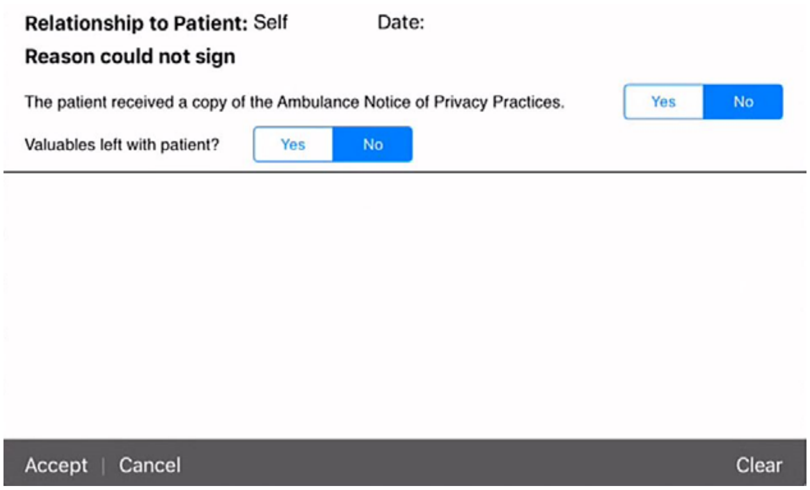
Patient Disposition: You must select a patient disposition from this field before a PCR can be submitted and closed. This field also determines which required fields pertain to the PCR. Required fields are setup and configured by your agency iPCR administrator to ensure all information needed for a particular disposition has been entered prior to submission. Please see section on required fields for further information on this subject.

Destination: There are two methods of entry for the destination location. One method is to select the destination by clicking 'List' and choosing the appropriate location. This list is setup and maintained by your agency iPCR administrator. The second method is by manually typing in all pertinent destination fields as they apply respectively.

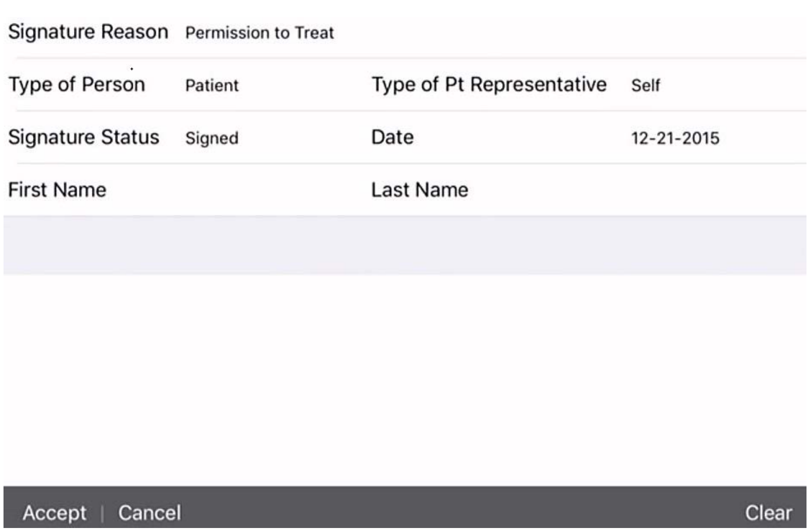
Disposition cont.…

Authorization of Care: iPCR allows the user to record the authorization of care. Once selected, the user will be presented with two screens.

Authorization of care first screen allows the user to record the relationship to the patient, date, reason the patient could not sign (if applicable), note if the patient received a copy of the Ambulance Notice of Privacy Practices and note if valuable were left with patient. Once done with this information, the user will tap into the signature box, which will load the authorization of care second screen.



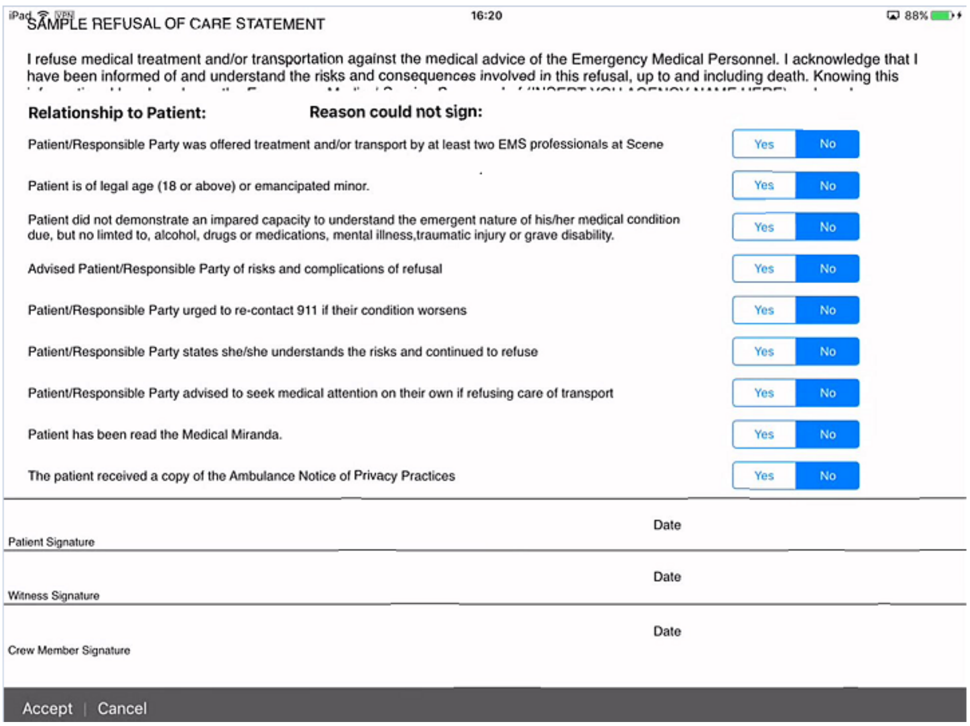
Authorization of care second screen allows the user to require the signature reason, type of person signing, signature status, type of representative, date, first name and last name. The patient or authorized representative can sign with their finger directly on the iPad screen in the signature box.



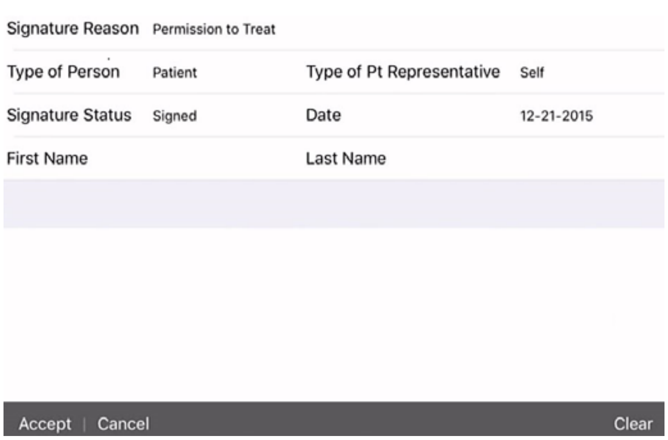
Disposition cont.…

<u>Refusal of Care</u>: iPCR allows the user to record the refusal of care. Once selected, the user will be presented with two screens.

The first screen allows the user to show the patient or authorized representative the refusal of care disclaimer statement and all refusals of care questions and configured by your agency iPCR administrator.



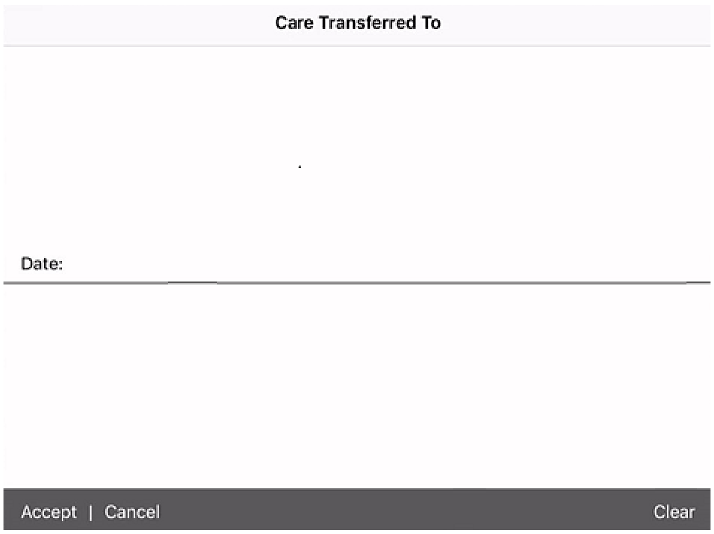
Refusal of care second screen allows the user to require the signature reason, type of person signing, signature status, type of representative, date, first name and last name. The patient or authorized representative can sign with their finger directly on the iPad screen in the signature box.



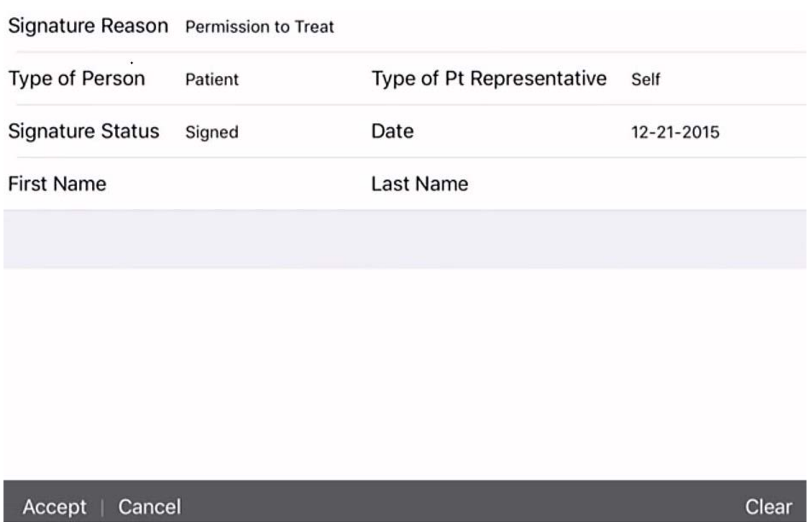
Disposition cont.…

<u>Transfer of care</u>: Allows the user to record the name and signature of the individual the patient was transferred to. The transfer of care has two screens.

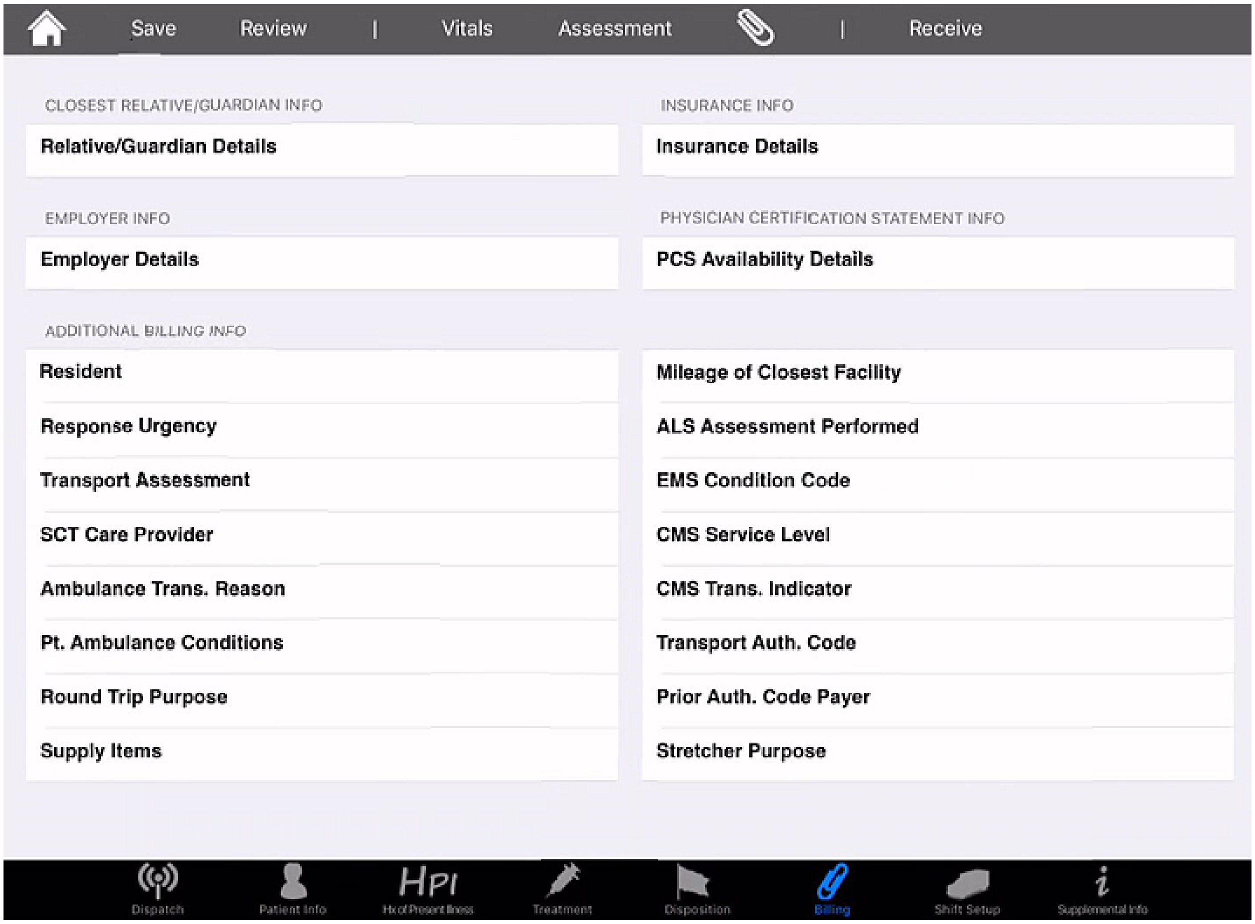
The first screen allows the user to record the transfer of care date. Once the date has been entered the user will tap into the signature box to be directed to screen two.



Transfer of care second screen allows the user to require the signature reason, type of person signing, signature status, type of representative, date, first name and last name. The patient or authorized representative can sign with their finger directly on the iPad screen in the signature box.



Billing

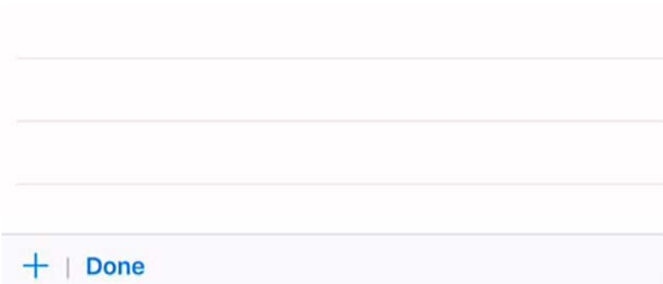


The billing screen is where the user can enter all billing and insurance information. This program area contains the following sections:

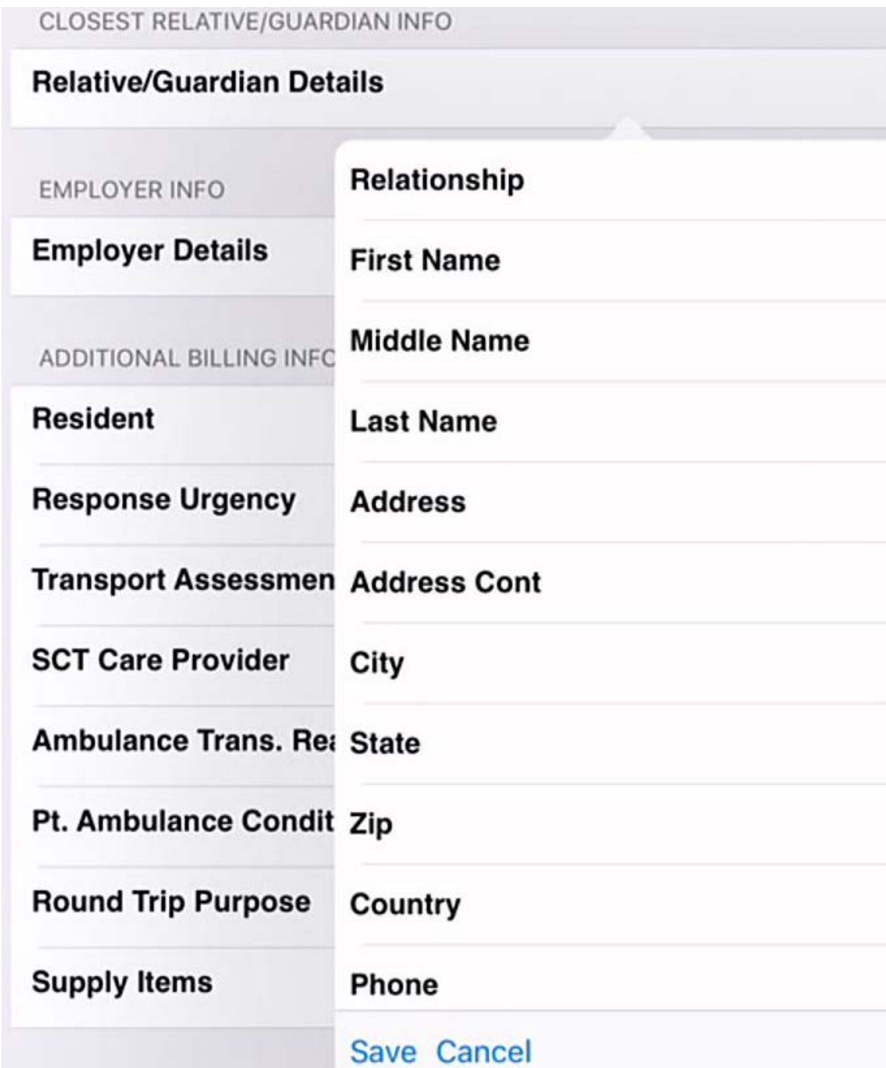
Area	**Function**
Closest Relative/Guardian Info	Relative/Guardian information
Employer Info	Employer Details
Insurance Info	Insurance Details
Physician Certification Statement Info	PCS Availability Details
Additional Billing Info	Resident; Response Urgency; Transport Assessment; SCT Care Provider; Ambulance Transport Reason; Pt. Ambulance Conditions; Round Trip Purpose; Supply Items; Mileage of Closet Facility; ALS Assessment Performed; EMS Condition Code; CMS Service Level; CMS Trans. Indication; Transport Authorization Code; Prior Authorization Code Payer; Stretcher Purpose

Billing cont.…

Entering Relative or Guardian Details: To enter these details, you will first tap on the field and will presented with the + or done window.

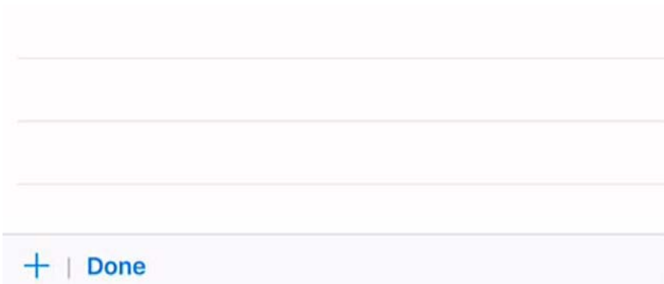


To add a new entry, click on the + and complete the applicable information screen

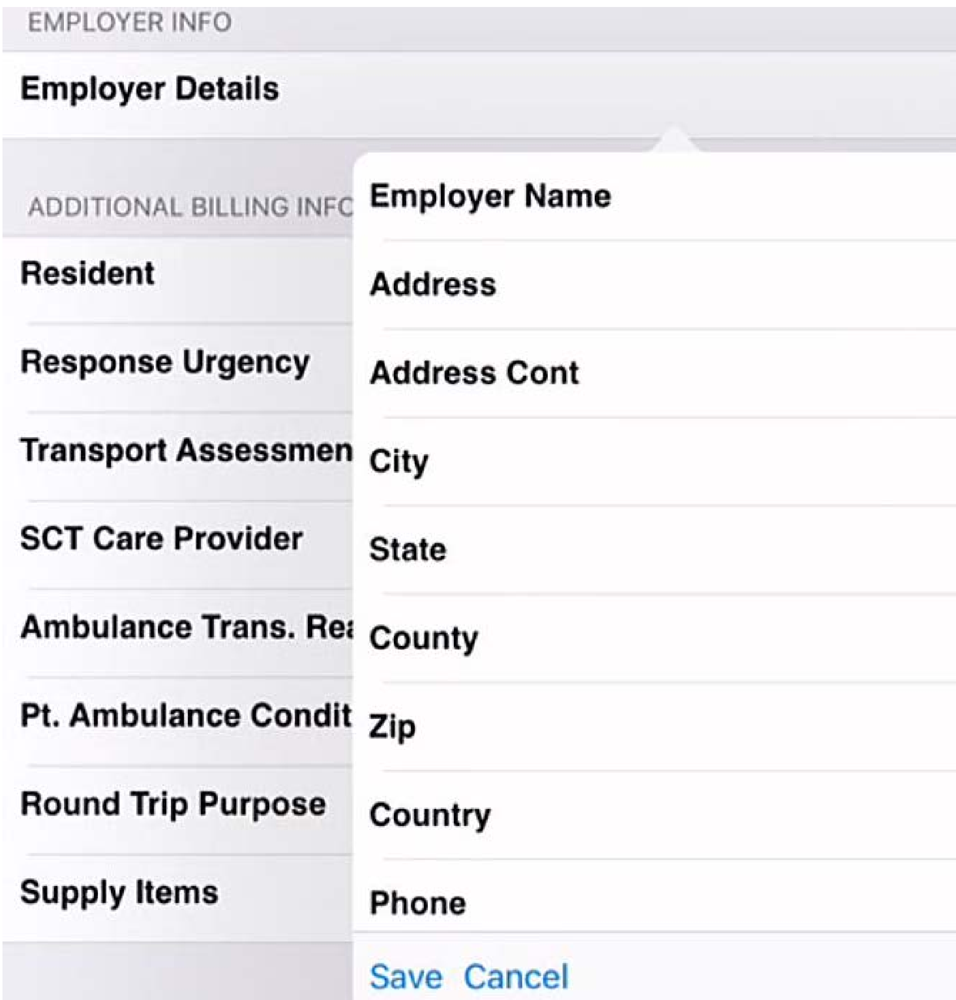


Billing cont...

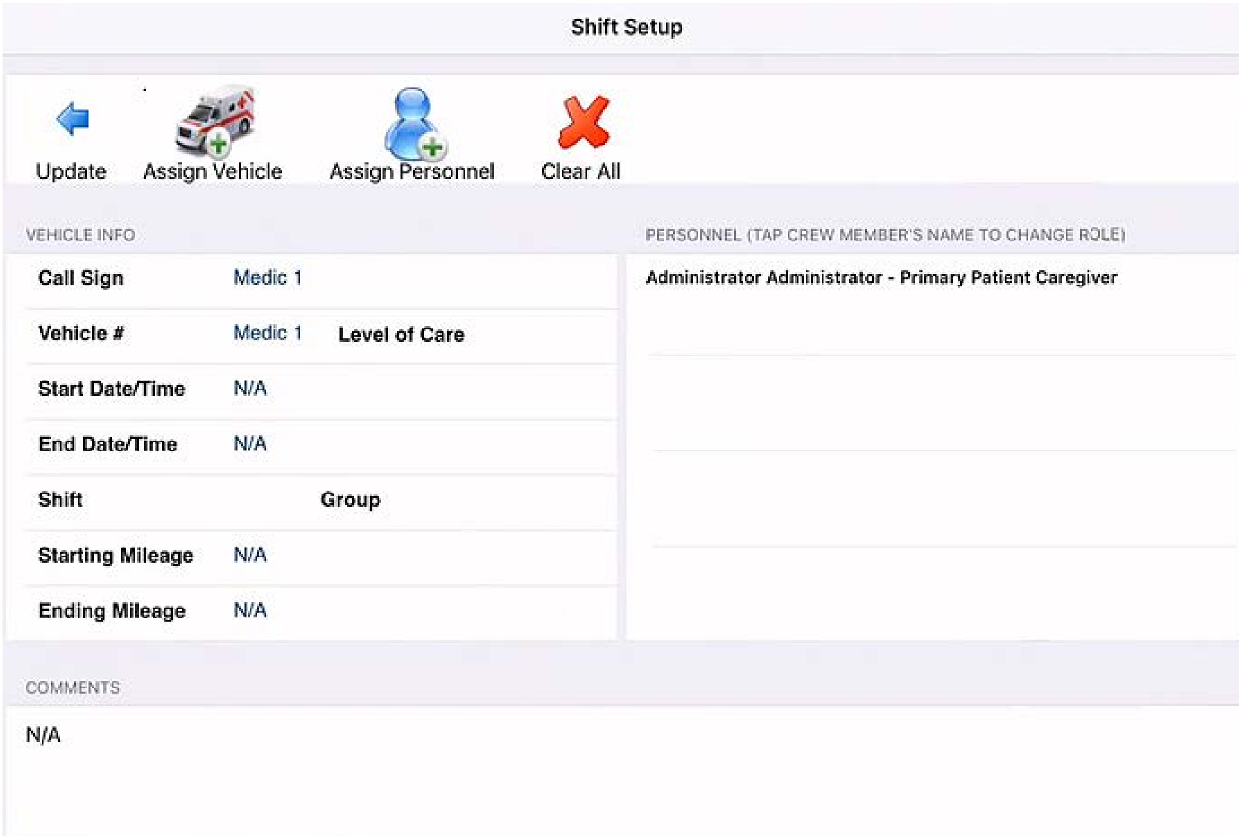
Entering Employer Details: To enter these details, you will first tap on the field and will presented with the + or done window.



To add a new entry, click on the + and complete the applicable information screen



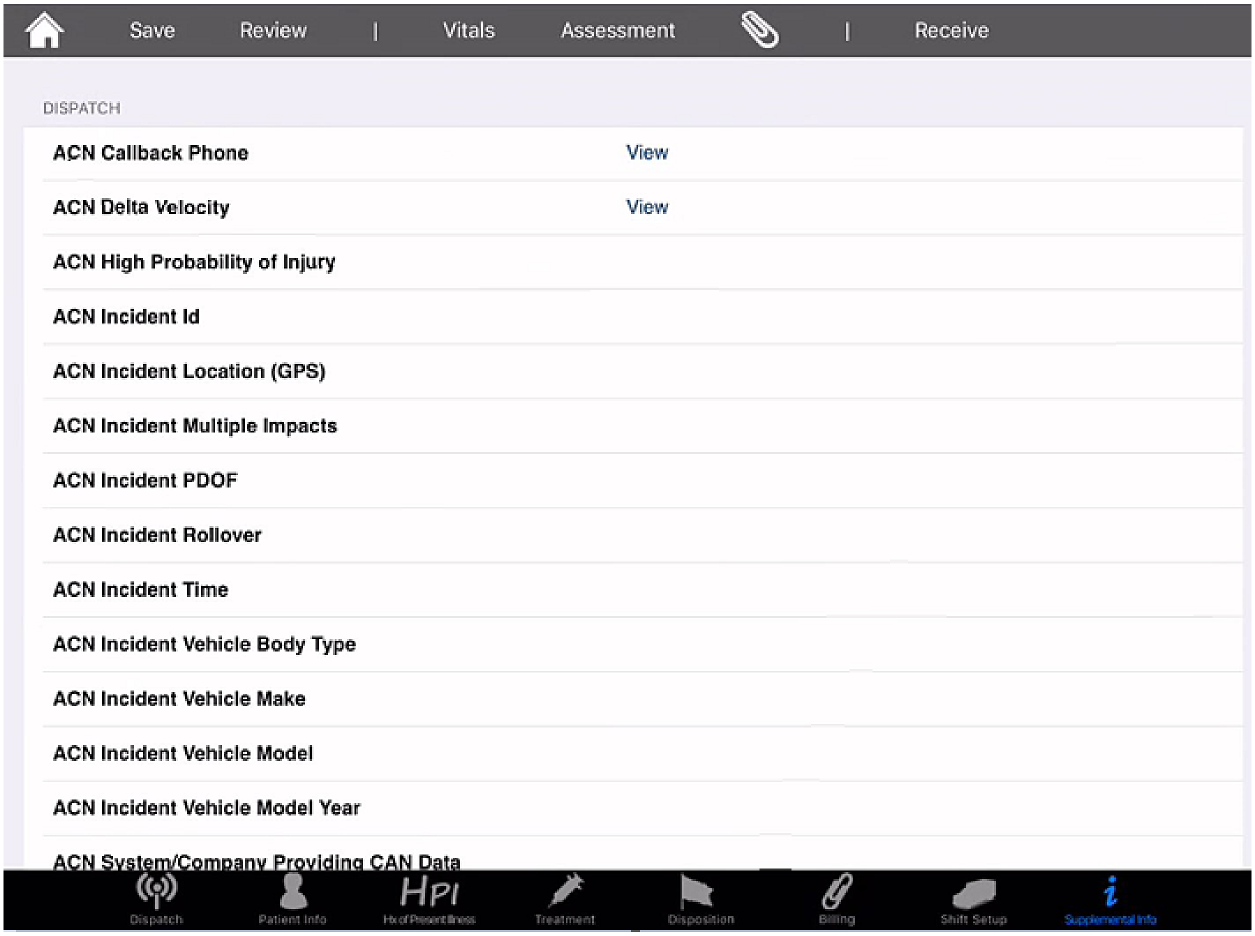
In PCR Shift Setup



At times, the roles of the primary, secondary, driver, etc. shift members may change per call. For this reason we have added a shift setup feature from within the PCR itself. The original shift setup that was completed on the iPCR home screen is used to set up the crew for the full shift. The in-PCR shift setup allows the crew to swap roles with one another. Because of this, when using the in-PCR shift setup, you can only update the 'Call Sign' and Personnel as it will pertain to this PCR only, not the date/time and mileage fields. Any changes you make in this screen are only available for this PCR and all future PCRs would still begin with the shift setup layout selected on the iPCR home screen.

Once you have completed the shift setup for this individual PCR, click the 'Update' button to be returned to the PCR.

Supplemental Information



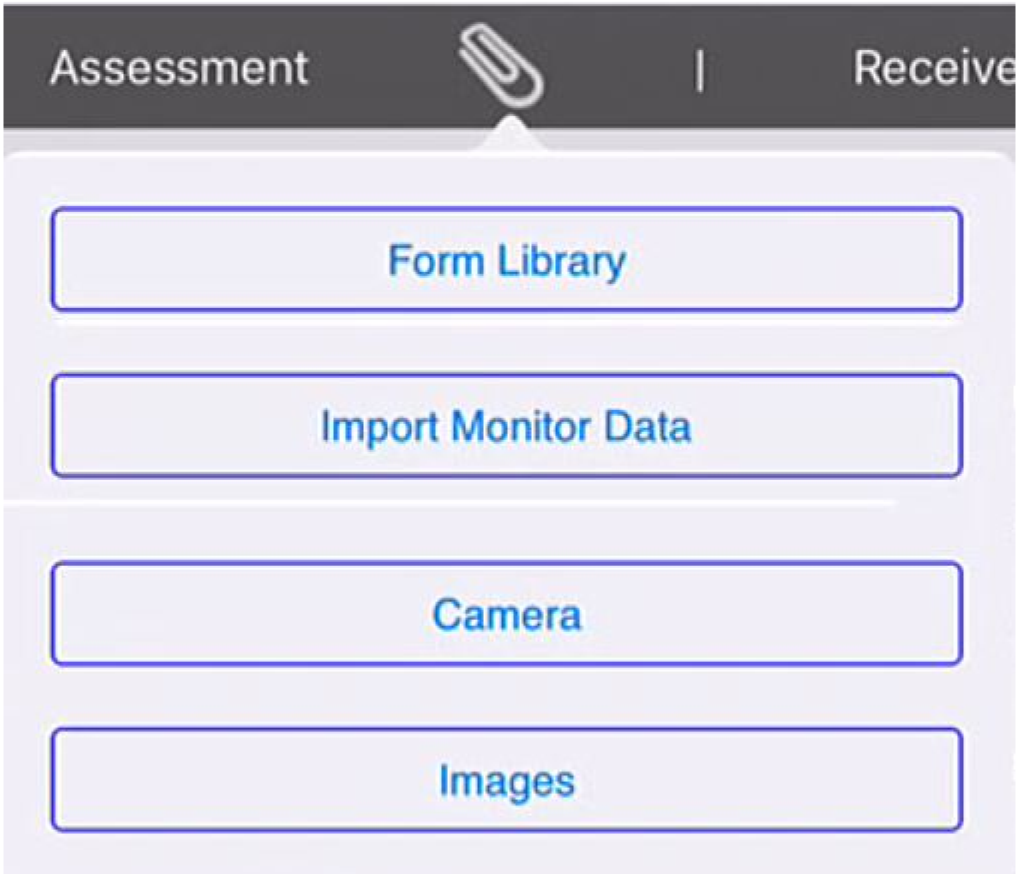
The supplemental information screen is where the user can enter all other NEMSIS required information as dictated by your regional NEMSIS requirements. The supplemental information fields can be hidden by you agency administrator if they are not required. This program area contains the following sections:

ACN High Probability of Injury
ACN Incident Airbag Deployed
ACN Incident Multiple Impacts
ACN Incident PDOF
ACN Incident Rollover
ACN Incident Seatbelt Use
ACN Vehicle Seat Location
Broselow Luten Color
Certificate of Medical Necessity
Closest Relative or Guardian Relationship
CMS Service Level
Condition Code Modifier
Destination Zone Number
EMD Card Number
EMD Performed

Supplemental Information cont.…

Emergency Department Diagnosis
Emergency Department Disposition
Emergency Department Procedures
Estimated Time Initial Responder Arrived On Scene
External Report Type
Hospital Diagnosis
Hospital Disposition
Hospital Procedures
Immunization History
Length Based Tape Measure
Mass Casualty Incident
Medical History Obtained From
NHTSA Abdomen
NHTSA Face
NHTSA Head
NHTSA Lower Extremities
NHTSA Neck
NHTSA Pelvis
NHTSA Skin
NHTSA Spine
NHTSA Thorax
NHTSA Unspecified
NHTSA Upper Extremities
Number of Patients at Scene
Outcome at Hospital Discharge
Personal Protective Equipment Used
Personnel Exposed
Personnel Exposed
Potential Registry Candidate
Potential System of Care
Recorded Cause of Injury
Required Reportable Conditions
Response Urgency
Review Requested
Scene Zone Number
Seat Occupied
Standby Purpose
Stroke/CVA Symptoms Resolved
Suspected Contact with Blood or Body Fluids
Suspected EMS Work Related Exposure, Injury, or Death
The Patient's Type of Immunization
The Type of Work-Related Injury, Death or Suspected Exposure
Triage Classification for MCI Patient
Type of Suspected Blood or Body Fluid Exposure
Vehicle Dispatch Location
Vehicle Dispatch Zone

Paperclip



There are many additional features that can be found in the paperclip menu:

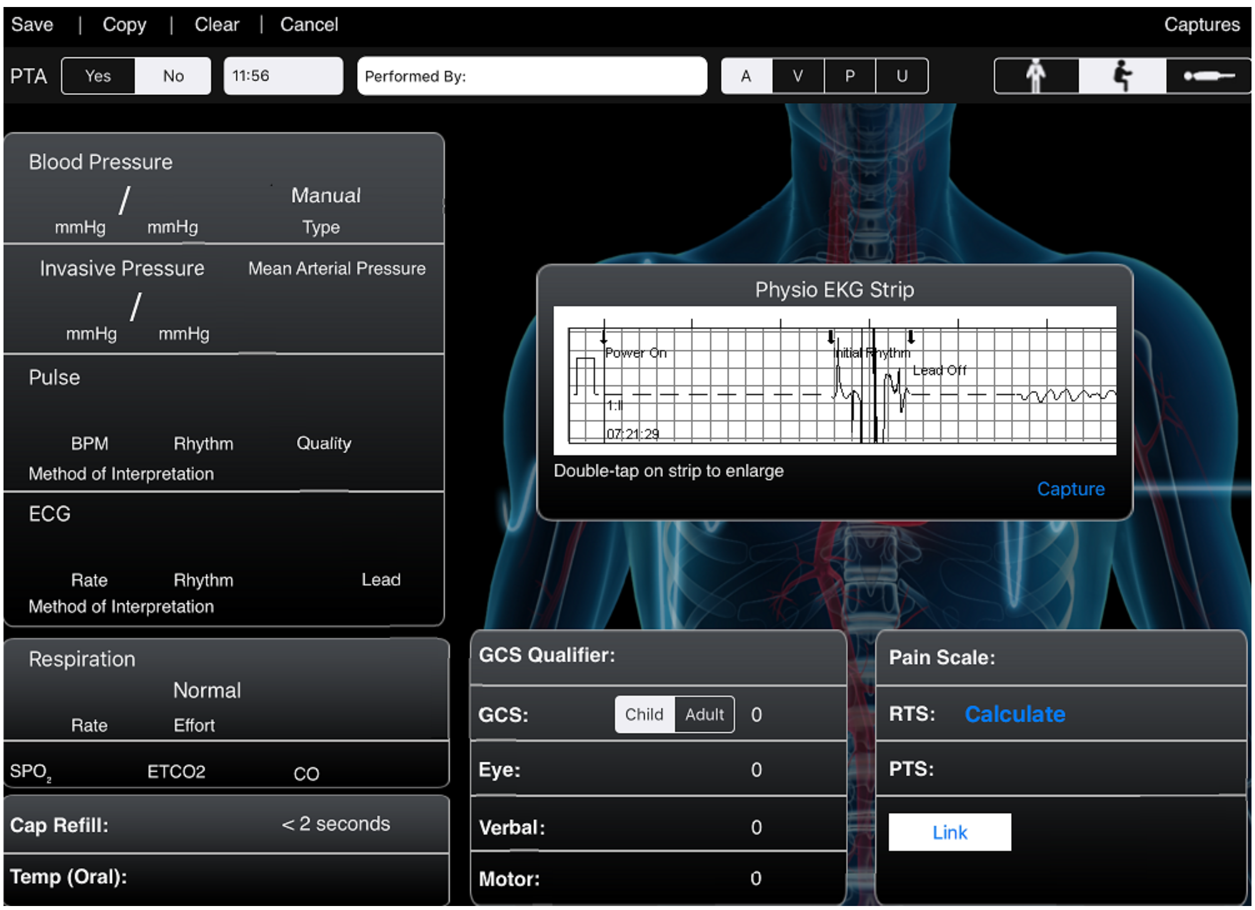
Form Library: A library of any digital forms your agency has added to your iPCR account. As an iPCR client, you have the ability to digitize most paper forms your agency uses to go paperless and include them along with your PCR.

Your agency iPCR administrator can send any forms you want to have integrated into your iPCR system by emailing the forms to support@iPCREMS.com or by calling 800-464-1740 for additional details. When submitting a form for integration, please ensure it is the best quality possible as you will receive a one for one match of the form submitted for integration. Once a form is received for integration, it will be assigned for review. After review, you will be contacted to confirm receipt of the forms and to confirm any fields to be mapped if applicable. We will then begin the process of integration and contact the administrator once complete for final verification. Once complete, the form(s) will then be available for selection with your iPCR system.

Paperclip cont.…

Import Monitor Data:

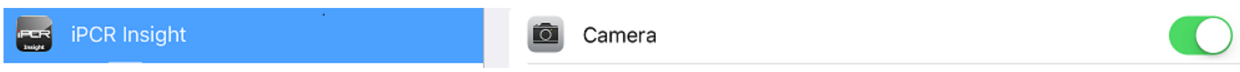
We offer integrations with multiple monitor manufactures. If interested in more information on integrating your agency monitors with iPCR, please contact you iPCR representative at 800-456-2622. If your agency has completed monitor integration with iPCR and depending on the capability of that make and model of monitor, you may have the ability to import the monitor data into your PCR directly. If your monitor allows, and with the monitor integration, you will have the ability to import both vitals records and the EKG rhythm strip. Once imported, you can take captures of specific monitored rhythm events by simply scrolling to the area of the event on the strip and tapping the capture button, which will take a capture containing 6 seconds of the selected event. This can be performed multiple times for multiple captures as needed. The imported rhythm strip will now be available within all imported vitals records that the user transmitted as well as the new vitals record screen.



Paperclip cont.…

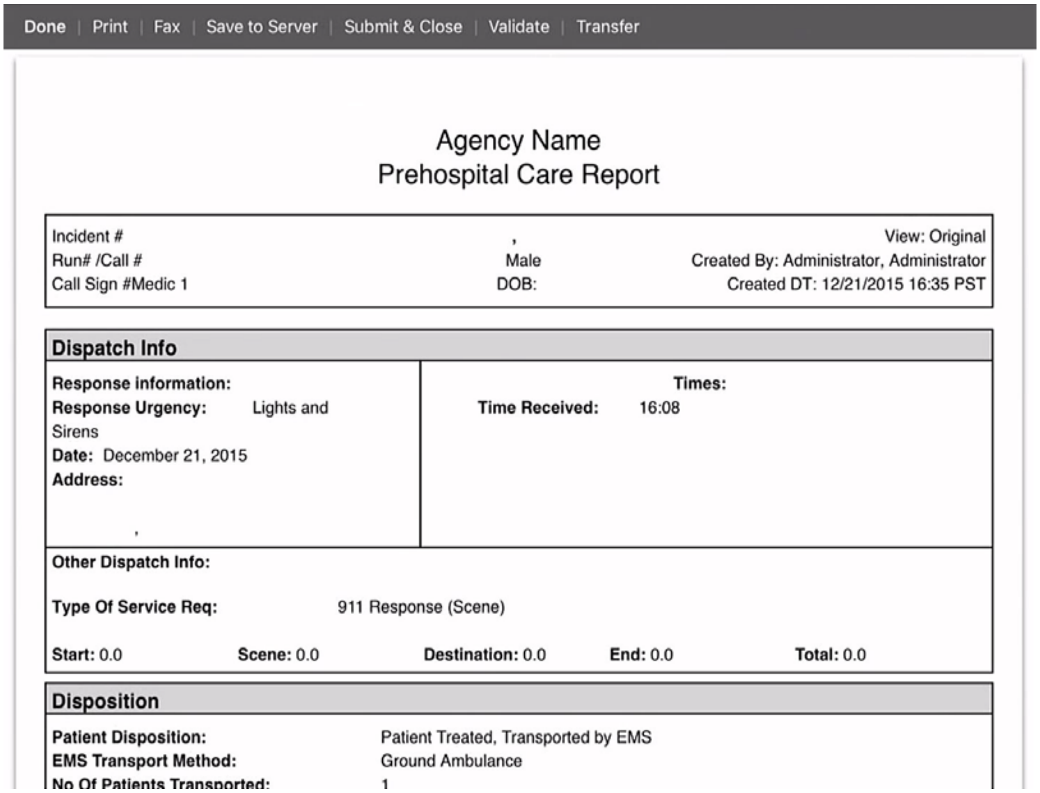
Camera: The first time you click this in iPCR on your iPad, you will receive an iPad prompt requesting access to the camera. You must accept this prompt if it is wanted to be able to utilize the iPad camera feature with the application. If the user declines the prompt, you will not be able to utilize the iPad camera feature within the application. If you would like to toggle the camera to be allowed/not allowed on the iPad after receiving this pop-up, you will have to perform the following steps:

1. Close iPCR
2. Open the iPad 'Settings'
3. In left column, locate and click on 'iPCR Insight' from within your list of installed applications
4. In right column, toggle camera access on or off as needed



Images: The area where you can attach pictures taken with the iPad camera function for use in your PCR.

Review



Agency Name
Prehospital Care Report

Incident # | , | View: Original
Run# /Call # | Male | Created By: Administrator, Administrator
Call Sign #Medic 1 | DOB: | Created DT: 12/21/2015 16:35 PST

Dispatch Info

Response information:
Response Urgency: Lights and Sirens
Date: December 21, 2015
Address:
,

Times:
Time Received: 16:08

Other Dispatch Info:

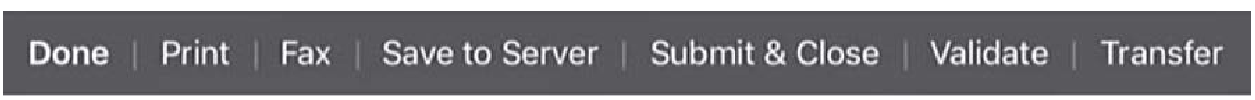
Type Of Service Req: 911 Response (Scene)

Start: 0.0 **Scene:** 0.0 **Destination:** 0.0 **End:** 0.0 **Total:** 0.0

Disposition

Patient Disposition: Patient Treated, Transported by EMS
EMS Transport Method: Ground Ambulance
No Of Patients Transported: 1

The review screen is where the user can review all information entered into the PCR. This program area allows several key features of what to do with a PCR.



Done: Closes the review screen

Print: Allows the user to print to any Apple Air-Play compatible printer

Review cont.…

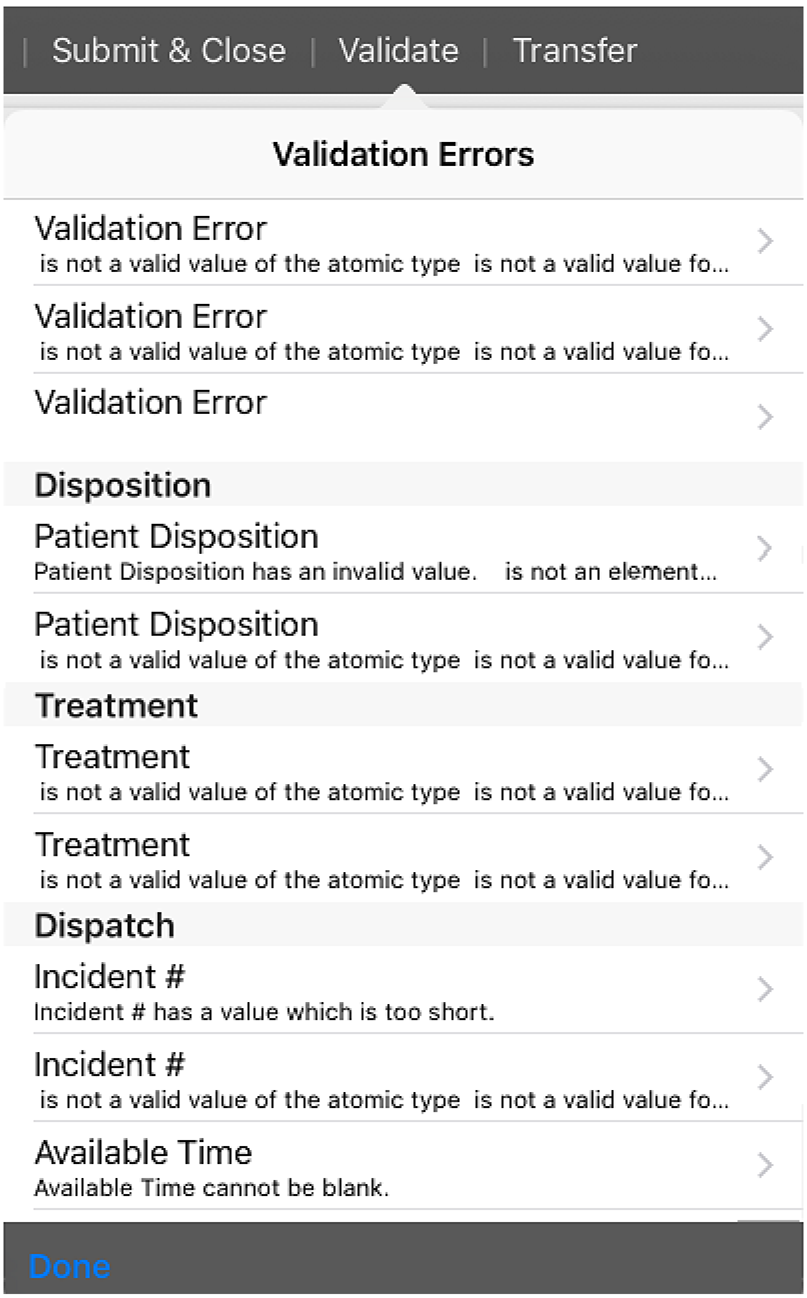
Fax: Allows the user to fax the PCR. You can automatically fax to a number from the destination if your iPCR administrator has added the fax number to the destination. If this option is not available, you can select 'Other' and manually enter the fax recipient's number. Click 'Done' once complete to send the fax. You will receive a message if the fax was successfully sent.

Save to Server: This option allows a user to save a PCR that is still in progress to iPCR web. Once the save to server function has completed successfully, the user will now have an open PCR on both the iPad and iPCR web in the 'Open' PCRs tab folder. The user can complete the PCR from either location. Once the PCR has been finished and closed out using the 'Submit and close' option either from iPCR web or on the iPad, the user will be left with one closed PCR located in iPCR web.

Submit and Close: This option allows a user to close a PCR out. This option should be selected when the user has finished all work on the PCR. When 'Submit and close' option is selected, the PCR will be submitted to iPCR web in the 'Closed' folder of PCRs as well as 'CQI' and 'Billing' if applicable for your agency. When you submit and close, the program will perform a check of any required fields that your agency iPCR administrator has enabled. The program will notify you of any missing required fields and allow you to return to the PCR to update that information prior to allowing you to submit. If you have a question on a required field, it is important to contact your agency iPCR administrator. It is important to note that if your agency uses either the 'Billing' or 'CQI' feature of iPCR web, the respective billing or CQI personnel only see closed items in that location.

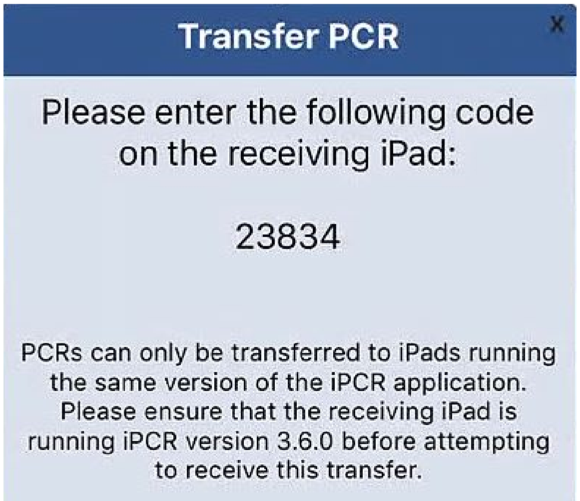
Review cont.…

<u>Validate</u>: The validate feature can be turned on by your iPCR administrator once they have turned on NEMSIS 3 data. Once the validation feature is turned on, it allows users to check their PCR prior to submitting and closing for NEMSIS 3 validation. Similar to the required field check previously mentioned, this feature will compare the fields and content of the PCR against the NEMSIS 3 data dictionary to confirm validation. If validation issues are found, the program will display a list of each one stating the field location and reason for validation error. The user must then correct those items in order to confirm no further NEMSIS issues before submission. The validation feature can be used from the review screen as many times as needed.



Review cont.…

<u>Transfer</u>: The transfer feature allows the user to transfer the PCR to another user on a different iPad. To do so, click the 'Transfer' button which will generate a pin code. Transferred PCR codes expire after 10 minutes.



The receiving user on a different iPad can navigate to the 'New PCRs' folder on their device and click the 'Receive' button. They will enter the code which will then download the PCR onto that device available for continuation.