

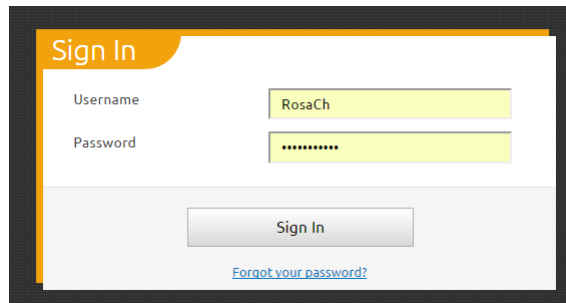
VCePCR User Guide – Elite Viewer

Important Things to Remember:

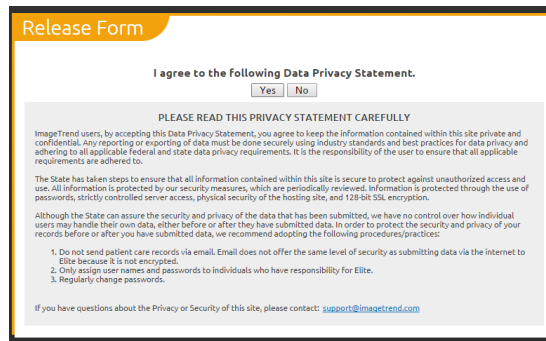
- The URL for the new ImageTrend Elite Site is:
<https://www.imagetrendelite.com/Elite/Organizationventuracounty/>
- The Google Chrome internet browser is the preferred browser for this ImageTrend Elite application. Microsoft Internet Explorer may work, but it is not ideal due to performance issues.
- Fire and Ambulance personnel started entering data into Elite on October 4th as part of a pilot project. The rest of the county just came on line with Elite on or about December 13th. If you cannot find records in the “old” ImageTrend site, you will likely be able to locate them in this new Elite site. Conversely, if you are looking for records for an incident that took place prior to this 12/13/2016 date, you may need to search the old system. These two systems are not compatible.

Step 1 – Login

If this is your first time logging in to the Elite System, you will need to create a unique password after you enter the temporary password issued to you by the EMS Agency.

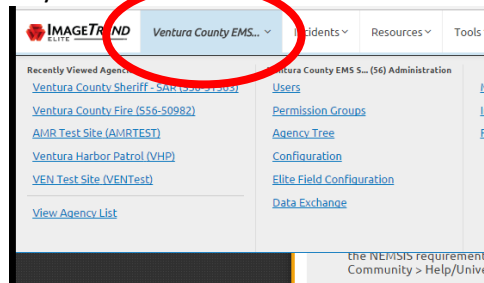


Step 2 – Acknowledge the Security Message



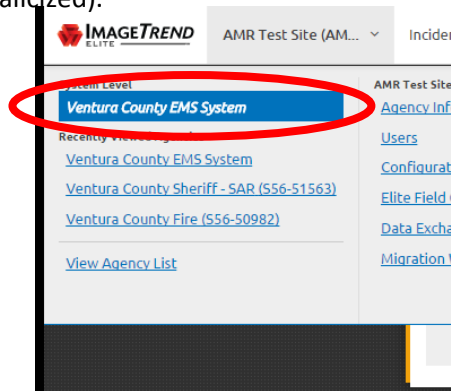
Step 3 – Set up Your Agency

In the upper left corner of the Elite Dashboard screen, you will see the ‘Agency’ tab. Make sure this tab is set to Ventura County EMS System.



VCePCR User Guide – Elite Viewer

- If it is set to a different agency, simply click the Ventura County EMS System at the very top of the list (Bold and Italicized).

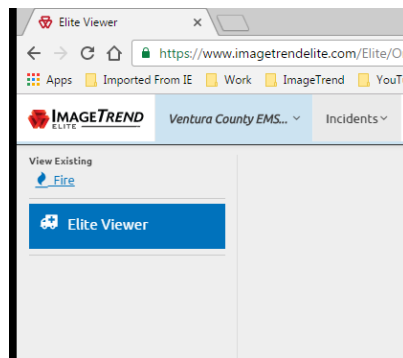


- If the Ventura County EMS System is already selected, you don't need to change anything here.

Step 4 – Navigate to the Elite Viewer

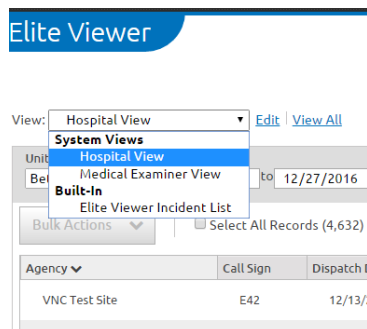
The “viewer” or “Elite Viewer” provides a system-wide perspective, in terms of searching for reports within the ImageTrend Elite application. Whereas searching for records within a specific agency will allow you to find runs for that agency, the viewer allows a user to search for all records generated within the Elite platform. This includes all dispositions, regardless of whether or not the patient was transported.

To access Elite Viewer, click the Incidents Tab, then click the Elite Viewer link. Note: If you cannot see the Elite Viewer link, check to make sure you are in the Ventura County EMS System agency view (see Step 3).



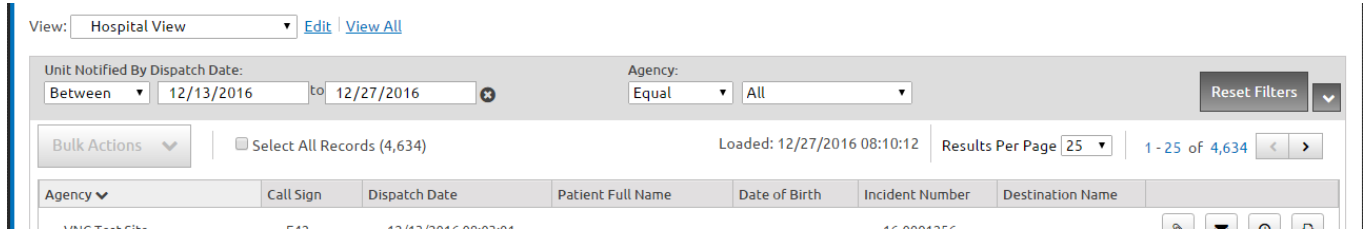
Step 5 – Selecting Your View

In the upper left portion of the viewer, you will see a window called ‘View.’ Click the little down arrow in that window, and select ‘Hospital View.’



VCePCR User Guide – Elite Viewer

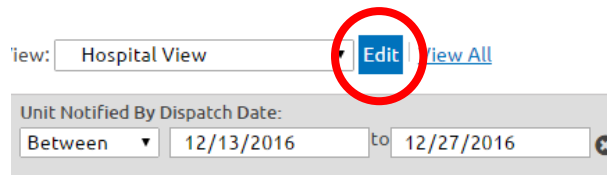
Once selected, your viewer should look like this...



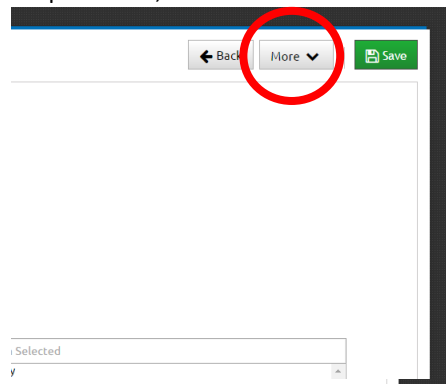
The next several steps will set the Hospital View as your default view. This will only need to be completed once.

Step 6 – Selecting Your Default View

With 'Hospital View' selected as your current view (see Step 5), click the 'Edit' link immediately to the right of the view window.



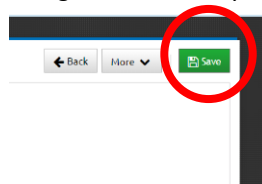
Once inside the edit screen for the Hospital View, click the 'More' button in the upper right corner of the screen



Click 'Make this your Default View'

Once clicked, you should see 'This is your Default View' with a Star symbol.

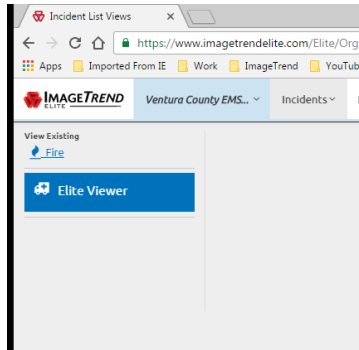
Click the 'More' button again, followed by the green 'Save' button.



DO NOT MAKE ANY OTHER CHANGES TO THIS HOSPITAL VIEW!!!

VCePCR User Guide – Elite Viewer

To get back to the Viewer, click the Incidents Tab, then click Elite Viewer



Hospital View will now remain your default view in Elite Viewer. You will not need to select this each time you enter into the viewer.

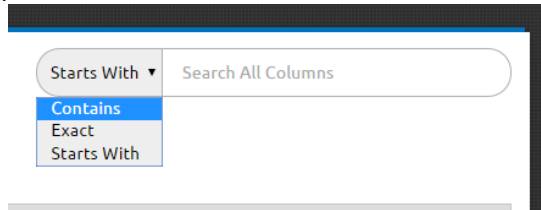
Step 7 – Searching for Records

You have two ways to search for a record in this Elite Viewer module:

- The search box
- The filters

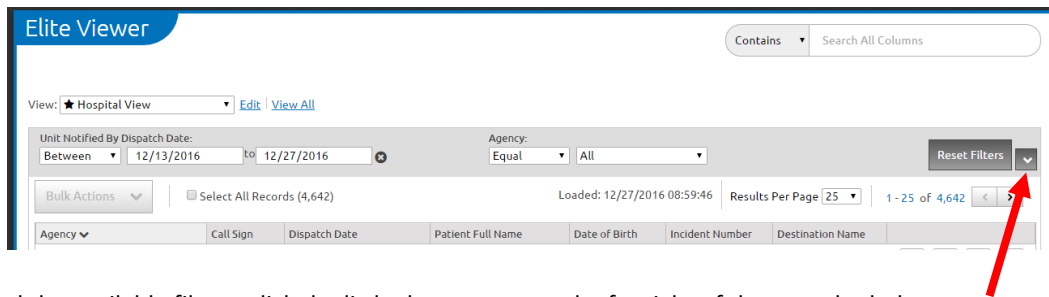
NOTE: You can only search off of the visible columns or available filters. If you try to search off of information not found in one of these two options, you won't locate your desired records.

To search from the search box, click the small arrow and change the option from 'Starts With' to 'Contains.' This allows you to cast a wider net on your search.



As stated above, you can use this box to search information from the columns listed. As this is a hospital tool, you are likely searching off of name, DOB, or destination name. All of these are built into the Hospital View.

Another option for searching is by using the filter tools within the Hospital View. All filters can be found in the grey shaded area above the columns.



To expand the available filters, click the little down arrow at the far right of the grey shaded area...

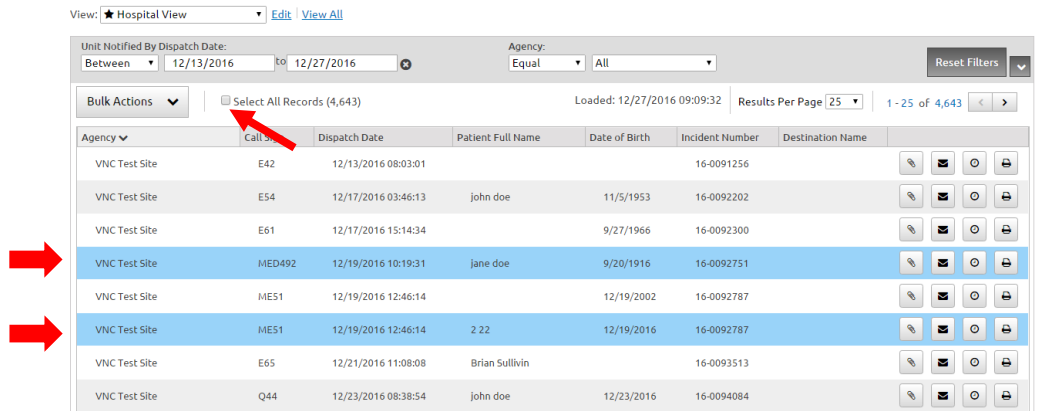
To collapse the available filters, click the little arrow at the far right of the grey shaded area...

NOTE: Filters are a more defined way to search for records. By using these, you may end up limiting your search because you are now beginning to search using more defined criteria.

ALSO NOTE: Until you manually clear or change it, the Unit Notified by Dispatch Date will always be the default filter applied to this view. The date range is automatically set for the previous two weeks. You can expand, narrow, or altogether eliminate this date range manually at any point.

Step 8 – Accessing Your Record(s)

When you find your desired record(s) highlight the item by clicking on each specific line. You may select multiple records manually, or click the ‘Select All Records’ box at the top of the column list.

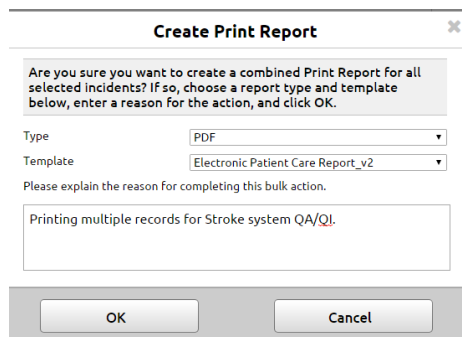


When multiple records have been selected, you can perform bulk actions, which will primarily be limited to printing multiple records for you. In order to do this, click ‘Bulk Actions’, then click ‘Create Print Report’

A dialogue box will appear, prompting you to select the type of report you are printing, and asking for a description of why you are performing a bulk action (this is a security measure).

For the ‘Type’ of print report, click the drop down and choose ‘PDF’

For the Template, click the drop down and choose ‘Electronic Patient Care Report_v2’

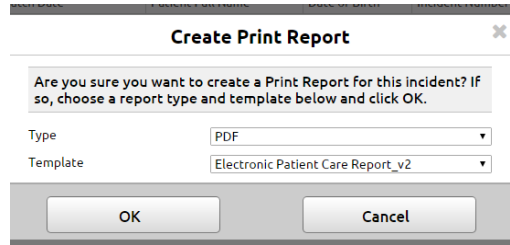


If you wish to only print a single record, simply click the print icon to the far right of that record.



VCePCR User Guide – Elite Viewer

A similar dialogue box will appear. Remember to choose PDF as the type and Electronic Patient Care Report_v2 as the template, then click OK.



Create Print Report

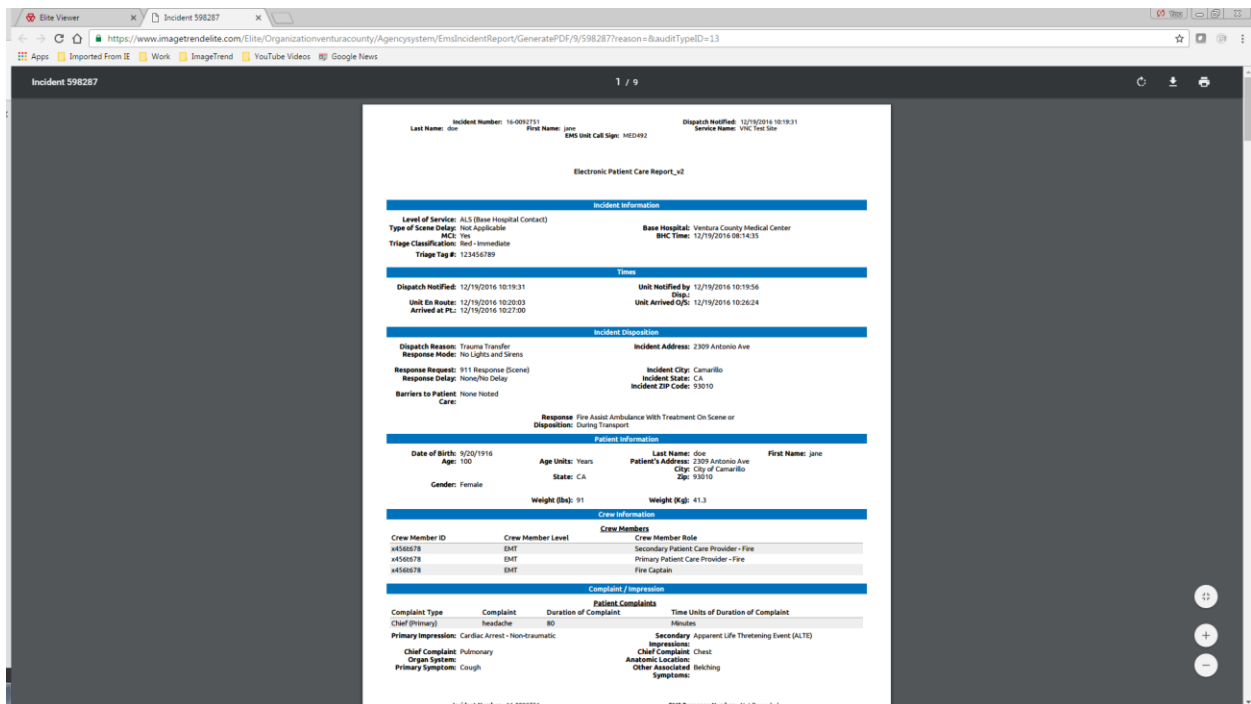
Are you sure you want to create a Print Report for this incident? If so, choose a report type and template below and click OK.

Type: PDF

Template: Electronic Patient Care Report_v2

OK Cancel

From here, the report will open in a separate screen, and can be downloaded as a .pdf, or it can be printed.



Incident Number: 16-0092751
Last Name: doe
First Name: jane
EMT Unit Call Sign: MED492
Dispatch Notified: 12/19/2016 10:19:31
Service Name: UNC Test Site

Electronic Patient Care Report_v2

Incident Information

Level of Service: ALS (Basic Hospital Contact)
Type of Scene Delay: Not Applicable
MCC: Yes
Triage Classification: Red - Immediate
Triage Tag #: 123456789
Base Hospital: Ventura County Medical Center
BHC Time: 12/19/2016 08:14:35

Times

Dispatch Notified: 12/19/2016 10:19:31
Unit En Route: 12/19/2016 10:20:03
Arrived at Pt.: 12/19/2016 10:27:00
Unit Notified by: 12/19/2016 10:19:56
Dispatch: [redacted]
Unit Arrived QFS: 12/19/2016 10:26:24

Incident Description

Dispatch Reason: Trauma Transfer
Response Mode: No Lights and Sirens
Response Request: 911 Response (Scene)
Response Delay: None/No Delay
Barriers to Patient Care: None Noted
Incident Address: 2309 Antonio Ave
Incident City: Camarillo
Incident State: CA
Incident ZIP Code: 93010
Response: Fire Assist Ambulance With Treatment On Scene or Dispatched, During Transport

Patient Information

Date of Birth: 9/20/1916
Age: 100
Age Units: Years
Gender: Female
Last Name: doe
First Name: jane
Patient's Address: 2309 Antonio Ave
City: Camarillo
State: CA
Zip: 93010
Weight (lb): 91
Weight (kg): 41.3

Crew Information

Crew Member ID	Crew Member Level	Crew Member Role
x456878	EMT	Secondary Patient Care Provider - Fire
x456878	EMT	Primary Patient Care Provider - Fire
x456878	EMT	Fire Captain

Complaint / Impressions

Complaint Type	Complaint	Duration of Complaint	Time Units of Duration of Complaint
Chief (Htnax)	Headache	80	Minutes

Primary Impression: Cardiac Arrest - Non-traumatic
Secondary Impression: Apparent Life Threatening Event (ALTE)

Chief Complaint	Organ System	Primary Symptom	Impressions	Chief Complaint	Anatomic Location	Other Associated Symptoms
Pulmonary		Cough		Chest		Bringing

Incident Number: 16-0092751
EMT Response Number: Not Recorded