

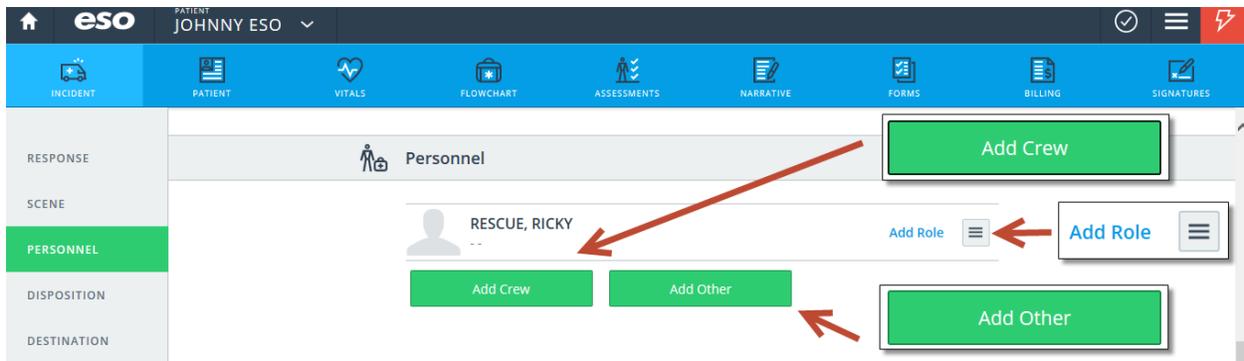


## Personnel

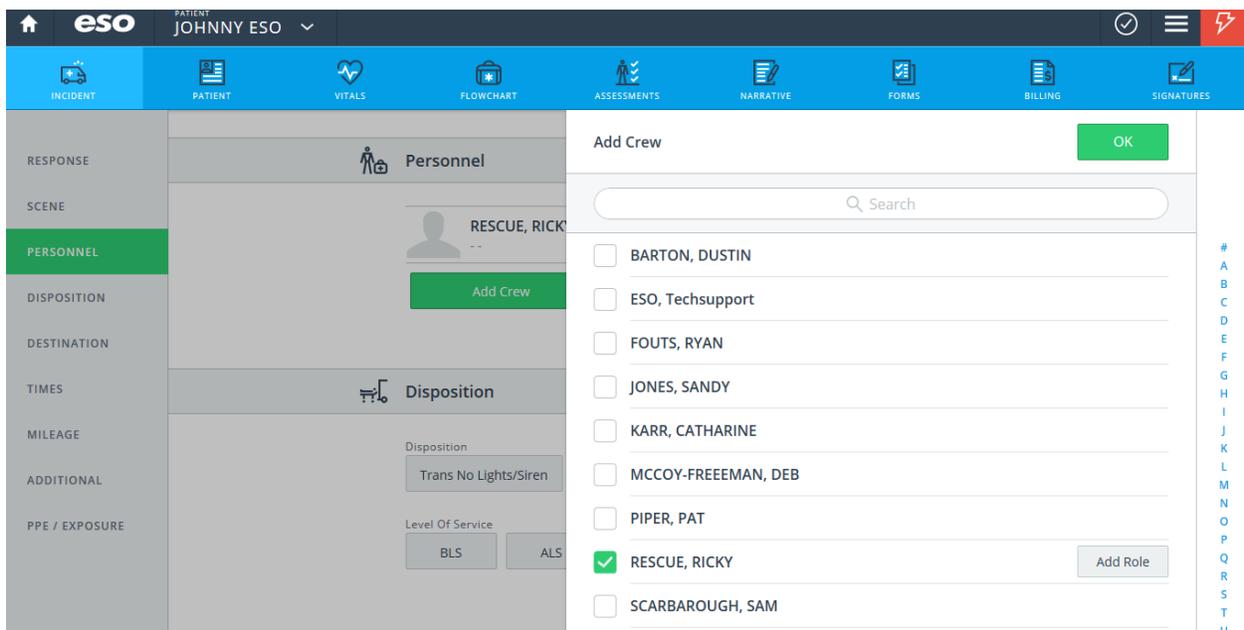
Add personnel by clicking either the “Add Crew” or “Add Other” button.

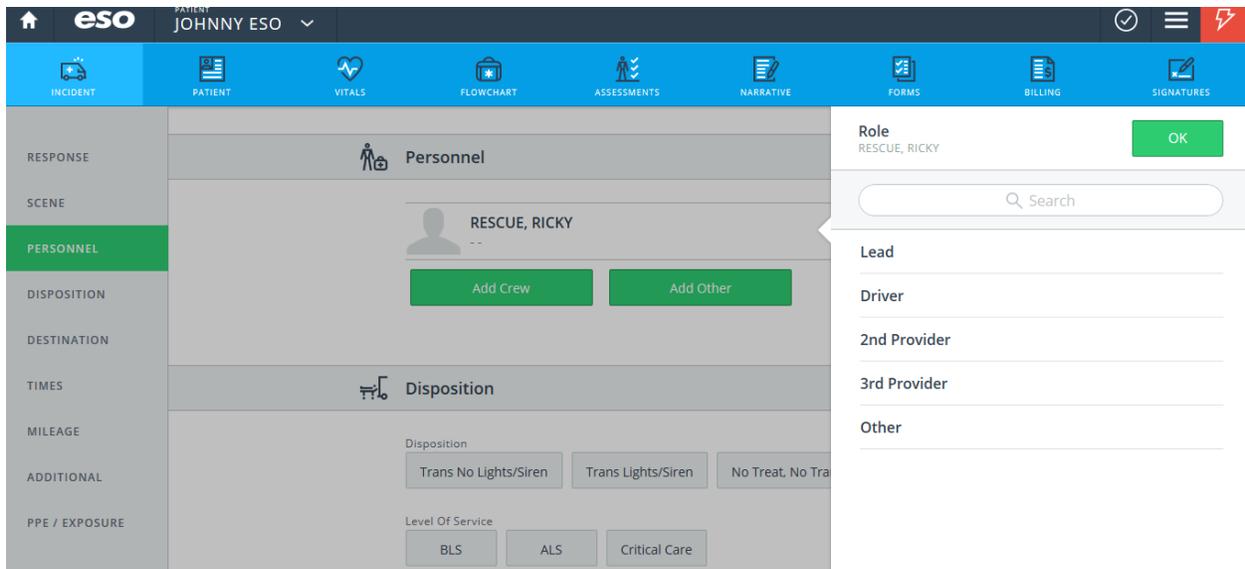
**NOTE:** The person who is logged in will automatically be included in the personnel list.

### Add Crew

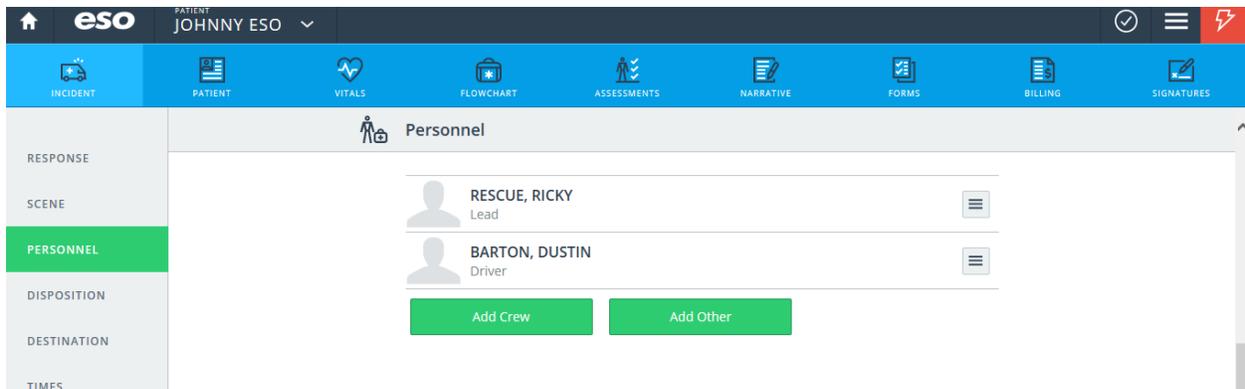


Select the appropriate crew members and select “OK” or “Role.”

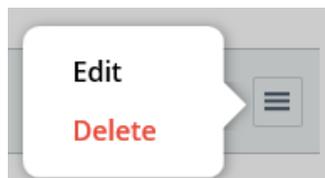




**Personnel roles can be edited from either the Incident Details page or the personnel selection list. The LEAD position is the person responsible for writing the patient care report for that particular call.**



**To Edit or Delete Personnel use the Row Menu in the right hand column.**



**NOTE: If a logged in user tries to remove themselves from an incident they will receive the following message.**



**Remove yourself from incident?**

If you remove yourself you will be removed as a provider for flowchart treatments, your signatures cleared, and no longer be able to modify parts of this record.

Select **“Remove”** to continue or **“Cancel”** return without deleting.

Deletion of other Personnel will see the following message:

**Remove Personnel**

Removing BARTON, DUSTIN from the record will remove them as a provider for flowchart treatments, clear their signature(s), and may prevent them from viewing and editing this record.

Select **“Remove”** to continue or **“Cancel”** return without deleting.

**Add Other**

Use **“Add Other”** to add personnel to the incident list who are not part of your agency.



esolutions  
 PATIENT JOHNNY ESO

INCIDENT PATIENT VITALS FLOWCHART ASSESSMENTS NARRATIVE FORMS BILLING SIGNATURES

PERSONNEL

Add Other OK

First Name Last Name

Affiliation Select

Role Select

**Enter the individual's name, affiliation and associated role.**

