



Daily EHR Reconciliation



The On-Duty EMS Supervisor (EMSS) shall conduct an EHR Reconciliation each morning for the preceding 24-hour shift. Ex: C-Shift worked yesterday and A-Shift is working today. The A-Shift on duty EMSS will conduct an EHR Reconciliation for yesterday's shift (C-Shift).

Step 1: Open ESO EHR-Select All Records

The screenshot shows the ESO EHR interface. At the top left, there are navigation icons for 'eso' and 'EHR'. The user's name 'BURKHAMMER, CARLTON' is displayed at the top right. Below the navigation, there is a dropdown menu labeled 'Selected View' with 'All Records' selected. A red arrow points to this dropdown. To the right of the dropdown is a green button labeled 'Filters', with another red arrow pointing to it. The main area of the screen displays a list of records with columns for date/time, patient name and address, status icons (blue, green, black), and responder name and unit.

| Date/Time | Patient Name/Address | Status Icon | Responder Name/Unit |
|----------------------------------|----------------------------------------------|-------------|------------------------|
| Jul 05, 2022 13:26 2022014204 | HODGSON, KARL 3 CHERRY LAUREL DR | Blue icon | DERA, MARK A1 |
| Jul 05, 2022 11:05 2022014198 | GUZMAN, IRIS 253 ANDERSON DR | Green icon | ROBSON, JEREMY A1 |
| Jul 05, 2022 09:10 2022014191 | LOWE, MINNIE 11 DAIRY LN | Black icon | WEAVER, DEVON A1 |
| Jul 02, 2022 13:08 2022013980 | STUKES, VERNAL ST ALBANS BLVD and TRUE RD | Green icon | VITALETTI, JAMES M8 |
| Jul 05, 2022 11:07 2022014199 | MORTON, GEORGETTE 110 NOBLE CT | Black icon | WEAVER, DEVON M12 |
| Jul 05, 2022 10:25 2022014196 | BURKHEART, MERRIT 1214 AQUIA DR | Black icon | HAYWARD, JEREMY A9 |
| Jul 05, 2022 09:10 2022014191 | LOWE, MINNIE 11 DAIRY LN | Black icon | WEAVER, DEVON M12 |
| Jul 05, 2022 08:04 2022014186 | FOOSNESS, TERENCE 21 HERITAGE RD | Black icon | GALLO, STEPHEN M7 |

Step 2: You can filter reports to look for specific EHRs.

The **Blue Icon** shows EHRs still located on a Unit's Tablet. Please contact and ask them to Sync the records off the tablet. You have no access to EHRs still on the tablet.

A **Green Icon** shows EHRs that are incomplete. Open each record and check the validation. If it is complete then just lock the record. Was it a training or duplicate record that needs to be deleted? If incomplete email EMSS and copy/paste the incident to be completed.

A **Black Icon** shows those EHRs that are complete and locked.

Step 3: Open Analytics-Open Fire Reports-Fire System Monitoring-Fire CAD Reconciliation ePCR

Edit Time Period

Export to Excel (XLS)

| Incident Number | Dispatch Date/Time | Dispatch Nature | EMD | Dispatched Units | ePCR Status | Unit | Lead | Shift | Created Date | District | Fire Status |
|-----------------|---------------------|----------------------------------|--------|-------------------------|-------------|------|------|-------|--------------|----------|-------------|
| 2022014208 | 2022-07-05 13:52:16 | AAPI | 77803 | A2, E12, M12, R1U, TL4U | Missing | | | | | Missing | Missing |
| 2022014207 | 2022-07-05 13:35:31 | ELECTRICAL HAZARD - TREES ON ... | 55C... | E2 | Missing | | | | | Missing | Missing |
| 2022014205 | 2022-07-05 13:28:01 | LIFT ASSIST | 53A02 | M12 | Missing | | | | | Missing | Missing |
| 2022014204 | 2022-07-05 13:26:28 | CHEST PAIN | 10C03 | A1, E1 | Missing | | | | | Missing | Missing |
| 2022014201 | 2022-07-05 11:55:50 | RESIDENTIAL ALARM | 52B... | E6 | Missing | | | | | Missing | Missing |

Step 4: Open Excel Spreadsheet. Enable Editing, Delete all **Locked** reports and fire-related incidents not requiring an EHR.

| Incident Number | Dispatch Date/Time | Dispatch Nature | Dispatched Units | ePCR Status | Unit | Lead | Shift | Created Date |
|-----------------|---------------------|-------------------------------------------------|-------------------------|-------------|------|-----------------|-----------|---------------------|
| 2022014208 | 2022-07-05 13:52:16 | AAPI | A2, E12, M12, R1U, TL4U | Missing | | | | |
| 2022014207 | 2022-07-05 13:35:31 | ELECTRICAL HAZARD - TREES ON WIRES (NEAR WATER) | E2 | Missing | | | | |
| 2022014205 | 2022-07-05 13:28:01 | LIFT ASSIST | M12 | Missing | | | | |
| 2022014204 | 2022-07-05 13:26:28 | CHEST PAIN | A1, E1 | Missing | | | | |
| 2022014201 | 2022-07-05 11:55:50 | RESIDENTIAL ALARM | E6 | Missing | | | | |
| 2022014199 | 2022-07-05 11:07:30 | SICK PERSON | M12 | Locked | M12 | WEAVER, DEVON | A Shift | 2022-07-05 11:09:22 |
| 2022014198 | 2022-07-05 11:05:11 | STROKE | A1, E12 | Draft | A1 | ROBSON, JEREMY | A Shift | 2022-07-05 11:08:36 |
| 2022014196 | 2022-07-05 10:25:48 | DIFF BREATHING | A9, E9 | Locked | A9 | HAYWARD, JEREMY | Volunteer | 2022-07-05 10:32:12 |
| 2022014194 | 2022-07-05 09:33:14 | INSIDE GAS ODOR | E14, E9, M10, ODC | Missing | | | | |
| 2022014193 | 2022-07-05 09:30:39 | LIFT ASSIST | E12 | Missing | | | | |
| 2022014192 | 2022-07-05 09:30:05 | COMMERCIAL ALARM | E9 | Missing | | | | |
| 2022014191 | 2022-07-05 09:10:06 | ALS TRANSFER (MED FACILITY) | A1, M12 | Draft | A1 | WEAVER, DEVON | A Shift | 2022-07-05 09:39:06 |

Step 5: Open Fire EnRoute Web and compare the incident details (transports/patient refusals) to **Missing** reports to determine if they require an EHR. If Missing, email EMSS and copy/paste the incident to be completed.