



Data Validation

Click the check button on the right side of the Header Bar to begin the validation process.



The validation process reviews the report and alerts the writer of any missing or deficient data based on locally configured validation rules. If there is data missing in a particular section, you will see the word “Required” in that section. The number on the left side of the screen represents the number of outstanding issues (14 in this case). Click on Required, and you will be navigated to the field in which you need to add or modify data. Click OK in the green box in the top right corner to close the validation window.

Validation Summary		OK
14 VALIDATION ISSUES This incident	Critical Fields	
	Primary Impression	Required
	Incident Tab	
	Unit	Required
	Crew	Lead Medic Required
	Crew	Driver Required
	Destination Name	Required
	Call Received	Required
	Dispatched	Required
	En Route	Required

If there is no missing data, you will see the message below and can finish locking the report.





Validation Summary

OK

0
VALIDATION ISSUE
This incident



Validation Success!

No issues found. Nice work! Are you ready to lock your record?

Lock Record

Locking

When the EHR is complete and validation has succeeded, select Lock Record to finalize your report. This will indicate that your record is complete. After your report is locked, no more clinical information can be added directly into the EHR.

