



Completing, Locking, and Syncing Fire Incident Reports

Step 1: Clinician opens Fire Incidents

STAFFORD COUNTY FIRE AND RESCUE DEPARTMENT

EHR Incidents Learning

Good morning, TEST Monday, July 11, 2022

Messages Show All Sort by Date

Alert **NEW** Getac Tablet: Sign on each morning and SYNC any records that m... Jul 4

Alert **NEW** EHRs should be SYNC at time of Patient Transfer (before leaving t... Jul 4

Weather Today **79°F** Clear 68°F - 86°F Tomorrow

Step 2: Clinician selects All Records

eso FIRE - INCIDENTS

SELECTED VIEW All Records Filters

07/11/2022 10:04:05 2022014648	DRAFT	10 STAFFORD LAKES PKY (321) - EMS call, excluding vehicle accident w...	M12, TL4U C Shift	<i>i</i>
07/11/2022 09:22:08 2022014642	DRAFT	215 OAK GROVE LN (300) - Rescue, EMS incident, other	M14, TL4U C Shift	<i>i</i>
07/11/2022 07:47:09 2022014634	DRAFT	39 TIMBERIDGE DR (321) - EMS call, excluding vehicle accident w...	M12, E6 C Shift	<i>i</i>
07/11/2022 07:24:46 2022014633	DRAFT	3431 AQUIA DR (311) - Medical assist, assist EMS crew	M...	<i>i</i>

Step 3: Clinician edits Filter

Filters OK

Date Range Interval: Custom or Start Date: 07/10/2022 End Date: 07/10/2022

Filter Incident Status equals Draft, Locked Remove

Filter Unit equals E9 Remove

Filter Shift equals B Shift Remove

Add Filter

Step 4:
Recommend
filter date, unit &
shift.

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This filter view shows you those reports that are in draft (incomplete) and those locked (complete)

Timestamp	Status	Address	Description	Unit	Shift	Actions
07/10/2022 16:01:42 2022014596	DRAFT	20 DOC STONE RD (320)	Emergency medical service incident, o...	M10, E9	B Shift	Info, Edit, Delete
07/10/2022 13:09:32 2022014579	DRAFT	1009 ENGLAND DR (444)	Power line down	E9	B Shift	Info, Edit, Delete
07/10/2022 16:40:54 2022014598	LOCKED	105 WHITSONS RUN (300)	Rescue, EMS incident, other	M5, E9	B Shift	Edit, Delete

EHRs that are locked will automatically create a Fire Incident. The Fire Incident will remain in draft until the Suppression Unit completes its report.

If you do not see your report in this view the EHR has not been locked or the Fire Incident has not been imported/started. *Go to Page 3*

To edit a draft report select the hamburger menu or click anywhere on the incident.

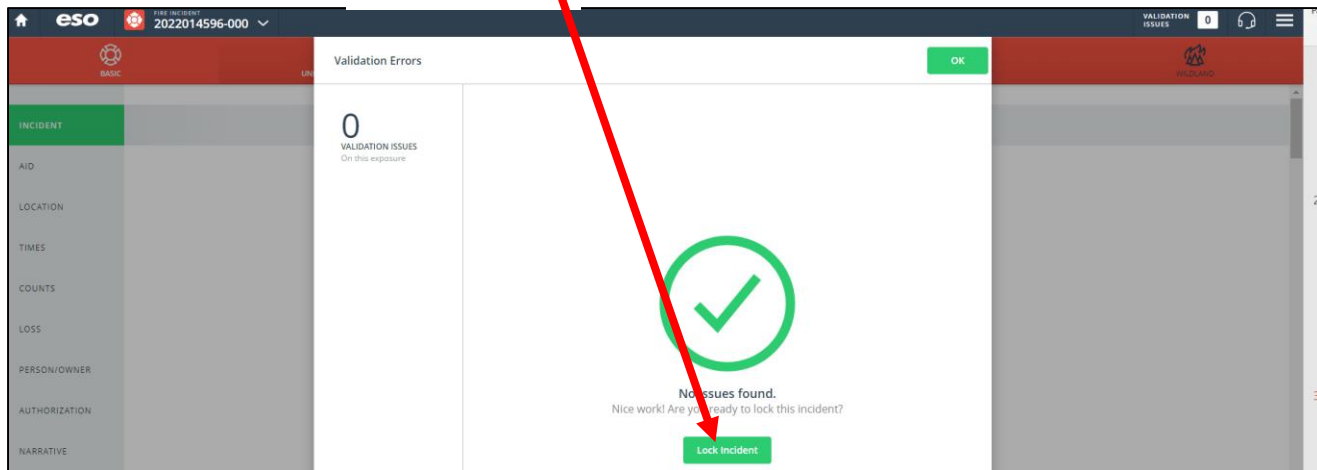
Timestamp	Status	Address	Description	Unit	Shift	Actions
07/10/2022 16:01:42 2022014596	DRAFT	20 DOC STONE RD (320)	Emergency medical service incident, o...	M10, E9	B Shift	Info, Edit, Delete
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07/10/2022 16:40:54 2022014598	LOCKED	105 WHITSONS RUN (300)	Rescue, EMS incident, other	M5, E9	B Shift	Edit, Delete

Complete the validations and lock the report.

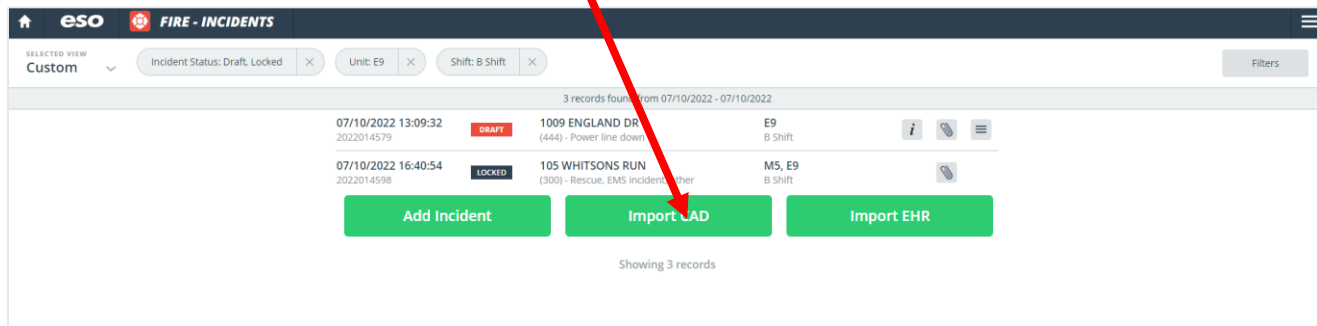
Navigation Item	Validation Issues
BASIC	0
UNIT REPORTS	
FIRE	
CASUALTY	
HAZMAT	
WELDLAND	

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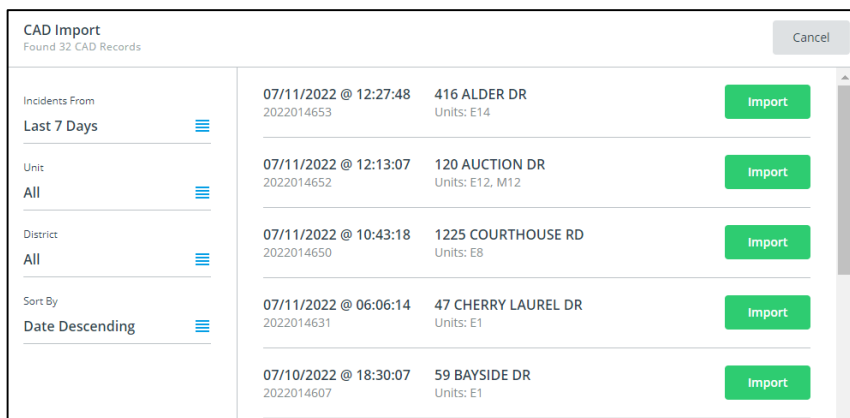
Clinician selects



To start a new report, select



Filter to zero in on your incident.



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To start a new report, import the incident.

CAD Import			Cancel
Found 2 CAD Records			
Incidents From Last 7 Days	07/08/2022 @ 21:11:48 2022014461	104 BRIDGEWOOD CT Units: M10, E9	Import
Unit E9	07/08/2022 @ 12:42:43 2022014415	73 CONFEDERATE WAY Units: A2, E9	Import

If you do not see a report under CAD it means it has already been imported. Check under draft and locked reports.

There are incidents where a transport unit was on the call but no EHR was imported; this could have been a *“Placed In-Service, Stand-By or No Patient Contact”* which does not require an EHR to be completed.