



The submission of a Patient Care Report is vital to the continuity of patient care. Emergency Room physicians look to these documents for patient condition, first responder and transporting unit treatment performed and the responses to these treatments. Therefore timely submission is required to assist in the overall patient care. Usually there is time to complete the documentation and submit it prior to leaving the hospital, but it is understood that there are times that the system requires you to be assigned a task and have to leave the ED prior to completing the needed documentation.

Hunter's Ambulance Service has subscribed to a service that will allow transmission of ePCRs through a secure server. The following instructions will describe how to use the service.

NOTE: The ePCRs is only authorized to be sent to the fax number listed in the program. Any faxing to unauthorized numbers will be considered unauthorized release of Protect Health Information and in violation of Hunter's Ambulance Service Code of Conduct.

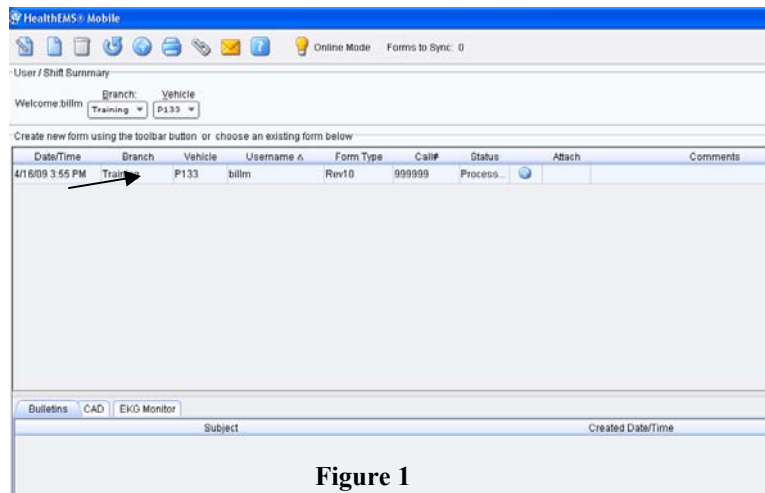


Figure 1

After completing the ePCR by removing all critical criteria and exporting it, the employee needs to be in the main HEMS Mobile program screen. After the form has synched with the system select the form, DO NOT OPEN IT. (Figure 1)

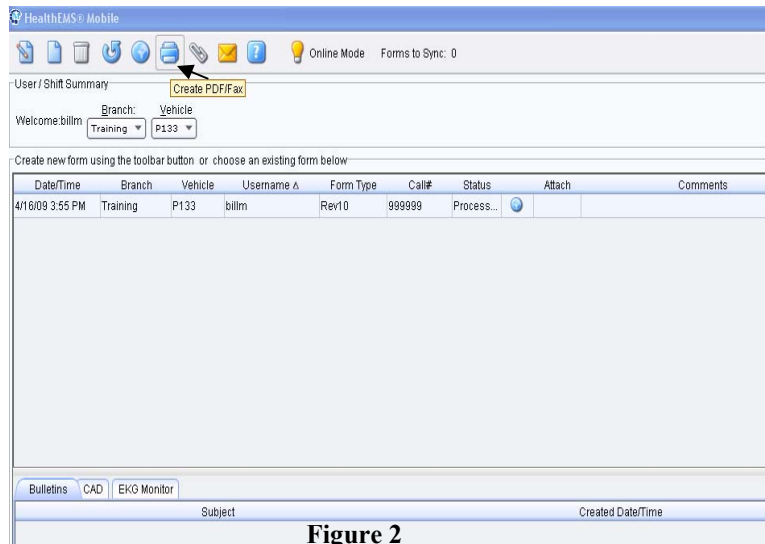


Figure 2

Select the printer icon in the main menu. This will open up a new dialog box (Figure 2)

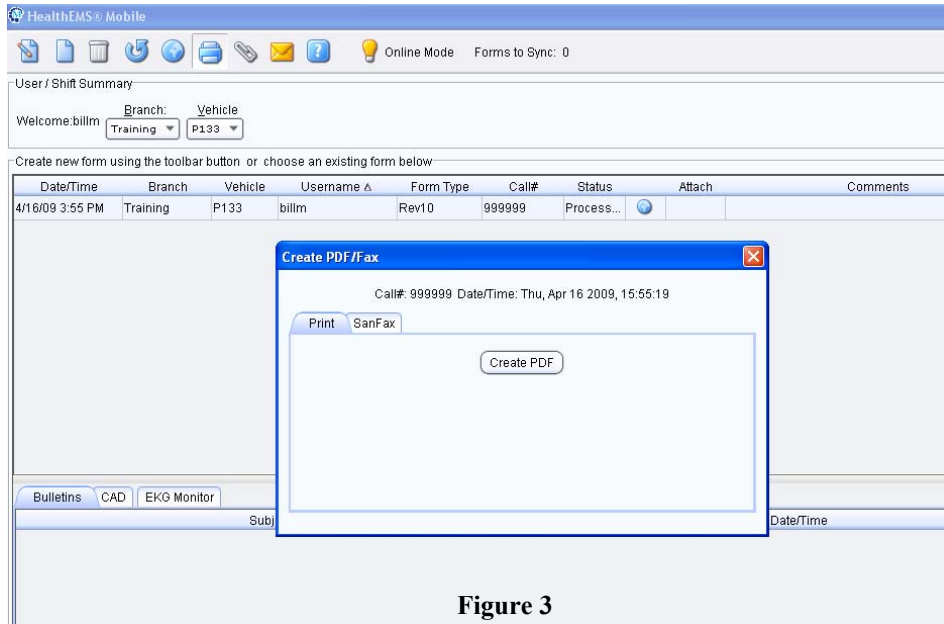


Figure 3

A “Create PDF / fax” dialog box will pop up. The call number and date / time will be listed on the top of the box.

If a print out is being completed at the hospital, then the employee shall pick the “print” tab and click on the “Create PDF” button. The employee will then proceed using the HP4250 printer and the “Universal Print Driver”.

This is the preferred method of printing off the PCR. (Figure 3)

If the employee needs to use the faxing option to submit the PCR, then select the “SanFax” tab. The dialog box will have a pull down with all of the facilities we transport to. **Not all of the facilities will have the faxing option. Facilities need to approve a fax machine to receive the ePCR. (Figure 4)**

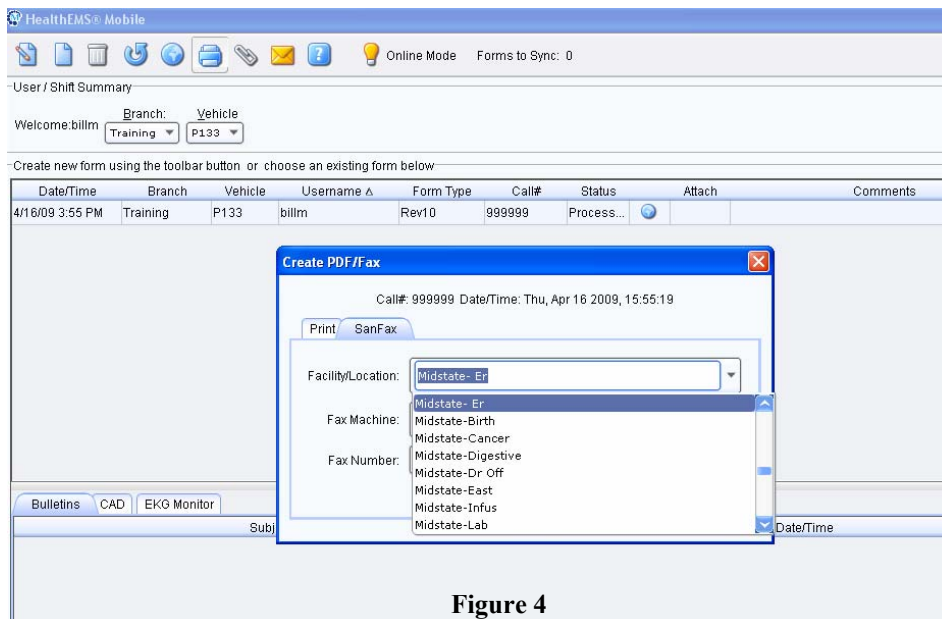


Figure 4

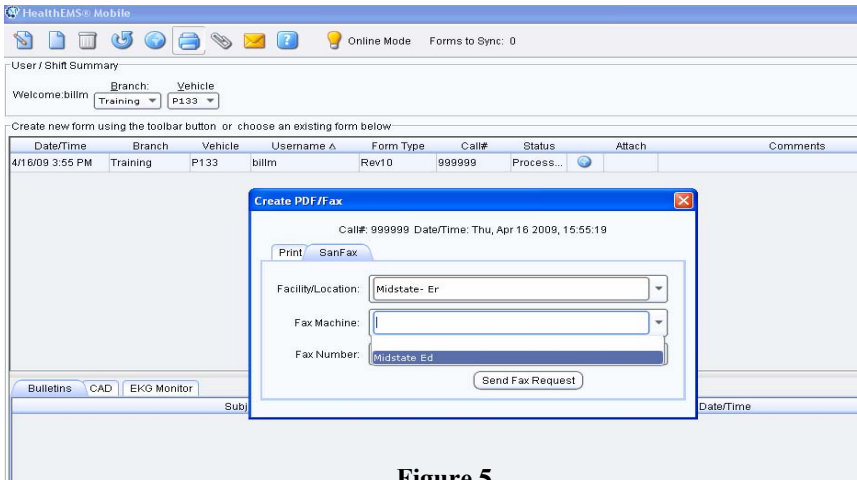


Figure 5

When the facility is selected choose the fax machine (Figure 5) and a pre-designated phone number will populate the fax number space. This is the number approved to receive a ePCR fax and shall not be changed.

Click on the “Send Fax Request” (Figure 6) This will queue your ePCR to be faxed in the Sansio system and a confirmation will appear that the “Fax request submitted successfully”. (Figure 7)

The Transportation Supervisor and / or Operations Coordinators will be reviewing a screen that shows the status of the fax requests. If there are any issues with the system such as failed faxes or incorrect fax numbers, the supervisors will be flagged and address the issue accordingly.

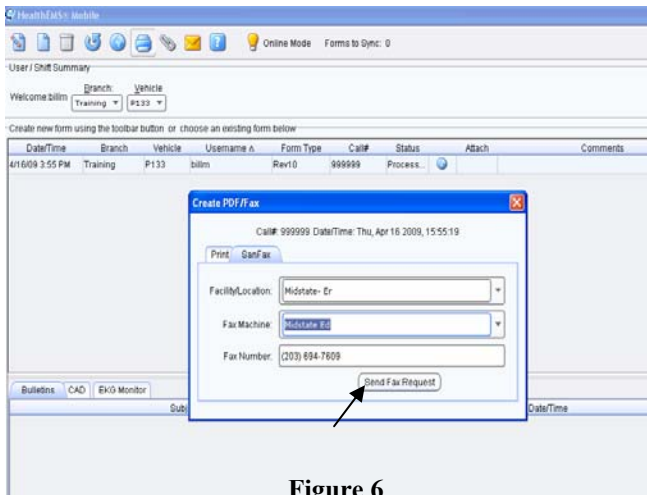


Figure 6

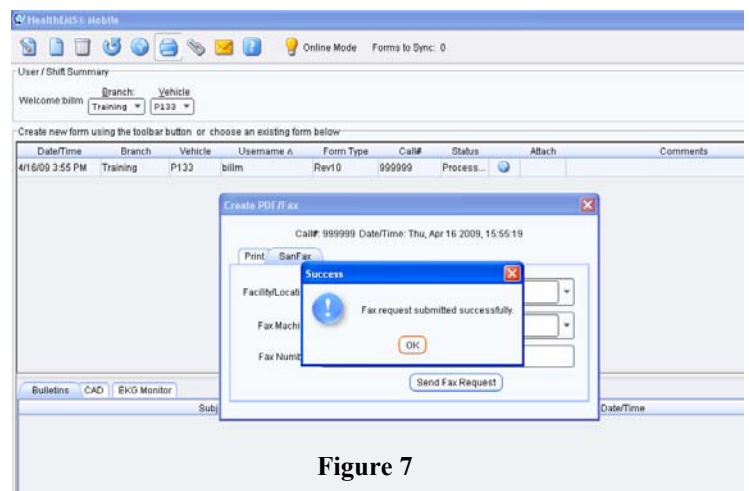


Figure 7