FH Mobile ePCR User Guide

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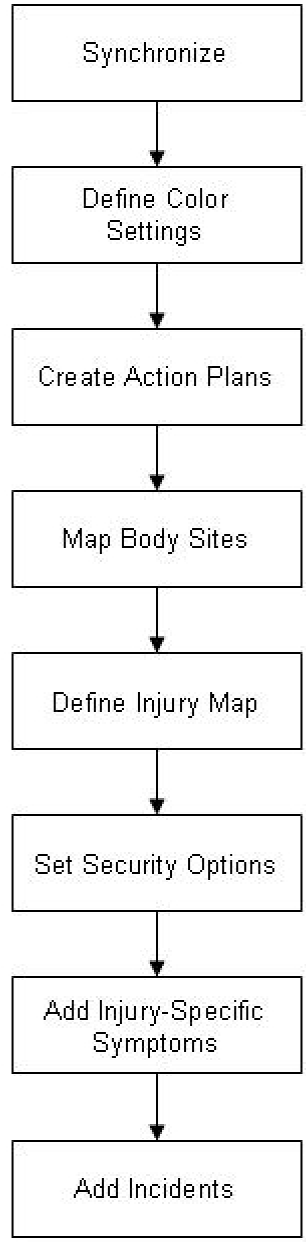
How FH Mobile ePCR Works

FH Mobile ePCR allows you to collect patient care reports in the field. Set up is vitally important in FH Mobile ePCR; you need to map how your current FH EMS codes translate to the graphic body site interface and map injury codes available for each body site. Additional steps include adding crew and treatment plans to minimize data entry time.

FH Mobile ePCR records are designed around patient care entry in the field:

- Add general incident data.
- Add response information.
- Add patient information.
- Add on scene information.
- Add disposition and transport information.
- Add narrative.
- Add signatures (if any).
- Add additional data.



System Requirements

FH Mobile ePCR requires a mobile computer with the following:

- Windows® 2000, Windows® XP (Windows XP Tablet PC Edition is recommended), or Windows® Vista Business Edition.
- 600MHz Pentium III compatible processor or higher.
- 512 MB available RAM (We recommend 1GB or more).
- 2 GB available hard disk space (Your requirements may be greater depending on the number of records you synchronize and the size of embedded attachments. We recommend 4GB of free disk space).

- 800 by 600 minimum video resolution (we recommend at least 1024 by 768).
- Connection to FH standard or FH Enterprise database version 7.2.11 or greater. The connection only needs to be available during synchronization although a connection can be used to collect staff scheduling information anytime a connection is available.
    - If you run FH Enterprise, you can also optionally maintain a wireless connection between FH Mobile ePCR and your FH Enterprise database.
    - When Real-Time Wireless is enabled a wireless connection can be used to update staff scheduling information for FH Enterprise systems with the optional scheduling add-on.

FH Mobile ePCR is NOT currently supported on any Windows 64-bit operating system.

About FH Mobile ePCR Options

FH Mobile ePCR options control various features including, specifying the default unit and crew assigned to unit, and general options such as the top panel color (useful for distinguishing FH Mobile ePCR from other FH Mobile applications running on the workstation), dynamic color coding, Action Plans setup, injury and body site mapping, defaulting actions and prompts, and security.

To Set ePCR General Options

1. From the Windows **Start** menu, select the **Programs** option, **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed. **General Options** screen should be displayed by default.
3. Check *Prompt for New Incident on Startup* to prompt users to start a new incident record when FH Mobile ePCR is launched.
4. Check *Prompt for Patient Template on New Patient* to prompt users to use a patient template when starting a new patient record.
5. Check *Prompt to Apply Action Plan on New Patient* to prompt users to apply a chosen action plan when starting a new patient record.
6. Check *Default Date/Time on Action Item. (Vitals, Medication, and Procedure)* to automatically populate the system date and time when adding vitals, medications, and procedures.
7. Click **Device Monitor Setup** (if interfacing with a Cardiac Monitor device).
    - The **Field Mapping** tab has the values set by default. Make changes only if necessary.
    - The **Code Conversion** tab has the values set by default. Make changes only if necessary.
    - Select the **Device Access** tab to set the location for data to be found, and any necessary user name/password settings.
    - Select the **Report Options** tab to set grid shade, channels, and 12 Lead settings if necessary.
    - Click **Save** to save Device Monitor Settings.
    - Check *Attach the Patient Case File (PCO)* to include the file as an attachment to the patient record.
8. Establish the settings for Frequent Patient record information to be available in the FH Mobile ePCR database.
    - Type or click the lookup button to set the value for *Number of Occurrences for Frequently Transported Patients* to define the number of occurrences necessary for a patient to be considered a frequently transported patient.
    - Type or click the lookup button to set the value for *Number of Past Days for Frequently Transported Patients* to define the number of days to evaluate for a patient to be considered a frequently transported patient.
    - Check *Require Additional Filters of DOB/SSN* to require the date of birth or social security number information to be entered as added verification when searching frequently transported patient records.
9. Click **Incident** in the left navigation of the **ePCR Options** screen.
10. Type or click the lookup button to set the default EMS Service Number in **Service Number**.
11. Click **Save**.

To Set Remote Incident Receiving Settings

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Incident**.
4. Under Remote Incident, select whether to receive data from the main incident or from an EMS incident when connecting to the FH database.
   - Choose *Main Incident (Default)* to have data populated from the main incident record (NFIRS record) if you use real-time wireless connection to the FH database.
   - Choose *EMS Incident* to have data populated from the EMS incident record if you use real-time wireless connection to the FH database.
5. Check *Allow manual entry of the Incident Number* (below the **FDID** field) to allow the user to enter an incident number. This is used when an incident number is assigned to the incident, but the record is not available from the FH database.
6. Click **Save**.

To Set Default Unit/Crew

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Default Unit/Crew**.
4. Type or click the lookup button to set the *Default Unit* value.
5. Specify default crew to use for the workstation:
   - Select *Auto-Add from Local Crew Setup* to use crew members you specify. When you select *Auto-Add from Local Crew Setup*, click **Crew Setup...** and add staff members to add for crew.
   - Select *Auto-Add from FH Scheduling* to use staff associated with the specified *Default Unit* in FH Staff Scheduling. A wireless connection to the FH database is required. Click **Update Schedule** to get the latest information.
   - Select *Auto-Add from FH Roster* to use staff associated with the specified *Default Unit* in FH Roster. A wireless connection to the FH database is required. Click **Update Roster** to get the latest information.
6. Select *Show the staff FDID in the default crew setup* to show the crew member's FDID after their name in the default crew roster.
7. Type or click the lookup button in **Default Activity Code** to set a default activity code for default crew members. Activity codes are required for crew members in FH when they respond to an incident.
8. Click **Save**.

To Specify ePCR Color Options

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Color Settings**.
4. Specify colors:
   - For each available element, select the drop down and select a listed color. Available elements:
     - *Top Panel Color* sets the color for the area at the top of the FH Mobile workspace where main buttons are displayed (e.g., **Incident**, **Patient**, and **On Scene**).
     - *Highlight Color* for Checked Items in List sets the background color for the currently active element in a check row grid.
     - *Fields* colors include:

Status	Applies to	Action Required
Back Color Invalid	Fields that include invalid values.	Add a value and the color changes to *Back Color Complete*.
Back Color Incomplete	Fields that are required but not complete.	Add a valid value and the color changes to *Back Color Complete*.
Back Color Complete	Fields that are required, complete, and valid.	No action is required.
Back Color Warning	Fields that have 'soft' validation requirements that are not met.	Change if necessary. This field will not prevent an incident from completing.

- *Groups* are listed in data grids like a single field, but when accessed (for example, by pressing the lookup button) additional data elements are displayed. *Groups* colors include:

Status	Applies to	Action Required
Back Color Complete	Groups that include data elements that are required, complete, and valid.	No action is required.
Back Color Required	Groups that have data elements that are required.	Add valid values to required data elements.
Back Color No Data	Groups that have all empty data elements.	Optionally add values if needed.
Back Color Data	Groups include data elements that have values added.	No action is required.

- Click **Reset Default Color** if the color combinations you select get out of hand.

5. Click **Save**.

To Set ePCR Action Plans

More information about the purpose, usage and detailed setup of Action Plans are available. (See "About Action Plans" on page 6.)

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Click **New** to create a new Action Plan or highlight an existing Action Plan name and click **Edit** to make changes.
5. Click **OK**.
6. Click **Save**.

To Define Body Site Locations

See "About Body Site Locations and Injury Map" on page 12 for more information about the purpose, usage and detailed setup of Body Site Locations.

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.

2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Body Site**.
4. Click the body site location to define, then choose the injury area code(s) to associate to the body site.
5. Click the 'Checkmark' to set the code. Repeat for each *body site* to use.
6. Click **Save**.

To Map EMS Injury Codes to Injury Matrix

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Injury Map**.
4. Select the *EMS Injury/Illness Type* code listed in the *Matrix Injury* column, then select the lookup button. Available codes are displayed.
5. Drag and drop or double-click each code to associate with the selected injury. The *Injury/Illness Type* code is associated with the injury matrix description, and will be displayed when the EMS incident *On Scene* area *Injury/Illness* section is used.
6. Click **Done**.
7. Repeat steps 4 through 6 for each *Injury/Illness Type* code to use.
8. Click **Save**.

To Map Injury Symptoms

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Injury Symptoms Map** option.
4. Select the EMS *Injury* code listed in the *Injury* column, then select the lookup button. Available injuries are displayed.
5. Drag and drop or double-click each code to associate with the selected injury.
6. Click **Done**.
7. Repeat steps 4 through 6 for each *Injury Specific Symptom* code to use.
8. Click **Save** when complete.

To Specify EMS Security

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Security**.
4. Select *Require Login*. When FH Mobile ePCR is opened, you must enter a valid FH *User Name* and *Password* to access records (the user must have "Add" rights to EMS incidents and EMS Patient).
5. Click **Save**.

About Master Workstations

You can assign a specific mobile computer as the 'master' computer used to set the Global Options and ePCR Options for all mobile computers. Options set up at the master computer are sent back to the FH database and distributed out to each FH Mobile workstation that synchronizes. If no master workstation is established, then each mobile device can set their own options/setup. When a master workstation is established, the following options are not accessible at the non-master FH Mobile workstations:

- Global settings for:
  - Schedule & Roster selections
  - Software Updates selection

    - Location of shared reference materials folder
- FH Mobile ePCR settings:
    - General Options settings
    - Action Plan Master Configuration and Memorized Templates
    - Action Plan Field Display and Sequence
    - Action Items, Action Item Groups, and Action Item Consumables
    - Body Site Definitions
    - Injury Matrix Lookup and Symptom Lookup Code Mappings
    - EMS Security Settings

To Assign Master FH Mobile Workstation

At the computer where the FH Mobile License Manager was installed:

1. From the Windows **Start** menu, select **Programs**, **FIREHOUSE Software 7** folder, **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
2. Select 'FH Mobile ePCR' from the drop-down menu in the **Select Mobile Application** field.
3. Select the mobile workstation to assign as a master, then click **Set as Master**.
4. Click **OK** to prompt.
5. Click **Close**.

When the FH Mobile ePCR master workstation synchronizes with the FH database, all master settings are 'pushed' to FH then 'pulled' to the non-master mobile workstations as they synchronize with FH. Non-master FH Mobile workstations will not be able to modify the settings via their FH Mobile global and EMS settings.

To Clear FH Mobile Master Assignment

1. From the Windows **Start** menu, select **Programs**, **FIREHOUSE Software 7** folder **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
2. Select 'FH Mobile ePCR' from the drop-down menu in the **Select Mobile Application** field.
3. Select the master mobile workstation, then click **Clear Master**.
4. Click **Close**.

The FH Mobile ePCR master options are retained but changes to former master mobile workstation are not 'pushed' to FH and all FH Mobile workstations (including the former master) will not be able to modify the settings. To assign a new master FH Mobile workstation, all FH Mobile master options must be removed.

To Delete FH Mobile Master Options

1. From the Windows **Start** menu, select **Programs**, **FIREHOUSE Software 7** folder **FIREHOUSE Software Mobile License Manager** option. The **FH Mobile License Manager** form is displayed.
2. Select 'FH Mobile ePCR' from the drop-down menu in the **Select Mobile Application** field.
3. Select the master mobile workstation, then click the **Configuration Settings** tab.
4. Highlight the configuration setting to remove, then click **Remove**. Note that all settings need to be removed. Settings that are not removed will not be replaced with settings from a new master and will not be modifiable at the FH Mobile workstation.
5. Click **Close**.

About Action Plans

Action plans in FH Mobile ePCR are designed to give the medical provider online medical direction for department established specific minimum treatment standards, protocols, and standing orders. Action plans control many aspects of FH Mobile ePCR record entry, including:

- Master sequence configuration of fields
- Fields that are displayed for record entry
- Memorized templates that are applied automatically to EMS records using the action plan

- A sequenced checklist of specific assessments, medications, procedures, and informational prompts for specific scenarios
- Default notes to insert into the EMS record using an action plan

Default action plans are applied to the EMS incident and action plans that are not default can be applied when necessary. You can have multiple default action plans.

All FH Mobile ePCR data entry forms list available fields in data grids. By setting up action plans to match the information you collect on site, you can simplify record entry.

Data Grid	**Accessed from the Main Patient Navigation Toolbar:**
Assessment Fields	Patient button → Assessment option
Billing	Patient button → Patient Data option → Billing item in grid
Cardiac	Patient button → Cardiac Arrest & CPR option
Device Monitor	Patient button → Device Monitor option
Employment Info	Patient button → Patient Data option → Employment Info item in grid
Glasgow Coma Score	Intervention button → Other button → Vitals option → Glasgow Coma Scale item in grid
Incidents	Incident button → Incident option
Lung Sounds	Intervention button → Other button → Vitals option → Lung Sounds item in grid
Medication Dosage	Intervention button → Other button → Medication option → select Medication, Medication Dosage item in grid
Medications	Intervention button → Other button → Medication option
Next of Kin	Patient button → Patient Data option → Next of Kin item in grid
Patient	Patient button → Patient Data option
Privacy Policy Status	Summary button → Signatures option
Procedures	Intervention button → Other button → Procedure option
Pulse	Intervention button → Other button → Vitals option → Pulse Details item in grid
Pupils	Intervention button → Other button → Vitals option → Pupils item in grid
Respiratory	Intervention button → Other button → Vitals option → Respiratory Details item in grid
Response	Incident button → Response option
Skin Parameters	Intervention button → Other button → Vitals option → Skin Parameters item in grid
Status & Transport	Summary button → Status & Transport Option
Vehicle Accident/Extrication	Incident button → Response option → Vehicle Accident/Extrication item in grid
Vitals	Intervention button → Other button → Vitals option

The Master Plan Configuration is the foundation for every action plan. Your first step to building the Master Plan Configuration is in the FH desktop software. Run the report "User-Defined System Rules/Default Values" in the Administrative Reports group to have a copy of the department's user-defined required fields. These fields must be included in the Master Plan Configuration. The next step should be to set field ordering and change the fields listed for specific data grids (if necessary) in the Master Plan Configuration. See "To Specify Master Field Sequence Configuration" on page 8 for the steps to order fields. After you have set field ordering, you can add default action plans and additional action plans that can be applied as needed. See "To Add a New Action Plan" on page 9 for more information on adding action plans and setting default action plans.

To Specify Master Field Sequence Configuration

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.

Sequence	The sequence of fields is controlled through the "Master Plan Configuration" action plan.

4. Select the *Master Plan Configuration* plan, then click **Edit**.
5. Select the **Data Fields** tab.
6. Select the drop down arrow in the **Select Grid:** field to choose the grid you wish to modify.
7. Move selected items to desired order in list:
   - Select, drag and drop item to desired location. The item is inserted above the item where it is dropped.
   - Repeat for each item until the order is as desired.
8. Remove the checkmark from the *Show* column for any field you do not wish to have displayed.
9. Repeat for additional grids as needed.
10. Select the **Notes** tab to enter comments related to the Master Plan Configuration.
11. Click **OK**.
12. Click **Save** on **Action Plans**.

To Move Fields to Other Data Grids

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Select the **Master Plan Configuration** plan, then click **Edit**.
5. Select the **Data Fields** tab.
6. Specify the grid containing the field to move in the *Select Grid:* field.
7. Highlight the field to move.
8. Click **Move to Different Grid**. The field name is listed in the form caption.
9. Select the data grid that you want the field to be moved to.
10. Click **OK**. The field is moved to the data grid and you return to the grid originally specified in *Select Grid:*
11. Move additional fields as needed.
12. Click **OK** on **Master Plan Configuration** form.
13. Click **Save** on **Action Plans**.

To Restore Default Field Order and Grid Fields

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.

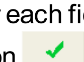
3. Select **Action Plans**.
4. Select the **Master Plan Configuration** plan, then click **Edit**.
5. Click **Restore to Default**.

All required field sort and grid fields are restored to installation defaults.

To Add a New Action Plan

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Click **New**. The **Add Action Plan** form is displayed.
5. Specify an *Action Plan Name*.
6. Check *Make this a Default Action Plan* to add the action plan to new EMS incidents by default. This is optonal.
   You will typically specify information to include in the action plan. The additional action plan information has been broken down into individual topics. See topics below for the steps to add information to an action plan.
7. Click **OK** on **Add Action Plan** form.
8. Click **Save** on **Action Plans**.

To Specify Included Fields for Action Plan

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Click the **Data Fields** tab.
6. Select the data grid to set up in the *Select Grid:* field. All available fields for the selected grid are displayed. By default, all fields listed for the data grid will be included in the data grid when accessed from an FH Mobile ePCR record that uses the action you are defining.
7. Select fields to show:
   - Check the *Show* column for each field to show.
   - Click the 'Checkmark' button  to select all fields, or click the 'Cancel' button  to deselect all fields.
8. Select additional data grids and fields to include as needed.
9. Click **OK** on the **Add Action Plan** form.
10. Click **Save** on **Action Plans**.

To Apply Memorized Templates to Action Plan

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Select the **Memorized Templates** tab.
6. Check *Apply* for each template to apply when the action plan is used.
7. Click **OK** on **Edit Action Plan** form.
8. Click **Save** on **Action Plans**.

To Copy Fields from Other Action Plan

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Select the **Data Fields** tab.
6. Select the grid to modify in *Select Grid:*
7. Click **Copy From**, then select the action plan containing the grid configuration you want to apply to the active action plan.
8. Click **OK**.
9. Repeat for each grid as needed.
10. Click **OK** on **Edit Action Plan** form.
11. Click **Save** on **Action Plans**.

To Add Action Item Groups to Action Plan

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Select the **Action Items** tab.
6. Click **Add Group**.
7. Specify the *Parent Group* to place the new group in, or leave blank to make this a top level group.
8. Type a *Group Name* then click **OK**.
9. Click **OK** on **Edit Action Plan** form.
10. Click **Save** on **Action Plans**.

To Add Action Items to Action Plans

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened..
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Select the **Action Items** tab.
6. Click **Add Item**.
7. Add medications as needed:
    - Specify *Item Name*.
    - Specify the *Group Name* (if necessary).
    - Click the lookup button for **Item Type**. Select *Medication* then click **OK**.
    - Type or lookup the **Item Code**, and select one of the following on the **Frequency** tab:
        - *No Automatic Prompt*, or *Every* (and specify interval. The interval can be set to prompt the user an indefinite number of times, or prompt user # times).
    - Complete additional information as needed:
        - Select the **Med Dosage** tab, then specify default values for *Measure*, *Units*, *Route*, and *Text Description and Other Instructions*.
        - Select the **Consumables** tab. Click **Add**, then specify inventory item's usage information. This should include *Inventory Class Code*, *Description, Quantity*, and *Usage Code*.
        - Select the **Other** tab, then specify the default *Fee*.
        - Select the **Data Fields** tab if the medication should be moved or copied from another grid.

    - Click **OK** on the **Action Item** form.
    - Repeat this item until all medications are added to the action plan.
8. Add procedures as needed:
    - Click **Add Item**.
    - Specify *Item Name*.
    - Specify the *Group Name* (if necessary).
    - Click the lookup button for **Item Type**. Select *Procedure* then click **OK**.
    - Type or lookup the **Item Code**, and select one of the following on the **Frequency** tab:
        - *No Automatic Prompt*, or *Every* (and specify interval. The interval can be set to prompt the user an indefinite number of times, or prompt user # times).
    - Complete additional information as needed:
        - Select the **Consumables** tab, Click **Add**, then specify inventory item's usage information. This should include *Inventory Class Code*, *Description, Quantity*, and *Usage Code*.
        - Select the **Other** tab to specify number of attempts (check successful to do it until successful) and default *Fee*.
        - Select the **Data Fields** tab if the procedure should be moved or copied from another grid.
    - Click **OK** on the **Action Item** form.
    - Repeat this item until all procedures are added to the action plan.
9. Add vitals as needed:
    - Click **Add Item**.
    - Specify *Item Name*.
    - Specify the *Group Name* (if necessary).
    - Click the lookup button for **Item Type**. Select *Vitals* then click **OK**.
    - Select one of the following on the **Frequency** tab:
        - *No Automatic Prompt*, or *Every* (and specify interval. The interval can be set to prompt the user an indefinite number of times, or prompt user # times).
    - Select the **Data Fields** tab if the procedure should be moved or copied from another grid.
    - Click **OK** on the **Action Item** form.
    - Repeat this item until all vitals are added to the action plan.
10. Add informational/reminders as needed:
    - Click **Add Item**.
    - Specify *Item Name*.
    - Specify the *Group Name* (if necessary).
    - Click the lookup button for **Item Type**. Select *Informational/Reminder* then click **OK**.
    - Select one of the following on the **Frequency** tab:
        - *No Automatic Prompt*, or *Every* (and interval. The interval can be set to prompt the user an indefinite number of times, or prompt user # times).
    - Select the **Message** tab then type the reminder text if necessary:
    - Click **OK** on the **Action Item** form.
    - Repeat this item until all informational reminders are added to the action plan.
11. Add procedures & medications as needed:
    - Click **Add Item**.
    - Specify *Item Name*.
    - Specify the *Group Name* (if necessary).
    - Click the lookup button for **Item Type**. Select *Procedures & Medications* then click **OK**.
    - Select **Proc & Med** tab for a combined procedure/medication record and:
        - Select the lookup button to specify the **Procedure** to add (must be added to action plan already) then Click **OK**.
        - Select the lookup button to specify the **Medication** to add (must be added to action plan already) then Click **OK**.
    - Select the **Data Fields** tab if the procedure should be moved or copied from another grid.

- Click **OK** on the **Action Item** form.
- Repeat this item until all procedure and medication groups are added to the action plan.

12. Click **OK** on **Edit Action Plans** form.
13. Click **Save** on **Action Plans**.

To Change Action Items and Group Display Order

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the action plan to add additional information to, then click **Edit**.
5. Select the **Action Items** tab.
6. Highlight the group or item, then click the **Up** or **Down** arrow to move the item/group.
7. Click **OK** on **Edit Action Plans** form.
8. Click **Save** on **Action Plans**.

To Copy Action Plans to a Different Mobile Device

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**.
4. Highlight the *Action Plan* to copy out, then click **Copy To**. The **Specify EMS Action Plan Export File** form is displayed.
5. Map to the location where you wish to save the file. By default, the file name is generated with the chosen Action Plan .MEMP. The name can be changed if necessary. Click **Save**.
6. Click **OK** to prompt.

The Copy To/Install From options are designed for copying established Action Plans and installing them to different mobile devices not synchronizing with your main FH database. Action Plans are shared with the Master Settings of FH Mobile for computers synchronizing to the same FH database. When Action Plans are copied from another setup, the fields marked not to be displayed will be displayed at the importing computer when the Master Configuration does not match. Also, the field order may not match the mobile device master configuration field order. Copying Action Plans is a good way to have backups of their designed setup.

To Install Action Plans from a Different Mobile Device

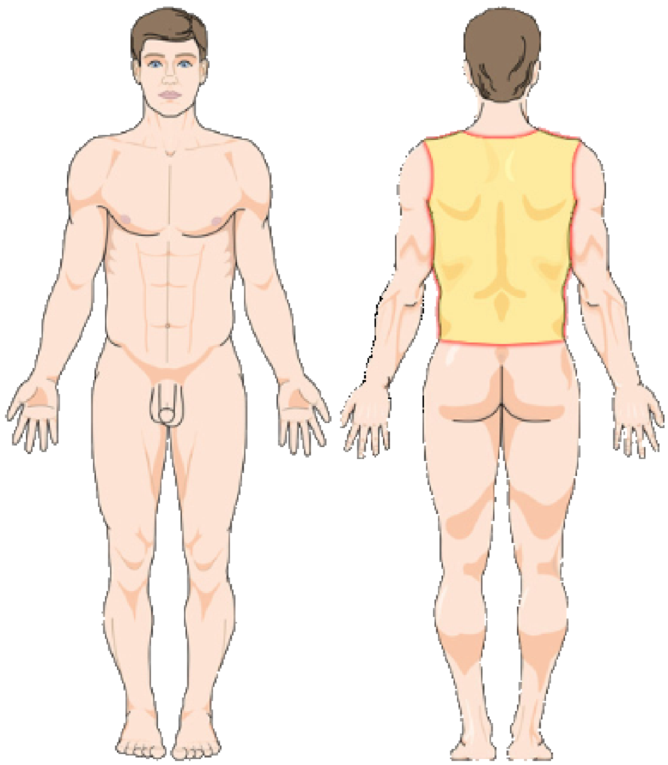
1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Action Plans**, then click **Install From**.
4. Browse to locate the .MEMP file created by another FH Mobile ePCR installation. Highlight the .MEMP file and click **Open**.
5. When the new Action Plan appears in the Action Plan list, click **Save**.

About Body Site Locations and Injury Map

FH Mobile ePCR includes a human body graphic for specifying specific injury areas and injury types instead of the injury matrix included in FH. Essentially, the human body graphic is a map to guide the injury matrix checkmarks. To use the human body graphic, you need to define where on the human body graphic the FH *Body Site of Injury* codes apply to (See "To Define Body Site Locations" on page 13), and then map your FH *Injury/Illness Type* codes to the injury types included in the FH EMS injury matrix (See "To Map EMS Injury Codes to Injury Matrix" on page 5). The injury map fields provide a list of the injury lookup codes in conjunction with the injury matrix. When a specific body site is chosen for an injury, FH Mobile ePCR will use the mapped injury code(s) to populate the necessary checkmark(s) of the injury matrix for the patient record created in the FH database after synchronization.

The FH Mobile ePCR Body Site areas correspond to the Injury Matrix used in the FH EMS incident **Patient/Victim Information** form. This diagram illustrates how specific FH Mobile ePCR Body Site areas correspond with FH ePCR Injury Matrix entries.

Body Site Areas and Corresponding Injury Matrix Entries



Conclude the setup by setting the injury symptom code mapping (See "To Map Injury Symptoms" on page 5). When a user is entering patient data from the body site map, only the symptoms that have been mapped through the **Injury Symptoms Map** options are displayed. If no injury symptom codes are set, then the user will not be able select any symptoms. If the data grid is used for date entry (and not the body site map), then the user will see the complete list of symptoms.

To Define Body Site Locations

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. FH Mobile ePCR is opened.
2. Select the **Tools & Options** button **ePCR Options** option. The **ePCR Options** form is displayed.
3. Select **Body Site**.
4. Select a body area. A list of body area codes from your EMS codes are displayed. Click each body area code that applies the highlighted body area.
5. Click the 'Checkmark' to apply the FH EMS codes to the highlighted body area.
6. Repeat for all body areas. You can 'rotate' the body image by pressing the 'arrow' rotate button in the upper left area of the **ePCR Options** form. Select the area outside the body to designate codes for 'Other'.
7. Click **Save**.

Using FH Mobile ePCR

About Synchronizing Data

Synchronization is the process of copying FH records from the main database (FH Standard or FH Enterprise) to an FH Mobile ePCR database located on the mobile computer, and moving closed FH Mobile ePCR incidents back to the FH database.

Closed Incidents	Only FH Mobile ePCR incidents marked for synchronization are synchronized back to the FH database. The record is marked for export via the FH Mobile ePCR **Start** button. The record is closed by pressing **Close** then **Yes** to the **Mark for Export** prompt. The system rules will be processed to ensure requirements are met in the patient record(s) before the incident is marked as closed.

We recommend synchronizing your FH Mobile ePCR every time you return from a call. Even if *Enable Real-Time Wireless connection to the Enterprise Database* is enabled, you should synchronize after every use to ensure that the latest records are used and to optimize FH Mobile ePCR speeds (when a record is updated via wireless, there is a lag time as the record is reviewed and uploaded from the FH database). Records marked as *Hidden* in FH are not included in the synchronization.

The following information is copied from your FH database to FH Mobile ePCR:

- Staff members and Scheduling information
- Units
- Memorized EMS patient templates
- Login records (only users with "Add" rights to EMS and EMS patient records)
- Report forms
- System rules and validation
- Applicable lookups

The following information is copied from FH Mobile ePCR to your FH database:

- EMS incident report and EMS patient report
- Unit response
- Staff activity
- Attached files of captured signatures

If there are issues encountered during synchronization, the issue will be displayed using the following format:

- (E): Error messages contain specific error conditions. The conditions reported in error messages usually prevent the synchronization process from completing.
- (I): Information messages contain general information about the synchronization process. The conditions reported in information messages do not typically prevent the synchronization process from completing.
- (W): Warning messages contain general cautions about the synchronization. The conditions reported in warning messages do not typically prevent the synchronization process from completing.

Note that if no login is required or associated with login used to access FH Mobile ePCR, the EMS incident record lists 'mobile user' as the user creating the record.

The uploading process is part record creation, and part record modification. If a record from FH Mobile ePCR is synchronizing with an existing record in the FH database, fields already populated in the FH database are respected as the most current data. The synchronization will skip those specific fields.

Uploading Incident Report

FIREHOUSE Software uses the FDID, alarm date, and incident number to identify a unique incident record. After FH Mobile has identified the records marked for export, the upload must ensure the FDID, alarm date, and incident number values are established to create a record or update an existing record in the FH database. FH Mobile confirms the FDID from the given station ID. If the incident doesn't provide a station, then FH Mobile will attempt to get the station id from the sync settings. If the sync settings do not have a station ID then it will attempt to verify the central station assigned in the FH database. Next, FH Mobile will confirm an alarm date. If the alarm date is not present, the synchronization will assume the computer system date (today's date) for the alarm date. Now the synchronization is ready to determine if the incident is linked with an existing incident ID in the FH database, or if it is creating a new incident record to populate in the main database.

If the incident is marked as "New" (IE: no EMS incident number available at the time of data entry), then the synchronization generates an incident id and creates a new incident record in the FH database. The incident number is built by finding the "highest" existing incident and incrementing up by 1. If a "-" is in the number, the generated incident number will start with the current year (EG: 08-#######). If the incident is not marked as "New" (IE: linked to existing incident in FH database), or if an incident number is manually entered the synchronization will try to match the incident number, FDID, and alarm date to a record in the EMS database or NFIRS incident database. If the items match with a record in the EMS main database, the sync will continue. If the items match with a NFIRS record, a new record will be established in the EMS main database, using the incident number, FDID, and alarm date to link them together.

With the record created or identified in the FH database, the synchronization can populate the data recorded in FH Mobile ePCR. If the fields in the FH database are empty, then they are updated with FH Mobile ePCR information. When fields are already populated, FH Mobile ePCR data is skipped.

Creating Unit Responses

Department responding unit records are then created in the Responding Units section of the EMS incident report. The notified time, arrival time, cancelled time, cleared time fields are populated if available.

Generating Staff Activity Records

Staff Activity information is generated next. Each different activity code assigned to the crew members of the incident will have a staff activity record created in the Staff Activities section and linked to the EMS incident report. Staff members with the same activity code will then be added as an activity detail record in the corresponding staff activity record. Staff members with unique activity codes will be added to unique staff activity records and linked to the EMS incident report.

Uploading Drawings and Report Forms

Drawings and report forms are all now inserted into the Attached Files section of the EMS patient record in the FH database. FH Standard version users have the reports attached as *Embed copy of file* attachments. FH Enterprise version users have the reports attached as *File or Program on Disk* attachments, and *Store a copy on the server* option is enabled.

Once an incident is uploaded from FH Mobile ePCR to your FH database the incident record is marked for deletion from FH Mobile ePCR.

To Manually Synchronize Data Outside FH Mobile ePCR

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **Sync Data** option.
   The **Summary** tab will be displayed with the items applied for synchronization. To add sync options not listed in the summary:
   - Select the **EMS** tab and check *Download EMS Information (/EMS)* to populate FH Mobile ePCR with EMS information from FH.
     - Check *Upload EMS Incident and Patient Records (/EMSPush)* to synchronize any existing FH Mobile ePCR records to the FH database.

    - Check *Frequently Transported Patients (/EMSFF)* to populate patient information of patients frequently transported. The sync uses ePCR Options General Option setting for the number of pasts days and occurrences to choose the patient records.
  - Select the **Lookup** tab to *check Download Lookup Tables and Supporting Information (/Lookup)* and *Download Street Names (/Street)* to populate FH Mobile ePCR with lookup code values and street values from FH supporting information.
  - Check *Delete Downloaded Street Names (/DelStreet)* to purge the existing street names lookup table list if a previous sync was performed which included street names that should not be in your mobile database.
2. Click **OK**.
3. If no filtering has been set up, you are prompted. Click **Yes**. Records are synchronized.

Sync Error	If there is an error while data is being synchronized, FH Mobile ePCR will be closed and the original local FH Mobile ePCR database is restored. You should determine what interrupted the synchronization (e.g., lost connection), resolve, and run the synchronization again.

4. When the synchronization is finished, the **Synchronization Success** dialog is displayed. Click **OK**.

Synchronization creates a log file viewable from the **Reports & Forms**. The log will chart sync errors and summaries of complete synchronizations. The log will only retain information up to 60 days. Log information beyond 60 days old is purged.

To Synchronize Data from Command Prompt

The sync options can be performed from a Windows command prompt if desired. The command prompt can be performed for individual options or with all options assumed. Individual option values are noted in parentheses at the end of the synchronization checkbox descriptions in Sync Options.

1. From the Windows **Start** menu, select **Run...** then type "<install directory>\FHMOBILE_SYNC.EXE" /Q in the **Open:** field where <install directory> is the directory where FH Mobile ePCR is installed. C:\Program Files\FIREHOUSE Software Mobile\ is the default install directory. Your install directory may be different. The individual option values for synchronizing via command prompt are:
   - /Q = Quiet sync with no prompts displayed before or after the synchronization process.
   - /EMS = Download EMS Information
   - /EMSPush = Upload EMS Incident and Patient Records
   - /EMSFF = Frequently Transported Patients
   - /Lookup = Download Lookup Tables and Supporting Information
   - /Street = Download Street Names
   - /DelStreet = Delete Downloaded Street Names
2. Click **OK**.
3. If no filtering has been set up, you are prompted. Click **Yes**. Records are synchronized.

Automate Sync	Automate the synchronization using an automated scheduling application such as Windows Scheduled Tasks, and use the command line above to ensure the synchronization runs without any user intervention required. If you do this, we recommend reviewing the synchronization log to verify that the synchronization occurred.

To Manually Synchronize Data Inside FH Mobile ePCR

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option.

2. Select the **Tools & Options** button **Synchronize Data** option. The **Sync Options** form is displayed. The **Summary** tab will be displayed with the items applied for synchronization. To add sync options not listed in the summary:
   - Select the **EMS** tab and check *Download EMS Information (/EMS)* to populate FH Mobile ePCR with EMS information from FH.
     - Check *Upload EMS Incident and Patient Records (/EMSPush)* to synchronize any existing FH Mobile ePCR records to the FH database.
     - Check *Frequently Transported Patients (/EMSFF)* to populate patient information of patients frequently transported. The sync uses ePCR Options General Option setting for the number of pasts days and occurrences to choose the patient records.
   - Select the **Lookup** tab to check *Download Lookup Tables and Supporting Information (/Lookup)* and *Download Street Names (/Street)* to populate FH Mobile ePCR with lookup code values and street values from FH supporting information.
     - Check *Delete Downloaded Street Names (/DelStreet)* to purge the existing street names lookup table list if a previous sync was performed which included street names that should not be in your mobile database.
3. Click **OK**.
4. If no filtering has been setup , you are prompted. Click **Yes**. Records are synchronized.

Sync Error	If there is an error while data is being synchronized, FH Mobile ePCR will be closed and the original local FH Mobile ePCR database is restored. You should determine what interrupted the synchronization (for example, lost connection), resolve, and run the synchronization again.

5. Click **OK** to prompt.

Synchronization creates a log file viewable from **Reports & Forms** in FH Mobile ePCR. The log will chart sync errors and summaries of complete synchronizations. The log will only retain information up to 60 days. Log information beyond 60 days old is purged.

About the FH Mobile ePCR Workspace

The FH Mobile ePCR workspace is designed to make patient care reporting as easy as possible. FH Mobile ePCR includes the ability to reassign fields to other areas and the field sequence can be changed as needed. Note that your installation may vary.

Overview of the Start Section

The Start section is where a user will begin, whether it is to set options, begin a new incident, open existing records, close records, print reports and forms, or synchronize with the FH database. The main view of the Start section provides the number of Today's Calls, Patients Marked for Sync, and Number of Total Patients in the database. If a patient record is open, the patient name is displayed. If default crew are assigned for this mobile device, they will be listed for viewing.

Shortcuts

Access shortcuts for displaying record completion status, entering EMS incident times, and reviewing and adding default crew. Shortcut options are also available here to show all fields or limited field view, and for toggling between low light and normal views.

Reference Materials Area

Access reference materials available to the FH Mobile applications. For more information on populating this area with reference material used by your department/agency, See "Accessing Reference Material" on page 37.

Tools & Options Button

Access FH Mobile ePCR tools and options for software setup and usage. Features include the Global and ePCR Options, and importing and exporting patient records to file to share with other FH Mobile ePCR installations.

Reports & Forms Button

Access FH Mobile ePCR reports for printing forms, signature capture, viewing current synchronization log, drawing reports, and entering the HIPAA notification method(s) provided to the patient.

Overview of the Incident Section

The Incident area section is where a user will enter basic incident information like incident number and alarm times, unit response, incident address, and other non-patient specific related incident information. The units responding and incident narrative are also documented here. There is also the ability to check the incident record completion status in this section.

Overview of the Patient Section

The Patient Data section is used for collecting patient information like patient name and identification, physical information, billing/guardian information, insurance information, and user fields. There is also the ability to check the completion status of the patient record from this section.

Overview of the Intervention Section

The Intervention section provides the user the documentation area to apply action plans that have been set up (See "To Add a New Action Plan" on page 9 for the steps to add). The action plans can contain intervention details for medications, procedures, and recorded vitals. As records are entered, it will display a complete intervention history.

Overview of the Summary Section

The Summary section of Mobile ePCR allows the user to document transport information, patient narrative information, gather signatures, enter NFIRS information related to the incident, validate the incident data entry, and close and sync the incident with the main database.

About Navigation and the ePCR Interface

FH Mobile ePCR is designed to be used in a mobile environment, with oversized command buttons and a 'drag-and-drop' interface. FH Mobile ePCR is also designed for mobile computers. An example of drag-and-drop is adding complaint signs and symptoms, where you select signs and symptom codes from the **Complaint Signs Symptoms** lookup. Left mouse-click and hold, then drag the highlighted code to the 'selected' area and release the left mouse button. FH Mobile ePCR is also designed for mobile computers. On a touch screen, click and hold a signs and symptoms lookup value and dragging while maintaining contact with the screen, then releasing in the area to add the code to performs the same 'drag-and-drop' action.

'Drag and Drop'

	With a mouse:	**On a tablet (touch screen):**
Select:	Position cursor over item to select, then left mouse-click and hold.	Point at item to select, press and hold.
Drag:	Use mouse to move selected item to area the selected item is to be added to.	Drag selected item to area the selected item is to be added to, maintaining pressure on the screen.
Drop:	Release the left mouse button.	Move the pointer off the screen.

Maximize Work Area

Maximizing work area: Click in the status bar at the bottom of the FH Mobile workspace to maximize available work area. The work area expands over the navigation area and the record information area; click again to display the navigation and record information areas.

Select Next or Previous Records in Data Grids

When up and down arrows are available, click to move the cursor or selected record up/down. For example, click the down arrow in the Intervention area to select the next intervention down.

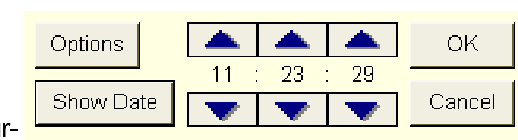
Check Grid Box Behavior

Certain fields allow multiple values to be added to the record in a specific order. For example, human factors. Check grids can include a large number of items to select from.

After you click the lookup button for the check grid driven field, all available values are displayed.

Time Entry Tool

There are time fields throughout FH Mobile ePCR. You can type times directly into time fields, or use a time input form. Click the up and down arrows above and below the time fields to increase and decrease the times. Click **Options** then select **Now** to insert the current system time. Click **OK** to insert the time into the time field.



Record Saving and Synchronization

FH Mobile ePCR is designed for the user to rapidly move from one area of the application to another. As the user moves from one grid to another, FH Mobile will automatically save the data entered in most areas. Once you close an FH Mobile ePCR incident marked for export and the record is synchronized back to the FH database, the record is marked to be removed from the FH Mobile ePCR database. Only closed FH Mobile ePCR incidents are synchronized back to the FH database. An incident is closed by pressing **Close** then **Yes** to **Mark for Export** prompt. Incidents that are not marked for export can be modified.

About Entering EMS Incidents

The FH Mobile ePCR record can be initiated at the scene. Note that the available fields and field sequence are determined by the Master Plan Configuration, default action plans and templates that are applied to new incidents. All data entry is made in data grids. Available data grids and where to access them are listed below.

Data Grid	Accessed from the Main Patient Navigation Toolbar:
Assessment Fields	Patient button → Assessment option
Billing	Patient button → Patient Data option → Billing item in grid
Cardiac	Patient button → Cardiac Arrest & CPR option
Device Monitor	Patient button → Device Monitor option
Employment Info	Patient button → Patient Data option → Employment Info item in grid
Glasgow Coma Score	Intervention button → Other button → Vitals option → Glasgow Coma Scale item in grid
Incidents	Incident button → Incident option
Lung Sounds	Intervention button → Other button → Vitals option → Lung Sounds item in grid
Medication Dosage	Intervention button → Other button → Medication option → select Medication, Medication Dosage item in grid
Medications	Intervention button → Other button → Medication option
Next of Kin	Patient button → Patient Data option → Next of Kin item in grid
Patient	Patient button → Patient Data option
Privacy Policy Status	Summary button → Signatures option
Procedures	Intervention button → Other button → Procedure option
Pulse	Intervention button → Other button → Vitals option → Pulse Details item in grid
Pupils	Intervention button → Other button → Vitals option → Pupils item in grid
Respiratory	Intervention button → Other button → Vitals option → Respiratory Details item in grid
Response	Incident button → Response option
Skin Parameters	Intervention button → Other button → Vitals option → Skin Parameters item in grid
Status & Transport	Summary button → Status & Transport Option
Vehicle Accident/Extrication	Incident button → Response option → Vehicle Accident/Extrication item in grid
Vitals	Intervention button → Other button → Vitals option

To Initiate a New Incident

The incident you create in FH Mobile ePCR can create a new EMS incident in FH or update an existing incident based on the value entered in Incident Number.

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. The FH Mobile ePCR main window is displayed.
2. Click **Start**.
3. Click **New**.

Incident Numbering	Ensure that the *Incident Number* value is correct if you specify the number of an exist-

ing FH incident. If the Incident Number entered into the FH Mobile ePCR record is the same as a fire incident in FH, the synchronization will update responding unit and personnel activities based on assignments and resources.

4. Select the *Incident Number* item in the grid to enter the value:
   - To add patient information to an existing FH EMS incident report record, click **Link to Incident in FH Database...** to display a list of incidents from FH (wireless must be enabled or you must have an active connection). Note that you will not be able to update the incident values. A list of incidents for today's date is displayed by default.
     - Change the **Date Filter** value at the bottom of form to change the incidents to include. Select 'Last 5 Days' to display incident from the previous 5 days, or select 'Select Date' and type a specific date to display incidents for.
     - Highlight the incident to link to, then click **Select**. The incident number and basic incident information is inserted into the FH Mobile ePCR record.
   - To add patient information to an existing FH Mobile ePCR record, select **Add to Existing Incident on this Computer...**, highlight the record, then click **Select**.
   - To add a new EMS record when no FH Mobile ePCR or FH EMS incident report record exists, type the *Incident Number*. This number should be in the format of incident numbering used in FH. If no incident number is available, leave the field empty. An incident number will be generated when it is synchronized with the FH database.
5. Click **Done**.
6. If this is a standard type of incident that a template has been added for, click **Apply Template** along the left navigation bar.

The incident is started. See "About Adding Basic Incident Information" on page 22 for the beginning steps to add additional information to FH Mobile ePCR records.

To Memorize an Incident

Memorized record templates are brought from the FH database. To add an additional memorized record template, add the record template to the FH database. The memorized EMS templates can be included when selected during the synchronization process.

To Run Incident Completion Status

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click **Incident** button then **Completion Status** option. The **Completion Status** form is displayed.
2. Review status alert items:
   - Click **View Unprocessed Rules** to view user-defined rules that can't be translated by FH Mobile from their FH database source. FH Mobile users can attempt to meet the rules in FH Mobile with appropriate data entry, but the results cannot be validated until the record has been synchronized and quality checked in the FH database.
   - Click **Recheck Status** to refresh the *Completion Status* form if data entry was performed while the form was open.
3. Click **Close**.

To Close an Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Start** button.
2. Click **Close**. The **Mark for Export** prompt is displayed.

- Click **Yes** to mark the incident to be sent to the FH database on the next synchronization attempt. A *Closed Incident Time* is written to the record.
- Click **No** to not mark the incident for synchronization. The incident record will stay in the FH Mobile ePCR database for the user to return to it if data entry has not been completed.

The **Closed Incident Time** field is used by the synchronization process. Only closed FH Mobile ePCR incidents are synchronized back to the FH database. Records synchronized from FH Mobile ePCR to FH are marked to be deleted from the FH Mobile ePCR database.

To Add Additional Patient to Existing Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the FH Mobile ePCR **Start** button.
2. Click **Add Patient to Current**.
3. Answer prompts and select options for beginning a new patient record.
4. Begin a new patient record.
5. Click **Save** when completed.

About Adding Basic Incident Information

Basic EMS incident information like incident number, incident location, and basic incident details. Field sequence and fields included in each data grid can be modified, so your FH Mobile ePCR application may be different than detailed below.

To Specify Incident Location

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Incident** button.
2. Select the *Incident Address* item in the grid. Enter EMS incident address information or click **Attach to Pre-plan** to search occupancies available from FH Mobile Preplans (must be licensed for the workstation).
3. Click **Done** when finished.

To Add Incident Crew

The steps below assume that the default location for *Crew* is in the **Response** data grid and has not been modified. If you have moved *Crew* to a different data grid the steps below will not apply to you. With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Incident** button, then the **Response** option.
2. Select the *Crew Members* item in the grid. If a method for adding crew to the default unit has been specified for this workstation, crew information is already entered.
3. Click **Add...** The **Staff List** form is displayed.
4. Click **Multi Select** and select crew on the unit.
5. Click **Add Selected**. Crew are added.
6. If necessary, change crew sequence by selecting the *Crew#* field for the crew member, then dragging the member to the proper sequence.
7. Check *Driver* for the crew member driving the unit.
8. Set *Report Authorization* and *Activity Code* fields as needed.
9. Click **Done**.

To Complete Patient User Fields

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Incident** button.
2. Select the *EMS Incident User Fields* item in the grid.

About Adding EMS Incident Response Information

EMS incident response information includes arrival times and details, prior aid given, human factors, scene factors, and safety equipment involved in the incident. Field sequence and fields included in each data grid can be modified, so your FH Mobile ePCR application may be different than detailed below.

To Access the Response Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.

To Add Current Times from Status Bar

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Shortcuts** option.
2. Click **Times**. All available time fields are displayed.
3. Click the specific time button to insert the current date and time into the field.
4. Click **Close** when finished.

To Add Response Times

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the appropriate date/time item in the grid. Specify the date and time.
4. Click **OK** when finished
5. Repeat for each field as needed.

To Add Incident Prior Aid Given Information to EMS Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Aid Given Prior to Arrival* item in the grid. The **Prior Aid Given** form is displayed.
4. Drag and drop or double click the *Prior Aid Given* codes to add. Multiple codes can be added at a single time.
5. Drag and drop or double click the *Prior Aid Type* codes to add. Multiple codes can be added at a single time.
6. Click **OK**.
7. Click **Done** when finished.

To Add Human Factors Information to EMS Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Human Factors* item in the grid.
4. Drag and drop or double click the *Human Factors* codes to add. If you select "None" all previous selections are deselected.
5. Click **Done** to go to the next item on the **Response** grid.

To Add a Patient/Staff Exposure

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Patient/Staff Exposures* item in the grid. The **Exposure** form is displayed.
4. Drag and drop or double click the appropriate Exposure codes from the left to the right side to complete exposure information.
5. Drag and drop or double click the appropriate *Crew* to associate the exposure to a staff member if necessary.
6. Add comments in *Notes* if necessary.
7. Click **OK** on **Exposure** form.
8. Click **Done** to go to the next item on the **Response** grid.

To Add Precautions Taken

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Exposure Precautions Taken* item in the grid. The **Exposure Precautions Taken** form is displayed.
4. Drag and drop or double click the appropriate *Precaution* codes from the left to the right side to complete precaution information.
5. Drag and drop or double click the appropriate *Crew* to associate the precaution to a staff member if necessary.
6. Click **OK** on **Precautions** form.
7. Click **Done** to go to the next item on the **Response** grid.

To Add Scene Factors Information to EMS Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Scene Factors* item in the grid.
4. Drag and drop or double click the appropriate *Scene Factor* codes from the left to the right side to complete scene factor information.
5. Click **Done** to go to the next item on the **Response** grid.

To Add Safety Equipment Worn Information to EMS Incident

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Click the *Safety Equipment Worn* item in the grid.
4. Drag and drop or double click the appropriate *Safety Equipment Worn* codes from the left to the right side to complete safety equipment worn information.
5. Click **Done** to go to the next item on the **Response** grid.

To Access Vehicle Accident/Extrication Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Incident** button.
2. Click the FH Mobile ePCR **Response** option.
3. Select the *Vehicle Accident/Extrication* item in the grid.
4. Enter data in the appropriate fields.
5. Click **Return to Response** to return to the **Response** grid and go to the next item on the **Response** grid..

About Adding Status and Transport Information

The patient status, transport details, and destination should be entered for the incident. Field sequence and fields included in each data grid can be modified, so your FH Mobile ePCR application may be different than detailed below.

To Access the Status & Transport Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Summary** button.
2. Click the FH Mobile ePCR **Status & Transport** option.

To Add Patient Status Information

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Summary** button.
2. Click the FH Mobile ePCR **Status & Transport** option.
3. Select the first item in the grid.
4. Select the appropriate code for the field(s) required as needed.
5. Click **Done** when finished. Repeat for each required field.

About Adding Patient Notes/Narrative

The **Patient Narrative** section is a free-text memo area added to FH Mobile ePCR records designed for general comments and additional information not documented in specific grids/fields.

To Add Patient Narrative

With the incident initiated (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Summary** button.
2. Select the **Patient Narrative** option. Notes are displayed.
3. Optionally click the **Auto Generate** button to generate a narrative based on values entered in incident and patient fields. The **Auto Generate** definition comes from the default auto-generating narrative established in FH desktop.
4. Type information to include regarding the patient. These notes are included in the FH EMS incident patient record created from the FH Mobile ePCR incident sync process.
5. Optionally click **Date/Time Stamp** to insert the current date and time at the end of the notes field.
6. Optionally click **Spell Check** to check spelling of the text.

Dictionary Changes	If you make changes to your dictionary (for example, add special terms), the changes are kept locally on the mobile computer. Dictionary changes are not sent to the dock computer via the synchronization process.

To Access Privacy Policy Status Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the FH Mobile ePCR **Start** button, **Reports & Forms** button.
2. Select the **HIPAA Report** option.
3. Complete privacy notification information, then click **Close**.

About Adding Patient Information

EMS patient information includes patient identifying information, physical information, billing/guardian information, insurance information and any user fields you have added to EMS patient records in FH. Field sequence and fields included in each data grid can be modified, so your FH Mobile ePCR application may be different than detailed below.

To Access the Patient Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Patient** button.
2. Click the FH Mobile ePCR **Patient Data** option.

To Access the Patient Employment Information Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Patient** button.
2. Click the FH Mobile ePCR **Patient Data** option.
3. Select the **Employment Info** item in the grid.
4. Click **Return to Patient** when finished.

To Add Patient Identity Information

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Patient** button.
2. Click the FH Mobile ePCR **Patient Data** option.
3. Add patient identity information
   - To add patient address, select the *Residence Address* item lookup button.
     - Type address, or check *Same as Scene Address* to bring incident location information in.
     - Click **Done**.
   - Select the *Phone* item in the grid then click **Add** to add phone number information. Click **Done** when finished.
4. Complete remaining patient information like physical information, insurance, and user fields as needed.

To Access Billing Data Grid

With the incident started (sSee "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Patient** button.
2. Click the FH Mobile ePCR **Patient Data** option.
3. Select the *Billing* item in the grid.
4. Enter patient identity information, or select *Same as Patient* to bring patient name information from **Patient Identity**.
   - Click **Yes** if the billing address is the same as the patient residence address.
   - Click **No** to enter a different address.
5. Click **Return to Patient** when finished.

To Add Patient Insurance Information

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Patient** button.
2. Click the FH Mobile ePCR **Patient Data** option.
3. Select the *Insurance* item in the grid.
4. Click **Add...** The **Insurance** form is displayed.
5. Enter insurance information.
6. Click **Save**.
7. Click **Done** when finished.

About Adding On Scene Patient Information

Capturing on scene patient care details is a crucial portion of the EMS incident. Many of the data elements included in the Patient area are controlled by EMS options you have specified. You track assessments, injury/illness details, cardiac, past medical history, select action plans to apply, add intervention details, and review intervention history via the on scene area. As you navigate through this Patient information (or in Interventions when an intervention is closed), every time you switch to a different form, the record is saved. Field sequence and fields included in each data grid can be modified, so your FH Mobile ePCR application may be different than detailed below.

To Access Assessment Fields Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Select the **Assessment** option. Note that the assessments that are displayed are based on the default Action Plans that have been added via EMS options.
3. Complete values for assessments as needed.

To Complete On Scene Injury/Illness Diagram

Map Body Sites	Note that you must first associate the body location codes in FH with specific parts of the body in the body graphic during FH Mobile ePCR set up. See "To Define Body Site Locations" on page 13 for the steps to map your FH body location codes to the human graphic included in FH Mobile ePCR.

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Select the **Injury/Illness** option. A frontal human body graphic is displayed (gender determined by patient information).
3. If necessary, click to reverse the view (that is, to rotate from front view to rear view or vice versa).
4. Select a body part to add an injury to:
   - Click an area to display body part names.
   - Select the body part name, then click ▶. Available injury type codes for the selected body part are displayed.
5. Select injury codes. A dialog to add additional injury details is displayed.
6. Optionally input additional injury details:
   - Input *Severity* and whether the injury is job related.
   - Click the Checkmark button ✓.
7. Repeat steps above for each additional body area with injuries.

To Add On Scene Past Medical History and Alerts

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Click **Past Med Hx & Alerts** option.
3. Click **Add**. The **Add Medical History** form is displayed.

4. Drag and drop or double click the appropriate codes from the left to the right side to complete medical history information.
5. Type notes then click **OK**. The selected medical history or alert code is added.

To Access Cardiac Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Select the **Cardiac Arrest & CPR** option.

About Adding Intervention Information

The Intervention section provides the user the documentation area to apply Action Plans that have been set up (See "To Add a New Action Plan" on page 9 for the steps to add). The Action Plans can contain intervention details for medications, procedures, and recorded vitals. Individual intervention actions can be recorded independently of Action Plans. To speed data entry, records can be replicated with a single button. As records are entered, FH Mobile ePCR will display a complete intervention history.

To Document On Scene Interventions Included in Action Plans

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Highlight the Action Item listed in the left column, then click **Perform>>**
3. Complete action item details (varies depending on the type of action item).
4. Click **Save** when completed.

To Document On Scene Interventions Not Included in Action Plan

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Click **Other...**, then select the intervention type.
3. Complete information.
4. Click **Save** when completed.

To Add a Medication Record

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Click **Other...**, then select **Medication**.
3. Complete information.
4. Click **Save** when completed.

To Access Medication Dosage Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Medication record, double click an existing medication record in the Intervention history list.
   - If you are adding a new Medication record, click **Other...**, then select **Medication**.
2. Select the *Medication Dosage* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Medication** to return to the Medication record.

To Add a Procedure Record

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Click **Other...**, then select **Procedure**.
3. Complete information.
4. Click **Save** when completed.

To Add a Vitals Record

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Click **Other...**, then select **Vitals**.
3. Complete information.
4. Click **Save** when completed.

To Access Glasgow Coma Score Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the FH Mobile ePCR **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Glasgow Coma Score* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Access Lung Sounds Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Lung Sounds* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Access the Pulse Data Grid

With the incident started (sSee "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Pulse Details* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Access the Pupils Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Pupils* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Access the Respiratory Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Respiratory Details* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Access the Skin Parameters Data Grid

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
   - If you are editing an existing Vitals record, double click an existing Vitals record in the Intervention history list.
   - If you are adding a new Vitals record, click **Other...**, then select **Vitals**.
2. Select the *Skin Parameters* item in the grid.
3. Enter the values in the appropriate fields.
4. Click **Return to Vitals** to return to the Vitals record.

To Replicate Existing On Scene Intervention Record

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The **Intervention** form is displayed.
2. Select the Intervention record you wish to reproduce, then click **Replicate Record**.
3. Enter the values in the appropriate fields.
4. Click **Save** when completed.

To Review On Scene Intervention History

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident), click the **Intervention** button. A list of recorded interventions is displayed.

To Delete On Scene Intervention Record

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Intervention** button. The list of recorded interventions is displayed.
2. Highlight the intervention record to remove, then click **Delete Record**.

About Adding Drawings

A picture is worth a thousand words. A drawing of the EMS incident scene, no matter how crude, can help express important details about the incident and can be attached to the FH EMS incident.

Drawing Tools

When selected, you can select objects in the drawing or left mouse-click and hold, then drag to include area then release the left mouse button to select all objects in the area.

When selected, draw a rectangle by placing the cursor in the area where you want to include a rectangle, left mouse-click and hold, then drag to size, then release the left mouse button.

When selected, draw a circular object by placing the cursor in the area where you want to include the circle, left mouse-click and hold, then drag to size, then release the left mouse button.

When selected, draw a freehand line by placing the cursor in the area where you want to start the freehand line, left mouse-click and hold, draw freehand line, then release the left mouse button.

When selected, draw a straight line by placing the cursor in the area where you want to start the straight line, left mouse-click and hold, then drag to size, then release the left mouse button.

When selected, create a text box by placing the cursor in the area where you want to include the text box in, left mouse-click and hold, drag to the size you want the text box to be, then release the left mouse button. The **Enter Text** form is displayed so you can type the text to include.

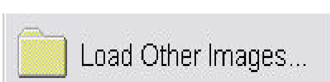
Only available when an object is selected, click to bring the selected object to the front. Use if the selected object is obscured by another object.

Only available when an object is selected, click to send the selected object to the back. Use if the selected object should be obscured by another object.

Only available when an object is selected, click to delete selected object.

When selected, fill a rectangle or circle object by placing the cursor inside the rectangle/circle object you want to fill, then left mouse-click. Uses whatever color specified via the Color button (below).

Click to load images from FH Mobile Preplans into the drawing. Only available if FH Mobile Preplans is available, and the FH Mobile Incident Command record needs to be associated with a FH Mobile Preplan record.



Click to load images located in the FH Mobile Incident Command image directory (`C:\Program Files\FIREHOUSE Software Mobile\Images by default`) into the drawing.

Click to specify color to use for fills and new objects.

Select the drop down arrow and select a 1, 2, 4, or 8 pixel outline width for new objects.

To Add a New Blank Drawing

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Click **Drawings**. The **Drawing Properties** dialog is displayed.
3. Input a *Drawing Name.*
4. Specify a *Drawing Size*:
   - Select *Fit to Current Window* to use the current dimensions of the drawing space. All objects need to fit onto the displayed draw area.
   - Select *8.5 x 11* to make the drawing standard paper size. The drawing will fit on a standard size sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Incident Command.
   - Select *8.5 x 14* to make the drawing standard legal size. The drawing will fit on a standard legal sized sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Incident Command.
   - Select *11 x 17* to make the drawing standard ledger size. The drawing will fit on a standard ledger sized sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile Incident Command.
5. Select *Portrait* or *Landscape*. Portrait will use the longer measurement for height (selection not available if *Fit to Current Window* was selected).
6. Click **Save**.

To Add Drawing with Patient

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Click **Injury/Illness**.
3. Change the view from front to back if necessary by pressing .
4. Click  in the upper right corner of the injury diagram. The **Drawing Properties** dialog is displayed.
5. Input a *Drawing Name*.
6. Specify a **Drawing Size**:
   - Select *Fit to Current Window* to use the current dimensions of the drawing space. All objects need to fit onto the displayed draw area.
   - Select *8.5 x 11* to make the drawing standard paper size. The drawing will fit on a standard size sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile ePCR.
   - Select *8.5 x 14* to make the drawing standard legal size. The drawing will fit on a standard legal sized sheet of paper, but you will likely need to scroll to view all theobjects in FH Mobile ePCR.
   - Select *11 x 17* to make the drawing standard ledger size. The drawing will fit on a standard ledger sized sheet of paper, but you will likely need to scroll to view all the objects in FH Mobile ePCR.
7. Select *Portrait* or *Landscape*. Portrait will use the longer measurement for height (selection not available if **Fit to Current Window** was selected).
8. Click **Save**.

If the picture needs to be resized, this should be performed before any drawing has been performed. The drawing and graphical items added to the person graphic do not move. As an example, a wound to the upper chest could end up in the abdomen if the picture is resized.

To Access an Existing Drawing

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Patient** button.
2. Choose the **Drawings** option.
3. Select the drop-down arrow to the left of the **Properties** button and select the drawing to open.

To Add/Modify Drawing Objects

The various actions available to drawing are detailed below. With the drawing displayed:

Touch Screen Sensitivity	On a touch screen, left-mouse click and hold is replaced with pointing, pressing and dragging. If the dragging action does not produce results, you may need to adjust the sensitivity setting for your screen. Consult the instructions provided by the touch screen manufacturer for the steps to adjust touch sensitivity.

To Add a Rectangle

1. Click the **Draw Rectangle** tool button.
2. Move the cursor to the area of the drawing where you wish to start the object.
3. Left mouse-click and hold, then drag to the area you wish to end the object.
4. Release the left mouse button. The object is added to the drawing.

To Add a Circle

1. Click the **Draw Circle** tool button.
2. Move the cursor to the area of the drawing where you wish to start the object.
3. Left mouse-click and hold, then drag to the area you wish to end the object.
4. Release the left mouse button. The object is added to the drawing.

To Add a Pen (Free Hand) Line

1. Click the **Draw Freehand** tool button.
2. Move the cursor to the area of the drawing where you wish to start the object.
3. Left mouse-click and hold, then drag to the area you wish to end the object.
4. Release the left mouse button. The object is added to the drawing.

To Add a Straight Line

1. Click the **Draw Line** tool button.
2. Move the cursor to the area of the drawing where you wish to start the object.
3. Left mouse-click and hold, then drag to the area you wish to end the object.
4. Release the left mouse button. The object is added to the drawing.

To Add Text

1. Click the **Enter Text** tool button.
2. Move the cursor to the area of the drawing where you wish to start the text box object.
3. Left mouse-click and hold, then drag to the area you wish to end the object.
4. Release the left mouse button. The **Enter Text** form is displayed.
5. Type the text to include in the text box, then click **OK**.

To Edit Drawing Text

1. Click the **Enter Text** tool button.
2. Move the cursor to the text area on the drawing and click. The **Enter Text** form is displayed.

3. Type the text to include in the text box, then click **OK**.

To Bring Object to Front

1. Select object.
2. Click the **Bring to Front** tool button.

The selected object is brought to the front (if it is a solid fill object it will obscure objects it is 'above').

To Send Object to Back

1. Select object.
2. Click the **Send to Back** tool button.

The selected object is sent to the back (if solid fill objects are on 'top' of it, the selected object is obscured).

To Delete Object(s)

1. Select object.
2. Delete the object:
    - If you are not using a keyboard, click the **Remove** tool button.
    - If you are using a keyboard, click the **Delete** keyboard key.

The selected object is deleted.

To Flood Object With Color

1. Click the **Select Color...** tool button, then specify a color.
2. Click the **Fill/Empty** tool button.
3. Position the paint can cursor inside object to fill, then click the left mouse.

To Load Other Image Onto Drawing

Selecting an Image	Double-clicking an image to be added to the drawing will open the image in the default application associated with the image format. To add the image to the FH Mobile ePCR drawing, select (do not double-click) and drag it to the drawing area.

1. Select the **Load Other Images...** tool.
2. Locate the image to add.
3. Select, drag, and drop the image onto the drawing.

To Add Images for Drawings

FH Mobile ePCR includes several default images that can be inserted into drawings, including a variety of apparatus images and the draft Emergency Response Symbology. You can add additional BMP, GIF, JPG, or PNG images.

Using Windows Explorer:

1. Open the folder containing the image(s) to add to FH Mobile ePCR **Images** directory.
2. If necessary, use Windows Search:
    - Click the Windows **Start** button **Search** option **For Files or Folders** option.
    - Type the file name to find, then click **Search**.
3. Click the file or folder you want to copy.
4. Select the Windows Explorer **Edit** menu **Copy** option.

5. Open the *C:\Program Files\FIREHOUSE Software Mobile\Images* folder on the mobile computer.
6. Select the Windows Explorer **Edit** menu **Paste** option.

All files in the C:\Program Files\FIREHOUSE Software Mobile\Images folder on the mobile computer are displayed when the **Patient** area **Drawings** section **Load Other Images** button is pressed.

To Specify Fill Image Color

1. Select the **Select Color...** option.
2. Select a color, then click **OK**.

New objects added to the drawing use the selected color.

To Specify Pen Width

1. Select the **Pen Width** tool button drop down.
2. Select a pen width value:
   - "1" is a narrow 1 pixel width line.
   - "2" is a medium 2 pixel width line.
   - "4" is a wide 4 pixel width line.
   - "8" is an extra wide 8 pixel width line.

New objects added to the drawing will use the specified pen width.

About Completing Patient Signature Forms

If patient signature forms have been added for FH ePCR patients, they are available here.

To Capture Patient Signature on FH Report Form

With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Summary** button.
2. Click the **Signatures** option.
3. Click **Sign FH Report** button to choose the FH report form to record the patient signature electronically.
4. Click the + icon to expand the list of forms and select the form to sign.
5. Click **Convert to Signature**.
6. Have patient provide signature.
7. Click **Save**, then **Close**.

To Capture Patient Signature on FH Signature Form

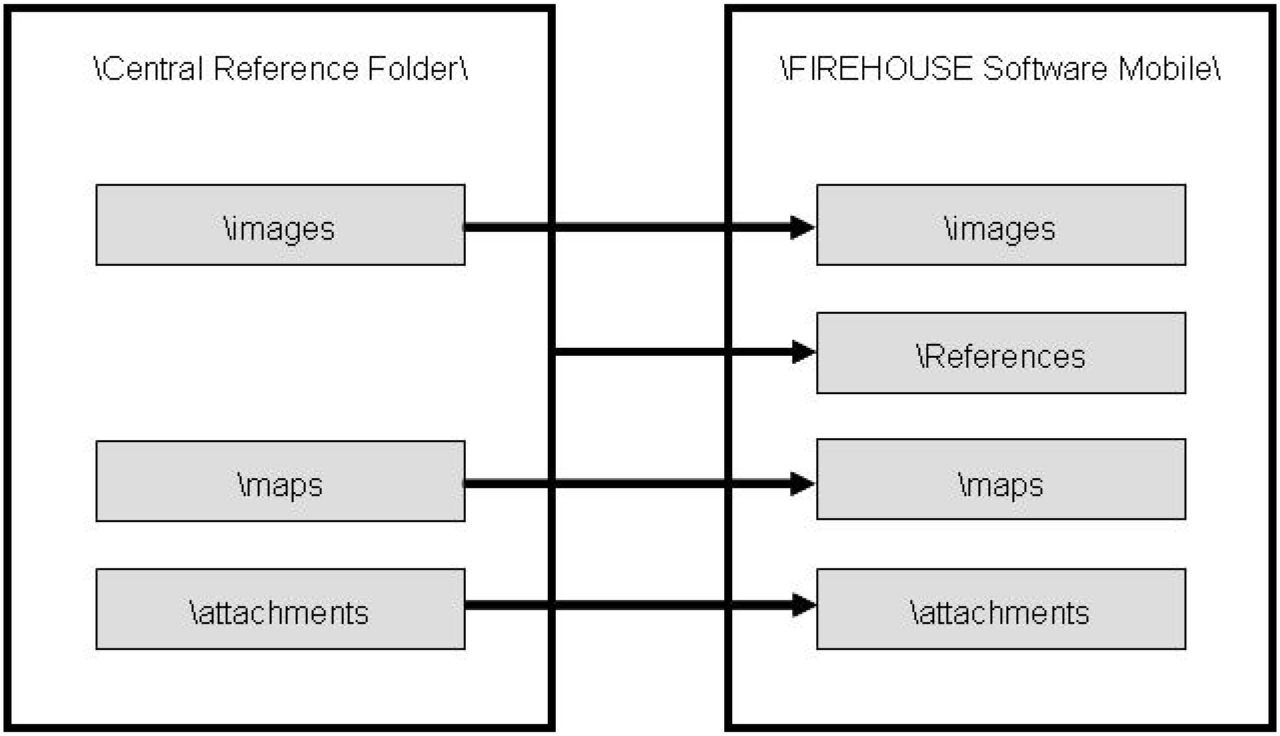
With the incident started (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Summary** button.
2. Click the **Signatures** option.
3. Click **Sign FH Signature** button to choose the FH signature form to record the patient signature electronically.
4. Double-click a signature form. The selected signature form is displayed.
5. Have patient provide signature.
6. Click **Save**, then **Close**.

Accessing Reference Material

Your department may have developed standard operating procedures, or have attachments that need to be referred to in the course of operations. For your convenience, FH Mobile ePCR installs the 2004 Emergency Response Guide. All reference material is stored in a Windows directory named **Reference** located in the FH Mobile program directory

(C:\Program Files\FIREHOUSE Software Mobile\ by default). The files must be in a format that can be viewed by applications installed on the mobile computer. You can specify a central location where reference files are stored and distributed to FH Mobile equipped computers. You can optionally configure attachments, images, and map directories.



When you specify a central reference location, updated files in the central reference location are automatically copied to the FH Mobile folder during synchronization. You can optionally include images, PMF map files, and attachments.

To Access Reference Material

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. The FH Mobile ePCR main window is displayed.
2. Click the **Start** button.
3. Select the **Reference Materials** area in the left navigation. Available reference materials are listed.
4. Select the listed reference material to display.

To Add Reference Materials to Central Location

Using Windows Explorer:

1. Locate the file you wish to add to the reference folder. If necessary, use Windows Search:
   - From the Windows **Start** menu, select the **Search** option. Choose **For Files or Folders** option.
   - Type the file name to find.
   - Click **Search**.
2. Highlight the file or folder you want to copy.
3. Select the Windows Explorer **Edit** menu **Copy** option.
4. Open the central reference material location specified in **FH Mobile Global Options**.
5. Select the Windows Explorer **Edit** menu **Paste** option.

When FH Mobile is synchronized with the FH database, the file modification dates are compared. When the modified dates are different or when a file is included in the central location that is not included in the FH Mobile reference folder, the file from the central reference material folder is copied to the FH Mobile computer.

Default Reference Files	When file modification dates are different, the file from the central location is copied to the FH mobile reference folder even when the most recently modified file is located in the FH Mobile reference folder. To distribute changed reference files to all FH Mobile computers, place modified reference files in the central location.

All files in the C:\Program Files\FIREHOUSE Software Mobile\Reference folder on the mobile computer are displayed in the **Reference Materials** area.

To Add Images Subdirectory to Central Location

Using Windows Explorer:

1. Open the central reference material location specified in **FH Mobile Global Options**.
2. Select the Windows Explorer **File** menu, **New Folder** option.
3. Type "Images" as the new folder name, then click the **Enter** key.

We recommend copying all files in the FH Mobile Images folder (C:\Program Files\FIREHOUSE Software Mobile\I-mages\) to the central reference location \Images subdirectory. If Copy new or changed files from the server, and delete files in the local folder that are not on the server is selected in FH Mobile Global Options and the default images are not included in the central locations, the default images are deleted in the FH Mobile Images folder and replaced with only the files in the central reference Images folder.

To Add Attachments Subdirectory to Central Location

Using Windows Explorer:

1. Open the central reference material location specified in **FH Mobile Global Options**.
2. Select the Windows Explorer **File** menu, **New Folder** option.
3. Type "Attachments"as the new folder name, then click the **Enter** key.

All files in the C:\Program Files\FIREHOUSE Software Mobile\Attachments folder on the mobile computer are accessed by FH Mobile records with attached files. Attachments get their name from the Name of file to open value in FH or, if Name of file to open is empty, the Attachment Name value for the attachment.

About Accessing Workspace Shortcuts

You can access shortcuts to set times for the active FH Mobile ePCR record, review and modify default crew, show all or limited view fields, and change between low light and normal view.

To Set EMS Incident Times for Active FH Mobile ePCR Incident

With the incident initiated (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the **Shortcuts** option, then **Times** option. A list of time fields is displayed.
2. Click the time field name (for example, **Unit Notified Data/Time**) to insert the current date and time based on the mobile computer's system time.
3. Select the *Set/Clear* check box for the completed time field you wish to reset.
4. Click **Close** when finished.

To Review and Modify Default Crew

Default Crew	*Auto-Add from Local Crew Setup* must be enabled from the **ePCR Options** form (accessed from **Tools & Options** > **ePCR Options** > **Default Unit/Crew**)

With the incident initiated (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Select the **Shortcuts** option, then **Default Crew** option. A list of crew is displayed.
2. Click **Add** to add additional crew member.
3. Highlight a crew member and click **Remove** to remove the crew from the list of default crew.

To Change to Show All Fields/Limited Fields

- Click the **Shortcuts** area, then select the appropriate option:
  - If FH Mobile ePCR is currently in show all fields mode, select the **Show Limited Fields** option.
  - If FH Mobile ePCR is currently in show limited fields mode, select the **Show All Fields** option.

To Change to Low Light/Normal View

- Click the **Shortcuts** area, then select the appropriate option:
  - If FH Mobile ePCR is currently in normal view mode, select the **Low Light View** option.
  - If the FH Mobile ePCR is currently in low light view, select the **Normal View** option.

About Accessing EMS Incident/Patient Reports and Forms

Certain reports from the FH main database which detail the FH Mobile ePCR records are available. Certain types of reports are excluded. If a report you are looking for is not available, it has one of the following characteristics:

- It is a FIREHOUSE Software programmed report.
- The report includes queries that select tables other than those included in the FH Mobile ePCR database.
- The report includes queries with parameters with a variable name that is not included in the EMS_PTNT table.
- The report does not use a query with Patient ID as its main parameter.
- The report uses special functions that are not available to the FH Mobile ePCR system (E.G.; thisform.*, goapp.*, etc.).

To introduce eligible FH reports in FH Mobile ePCR after synchronizing, access the FH Mobile Licensing Manager and select the reports you wish to include.

See "To License Mobile Computer" in the FH Mobile Installation Guide for steps to select FH EMS reports to make available to FH Mobile ePCR.

To Review Last Incident Modifications and Synchronization Dates

With the incident initiated (See "To Initiate a New Incident" on page 20 for the steps to start a new incident):

1. Click the FH Mobile ePCR **Start** button.
2. Select the **Reports & Forms** button, **Synchronization Log** option.

To Print FH Reports

With the inspection initiated (See "To Initiate a New Incident" on page 20 for the steps to start a new inspection):

1. Select the FH Mobile ePCR **Start** button **Reports & Form** button.
2. Select the **FH Reports** option.
3. Select a report form. Click **Preview** if you wish to view the report form before printing.
4. Click **Print** to send to the printer.
5. Select the desired printer, then click **Print**.

About Using Tools and Options

A variety of notification options and export to FH options are available from the **Tools & Options** area.

To Delete An Incident

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. The FH Mobile ePCR main window is displayed.

2. Click the FH Mobile ePCR **Start** button.
3. Select the **Tools & Options** button.
4. Click **Delete Records**. The **Delete Patient** form is displayed.
5. Select records to delete then click **Remove**.
6. Click **OK** to prompt.
7. Click **Close**.

To Import a Patient Record from Another Mobile Device

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. The FH Mobile ePCR main window is displayed.
2. Click the FH Mobile ePCR **Start** button.
3. Select the **Tools & Options** button.
4. Click **Import Record**. The **Select EMS Patient File to Import** form is displayed.
5. Browse to locate the .MEMS file created by another FH Mobile ePCR record export. By default, the file name is formatted as YYYYMMDD_<incidentid>.MEMS. Your file name may be different.
6. Highlight the .MEMS file and click **Open**.
7. Click **OK** to prompt.

The Import/Export incident record options are designed for moving records between FH Mobile ePCR databases. If an exported record matches an existing record already in the FH Mobile ePCR database attempting to import the data, it will overwrite the existing information.

To Export a Record to Another Mobile Device

1. From the Windows **Start** menu, select the **Programs** option **FIREHOUSE Software Mobile** folder **FH Mobile ePCR** option. The FH Mobile ePCR main window is displayed.
2. Click the FH Mobile ePCR **Start** button.
3. Select the **Tools & Options** button.
4. Click **Export Record**. The **Export Patient Data** form is displayed.
5. Highlight the patient record to export, then choose **Export**. The **Specify EMS Patient Export File** form is displayed.
6. Map to the location where you wish to save the file, then click **Save**.
7. Click **OK** to prompt.
8. Click **Close**.

Troubleshooting

This chapter lists potential issues you may encounter when using FH Mobile ePCR.

Color Conflicts

If there are colors that clash or obscure information in the FH Mobile ePCR workspace, colors specified in the **ePCR Options** form **Color Settings** area should be changed to remove the conflict.

Records Not Synchronized

If you are prompted that records did not synchronize, we recommend reviewing the synchronization log for details. If problems are noted, address them as needed before rerunning the data synchronization.

Rules on Radio Buttons

FH Mobile ePCR does not include rules for radio buttons used in the FH Patient/Victim Information form for insurance, patient past medical history and alerts, aid given prior to arrival, scene factors, human factors, patient safety equipment, CMS condition codes, exposures, and exposure precautions. If there are rules added for the radio buttons in FH, we recommend adding additional rules to FH to ensure similar validation in FH Mobile. When you synchronize the rules from FH to FH Mobile ePCR, the rules added below to FH will be applied to FH Mobile ePCR record entry.

Field Caption	To bring this rule over to FH Mobile ePCR, access the **Administration** menu **System Rules & Default Values** option, then:
Insurance? in **Patient/Victim Information** form *Basic* section	1. Select `ems_ptnt` table. 2. Select *INSURANCE*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the **Record-Level Rules** tab. 8. Click **Add**, select `EMS_INSU`, then click **OK** twice.
Patient Past Medical History and Alerts? in **Patient/Victim Information** form *Scene* section	1. Select `ems_ptnt` table. 2. Select *PRIOR_HIST*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_HIST`, then click **OK** twice.
Aid Given to Patient/Victim Prior to Arrival? in **Patient/Victim Information** form *Scene* section	1. Select `ems_ptnt` table. 2. Select *PRIOR_AID*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_AID`, then click **OK** twice.

Scene Factors Affecting Response/EMS Care? in **Patient/Victim Information** form *Scene* section	1. Select `ems_ptnt` table. 2. Select *SCENE_FACT*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_SF`, then click **OK** twice.
Human Factors Affecting Response/EMS Care? Patient/Victim Information form *Scene* section	1. Select `ems_ptnt` table. 2. Select *HUMAN_FACT*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_HF`, then click **OK** twice.
Patient Safety Equipment Worn or Deployed? in **Patient/Victim Information** form *Scene* section	1. Select `ems_ptnt` table. 2. Select *SAFETY_EQPT*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_SEQP`, then click **OK** twice.
CMS Condition Codes in **Patient/Victim Information** form *Clinical* section *Provider* section	1. Select `ems_ptnt` table. 2. Select *CONDCODES*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_COND`, then click **OK** twice.
Patient/Staff Exposures? in **Patient/Victim Information** form *Clinical* section *Provider* section	1. Select `ems_ptnt` table. 2. Select *EXPOSURES*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**. 4. Type 1, then click **OK**. 5. Click **Add**. 6. Select *Disable Field...* then click **OK** twice. 7. Click the *Record-Level Rules* tab. 8. Click **Add**, select `EMS_EXPO`, then click **OK** twice.
Exposure Precautions Taken? in **Patient/Victim Information** form *Clinical* section *Provider* section	1. Select `ems_ptnt` table. 2. Select *PRECAUTIONS*, then click **Add**. 3. Select *Specify a Default Field Value...* then click **OK**.

4. Type 1, then click **OK**.
5. Click **Add**.
6. Select *Disable Field...* then click **OK** twice.
7. Click the *Record-Level Rules* tab.
8. Click **Add**, select `EMS_PREC`, then click **OK** twice.

Showing Too Many/Not Enough Fields

When you may be seeing too many or not enough fields, check the **FH Mobile Master Configuration** settings and any applied action plans for patient records.

If FH Mobile is currently in **Show All Fields** mode, select the **Show Limited Fields** option.

If FH Mobile is currently in **Show Limited Fields** mode, select the **Show All Fields** option.

Synchronization Does Not Run From Inside FH Mobile ePCR

Check that the FHMOBILE_SYNC.EXE is in the main install directory. It is a separate application to allow it to be run independently from the FH Mobile ePCR application and if it is not in the install directory it will not work.

Licensing Expired Evaluations

If the evaluation expires and then you purchase an FH Mobile ePCR license, you will be unable to get into FH Mobile ePCR, even after licensing the product.

To apply the new licensing, click the Windows **Start** button,then **Programs**, then **FIREHOUSE Software Mobile Sync Data**. The new licensing applied through the **FH Mobile License Manager** will be detected and applied, giving the user the ability to synchronize with normal methods.

Missing Information

If you notice missing information or encounter problems while accessing FH Mobile ePCR, you many not have selected the proper options when synchronizing.

The following tables will not be updated unless both **Download EMS Information** and **Download Lookup Tables and Supporting Information** are chosen:

- LKP_EMS
- Distinct Lookups
- Inventory Lookups
- User Names
- Memorized Templates

To fully synchronize FH Mobile ePCR with the FH database, you must select both **Download EMS Information** and **Download Lookup Tables and Supporting Information**. We also recommend selecting **Download Street Names** periodically to include updated streets.

User Fields Table Change Prompt

If user fields in the FH database are changed between synchronizations with FH Mobile, the next synchronization could product the prompts:

> (W): Column: [column name] was removed from the User Fields Table ([table name])
>
> (W): Column: [column name] was added from the User Fields Table ([table name])

These messages are informative prompts only. Verify the user fields of the noted table name area in the FH database for accuracy when the synchronization is completed.

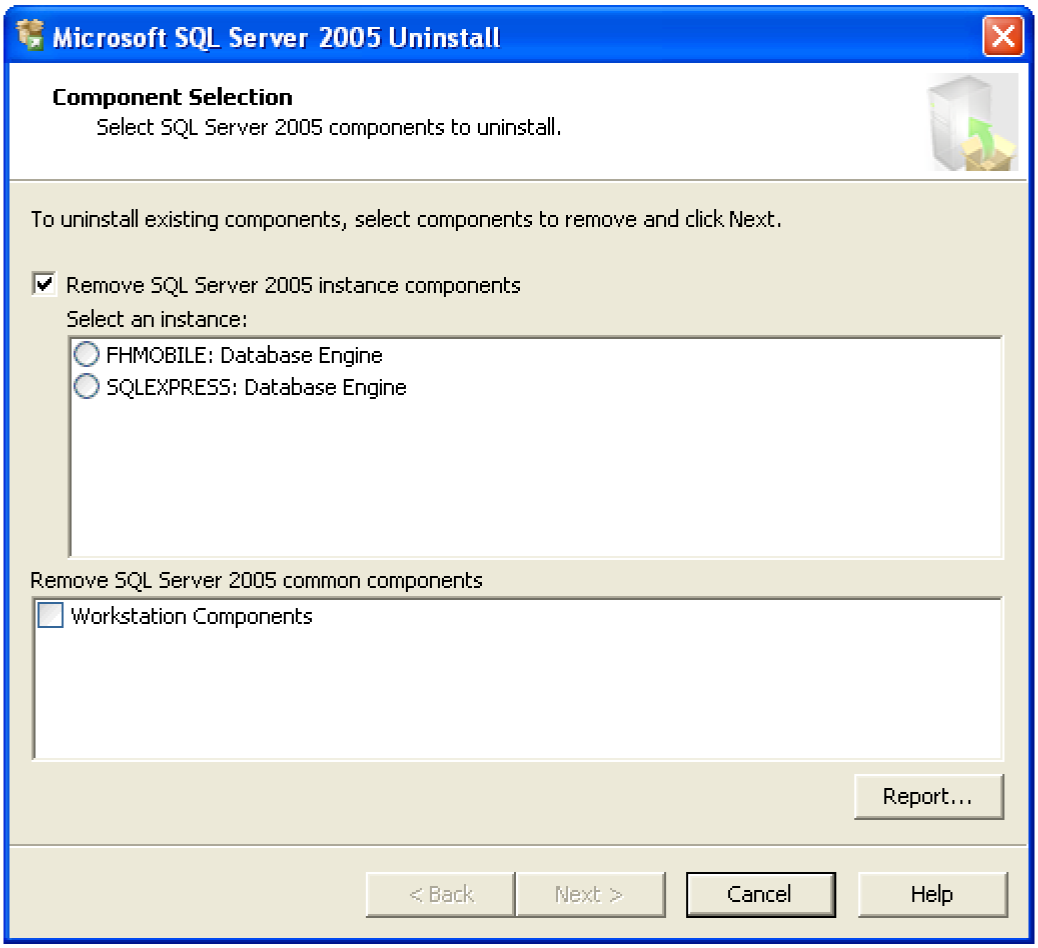
Uninstalling FH Mobile ePCR

If you need to uninstall FH Mobile ePCR from a mobile computer because FH Mobile ePCR is no longer used on that mobile computer, the SQL database instance used by FH Mobile is still installed and active.

If memory and space is limited on the mobile computer, you should uninstall the FH Mobile SQL instance:

1. From the Windows **Start** menu, select **Settings** > **Control Panel**.
2. Select **Add or Remove Programs**. The **Add or Remove Programs** form is displayed.
3. Highlight *Microsoft SQL Server 2005*, then click **Remove**.
4. Under **Remove SQL Server 2005 Instance Components** on the **Microsoft SQL Server 2005 Uninstall** screen (Figure 1), select *FHMOBILE: Database Engine*, then click **Next>**.

FIGURE 1: Microsoft SQL Server 2005 Uninstall Component Selection Screen



5. Click **Finish**.
6. After the uninstall is completed, you can remove other Microsoft SQL Server components if they are no longer needed.
7. Close the **Add or Remove Programs** form.
   The folder and table where the FH Mobile database was stored is still on the computer.
8. You can manually delete `C:\Program Files\Microsoft SQL Server\MSSQL$FHMOBILE` if desired.