

MCFRS Tech Training – Using Elite for EMT Field Practice Reports

Background

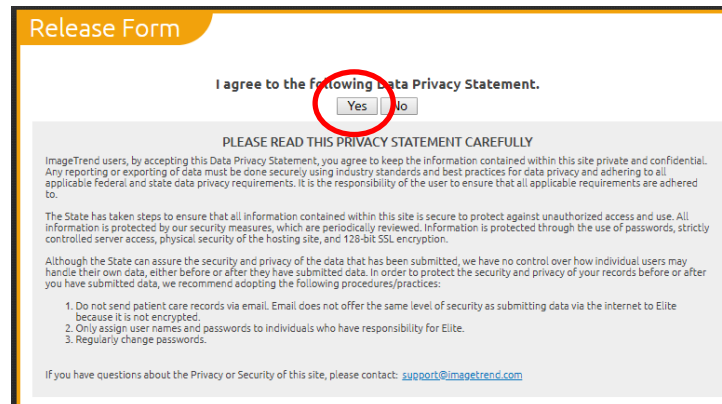
There are two versions of Elite: Elite (the desktop version, which we're not using much) and Elite Field (the version on apparatus Toughbooks and the one you will use for practice reports).

Logging In

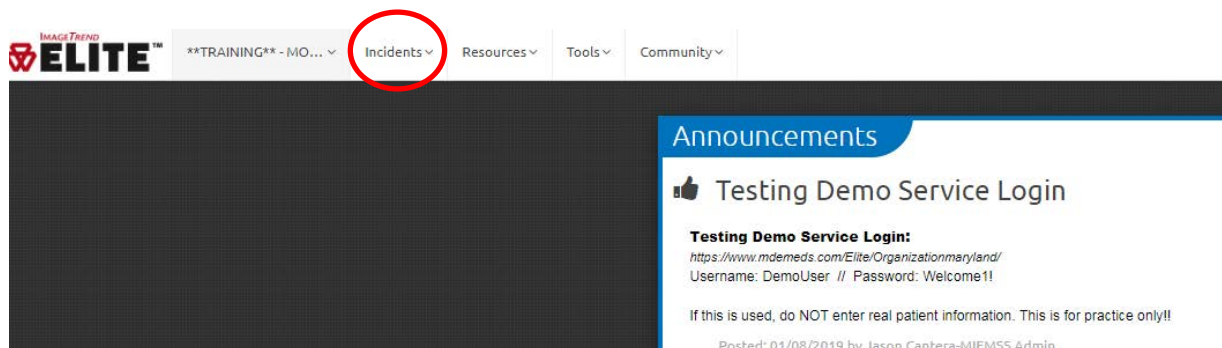
- Run Google Chrome on your computer.
- Go to <https://www.mdemeds.com/Elite/>. You will see the login screen with a yellow border. (Yellow is the desktop version.)
- Log in with the practice user account provided during class (**emtstudent**) and the current password **27PSTA\$ (case sensitive)**

DO NOT CHANGE OR ATTEMPT TO RESET IF YOU HAVE ISSUES LOGGING IN, STOP AND NOTIFY YOUR INSTRUCTOR

- Click **Yes** to agree to the privacy statement.

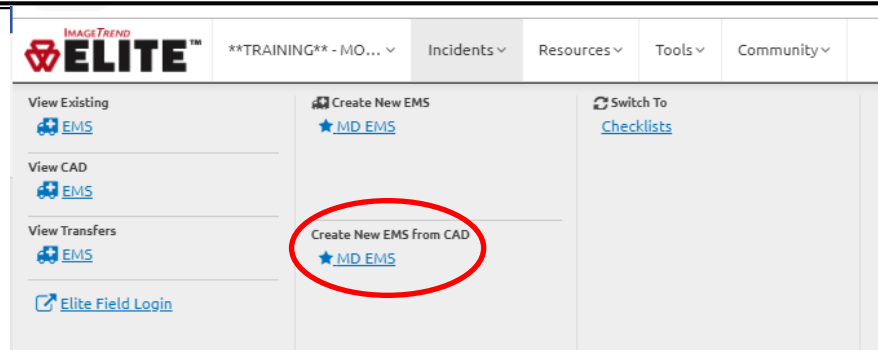


- There will be a popup window "Announcements", do not do anything with that popup but instead Click the **Incidents** menu button.

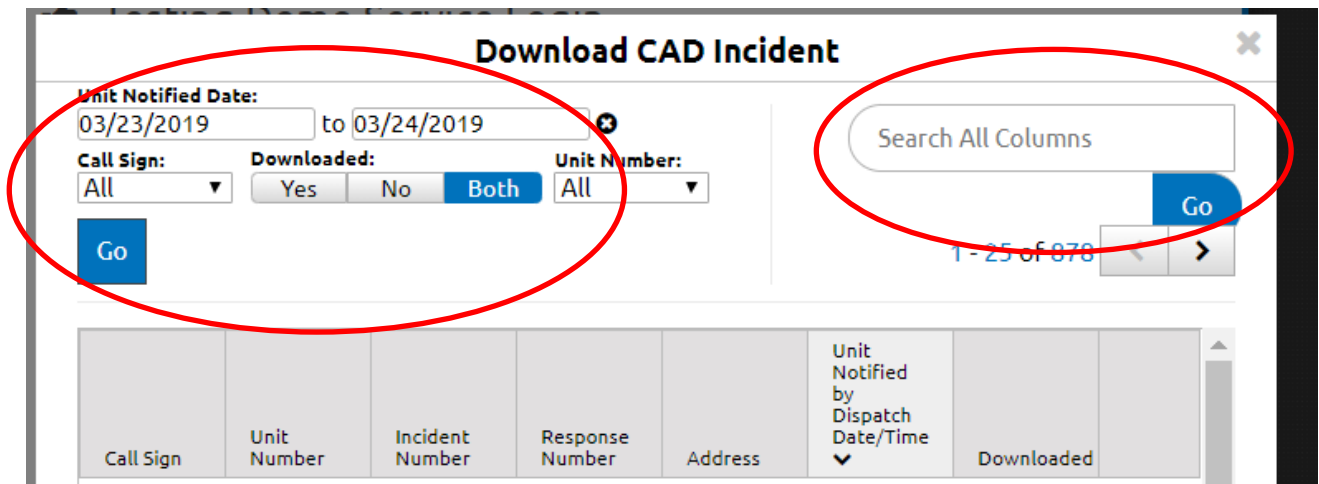


- Click to select **Create New EMS from CAD** ★MD EMS

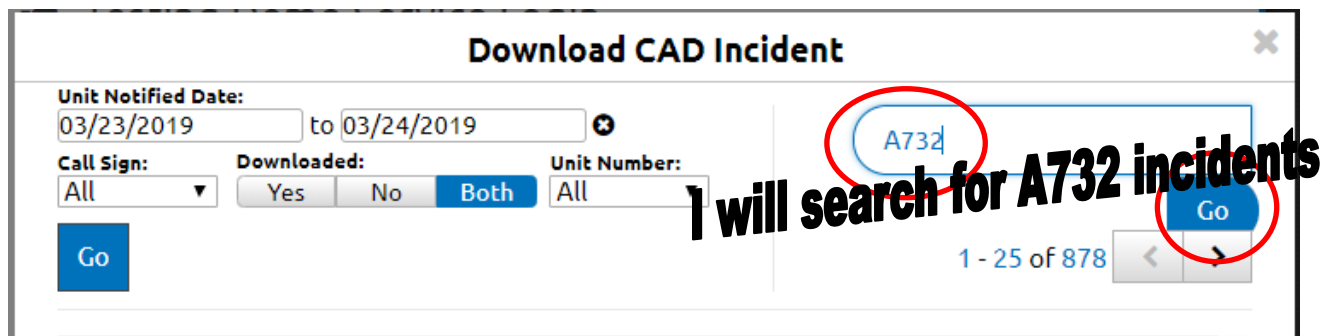
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- A new window will appear **Download CAD Incident**
- Type in your unit # in the Search All Columns and click on the blue “Go” button directly under it or search by date range and click on the blue “Go” button under it.



- Select and click on Download from for the incident you need to open and write a report for.



- You will get a new pop up window with the incidents listed for the unit queried (i.e. A732)

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Download CAD Incident




Unit Notified Date: 03/23/2019 to 03/24/2019

Call Sign: All Downloaded: Yes No Both Unit Number: All

Go

A732

1 - 10 of 10

Call Sign	Unit Number	Incident Number	Response Number	Address	Unit Notified by Dispatch Date/Time	Downloaded	
A732	A732	F1900035707		14330 TRAVILAH RD	3/24/2019 09:26:33	3/24/2019 10:30:59	
A732	A732	F1900035691		13901 GLEN MILL RD	3/24/2019 07:19:14		
A732	A732	F1900035681		502 KING FARM BLVD	3/24/2019 06:09:44	3/24/2019 06:31:49	

- Click on the Download Icon for the incident you wish to open and write

Download CAD Incident




Unit Notified Date: 03/23/2019 to 03/24/2019

Call Sign: All Downloaded: Yes No Both Unit Number: All

Go

A732

1 - 10 of 10

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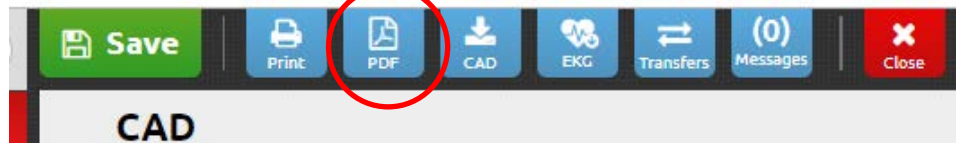
- After a couple of "loading screens" your Incident report will open on the screen for you to then complete.

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The screenshot shows the Elite CAD interface. On the left is a sidebar with a search bar and a list of categories: Dispatch, CAD, Response, Crew, Incident Location, Call Info, Patient, Provider Actions, Transport, Narrative etc..., Signatures, Billing, Opioid Crisis, and Patient Refusal. The main area is titled 'CAD' and contains the following fields: Incident Number (F1900035707), Station Run Number, Type of Call (911 Response (Scene)), Dispatch Reason (Convulsions/Seizures - MPDC 12), EMD Performed (No, YES, UNUSUAL IF PAS GIVEN, YES, WITH PAS, YES, WITHOUT PAS), EMD Card Number (12D2), EMD Level (D - Delta), and a Triage Tag / Medical Record / Tracking Number field with an 'Add' button. On the right side, there is a vertical toolbar with icons for Image, Timeline, Stations, Worksheet, Assessment, Vital, Stroke, Wound, and Medication.

Making a PDF of Your Practice Report to Send to Your EMT Instructor

- Write your report. Once your report is done and you are ready to submit,
- Click the **PDF** button, located at the top of the screen

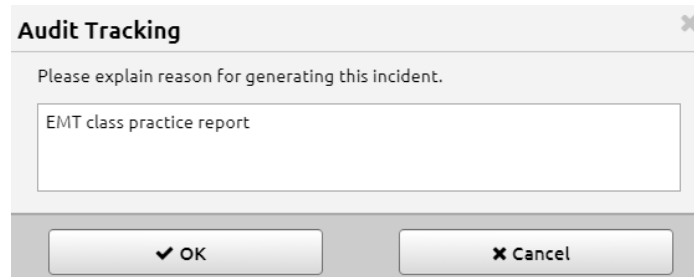


- Click the **MD: Hospital Report** button on the resulting pop-up window.

The screenshot shows a pop-up window titled 'Create Report from Incident Data'. It contains the text 'Select the type of report you'd like to generate below.' and a list of report types: MD: Hospital Report (circled in red), MD: CARES Report, MD: Comprehensive Report, MD: MIEMSS Approved Short Form, MD: Patient Refusal Form, and MD: Signature Report. The window has a close button (X) in the top right corner.

- Type the following as reason when/if prompted: **EMT class practice report** and click the **OK** button.

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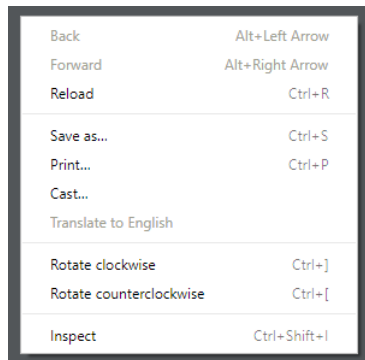
Audit Tracking

Please explain reason for generating this incident.

EMT class practice report

✓ OK ✕ Cancel

- Wait for Elite to create and load the PDF on-screen.
- Right-click the report to access the pop-up window and select **Save As**.



- Save the file somewhere on your computer with the following naming convention:


Naming Convention	Example
Class_Number FDID Report_Number	152 AA1234 Report 1.pdf

- From the EMT Class Home Page <https://www.montgomerycountymd.gov/mcfrs-psta/emtclass.html>

Click on the "[Link for the EMT Student to Submit their eMeds.pdf](#)"

Fill in the form, attach the pdf and submit.

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EMT Internship eMeds Submission

Begin typing any part of your name then select the appropriate option.

Enter your email address *

example@example.com

Incident # *

Date of Internship Incident *

Date

eMeds Incident Submission *

(PDF format)

Admin only