

## MCFRS Tech Training – Using Elite for EMT Field Practice Reports

### Background

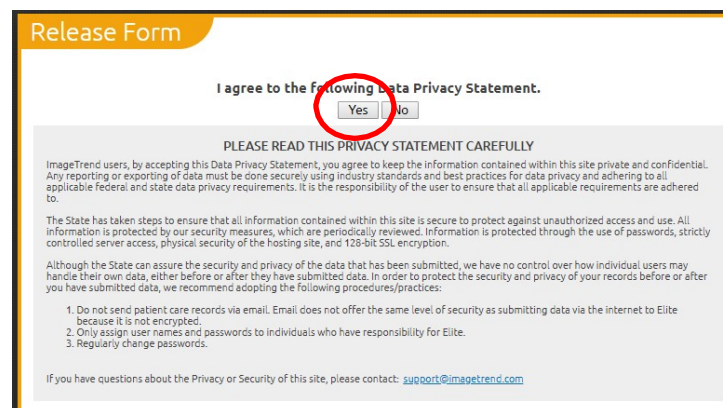
There are two versions of Elite: Elite (the desktop version, which we're not using much) and Elite Field (the version on apparatus Toughbooks and the one you will use for practice reports).

### Logging In

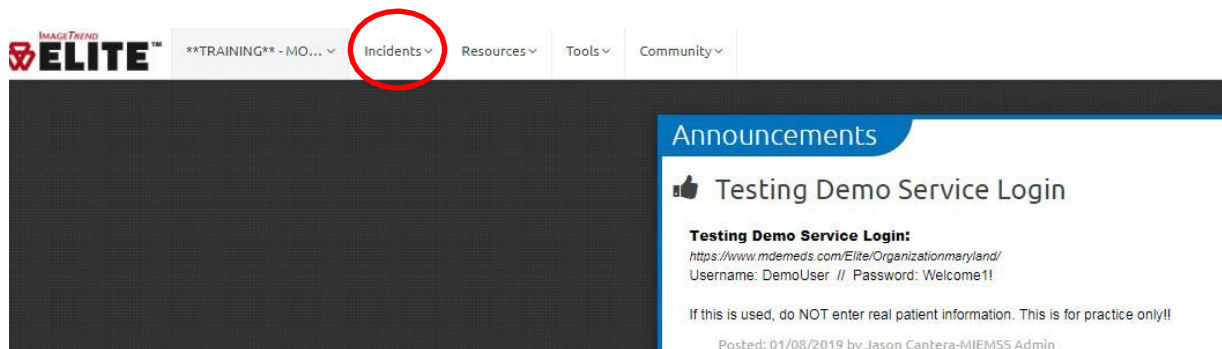
- Run Google Chrome on your computer.
- Go to <https://www.mdemeds.com/Elite/>. You will see the login screen with a yellow border. (Yellow is the desktop version.)
- Log in with the practice user account:
  - Login Name: emtstudent
  - Password: EMTPW4Elite! (case sensitive)

**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.

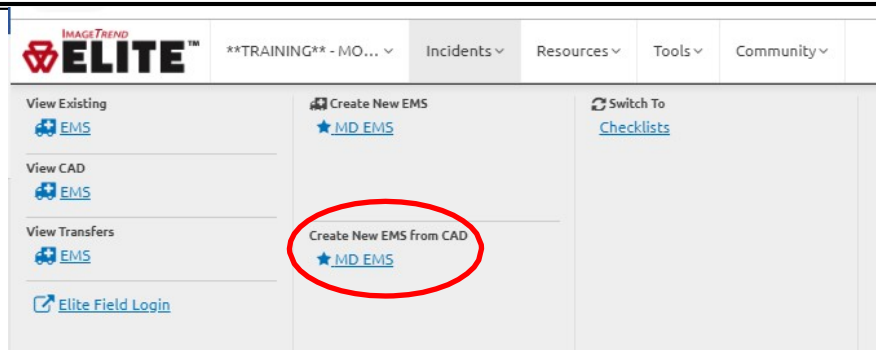


- There will be a popup window “Announcements”, do not do anything with that popup but instead Click the **Incidents** menu button.



- 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.

The screenshot shows the 'Download CAD Incident' window. It has a search section with 'Unit Notified Date' (03/23/2019 to 03/24/2019), 'Call Sign' (All), 'Downloaded' (Yes, No, Both), and 'Unit Number' (All). A 'Go' button is circled in red. To the right, a 'Search All Columns' box with a 'Go' button is also circled in red. Below the search section is a table with columns: Call Sign, Unit Number, Incident Number, Response Number, Address, Unit Notified by Dispatch Date/Time, and Downloaded. The table shows 1 - 25 of 878 results.

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

The screenshot shows the 'Download CAD Incident' window with 'A732' entered in the 'Search All Columns' box, which is circled in red. A handwritten note in black text says 'I will search for A732 incidents'. The 'Go' button next to the search box is also circled in red. The table below shows 1 - 25 of 878 results.

- 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

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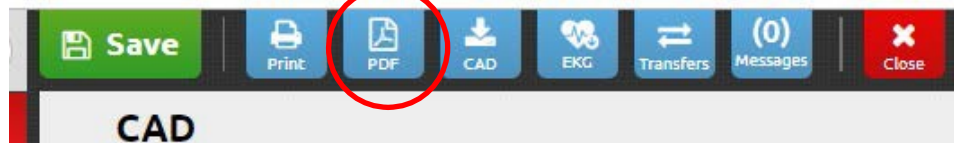
- After a couple of "loading screens" your Incident report will open on the screen for you to then complete.

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The screenshot shows the MCFRS Elite CAD interface. On the left is a sidebar with expandable sections: 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, UNKNOWN IF PAU Given, Yes, WITH PAI), EMD Card Number (12D2), EMD Level (D - Delta), and a Triage Tag / Medical Record / Tracking Number field with an 'Add' button.

### 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

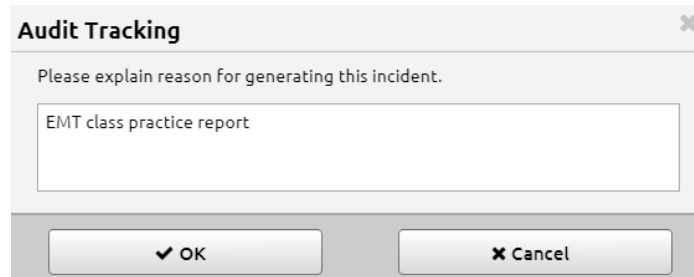


- Click the **MD: Hospital Report** button on the resulting pop-up window.

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.

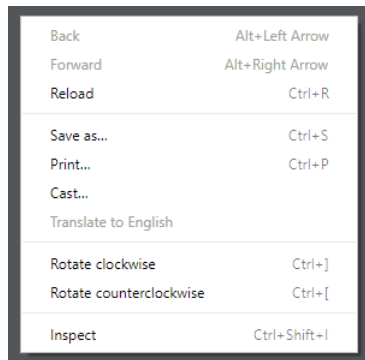
- Type the following as reason when/if prompted: **EMT class practice report** and click the **OK** button.

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A dialog box titled "Audit Tracking" with a close button (X) in the top right corner. The text inside says "Please explain reason for generating this incident." Below this is a text input field containing the text "EMT class practice report". At the bottom are two buttons: "OK" with a checkmark icon and "Cancel" with an X icon.

- 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.

## MCFRS Tech Training – Using Elite for EMT Field Practice Reports



### 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