# MCFRS EMT 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 Toughbook's 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: See EMT Class Resource page for current password
    **DO NOT CHANGE OR ATTEMPT TO RESET IF YOU HAVE ISSUES LOGGING IN, STOP AND NOTIFY YOUR INSTRUCTOR**
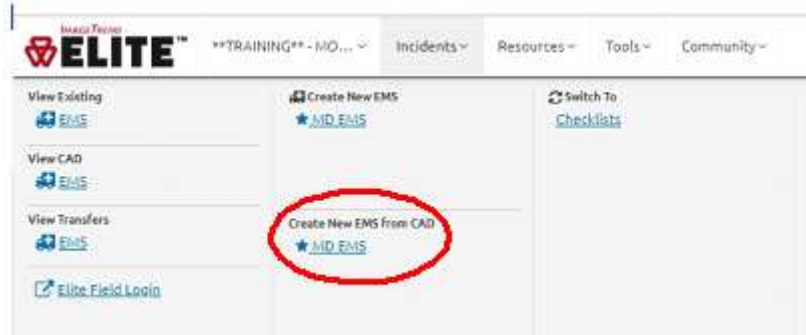
- Click **Yes** to agree to the privacy statement.



- There will be a popup window "Announcements", do not do anything with that popup but instead Click the **Incidents** menu button.
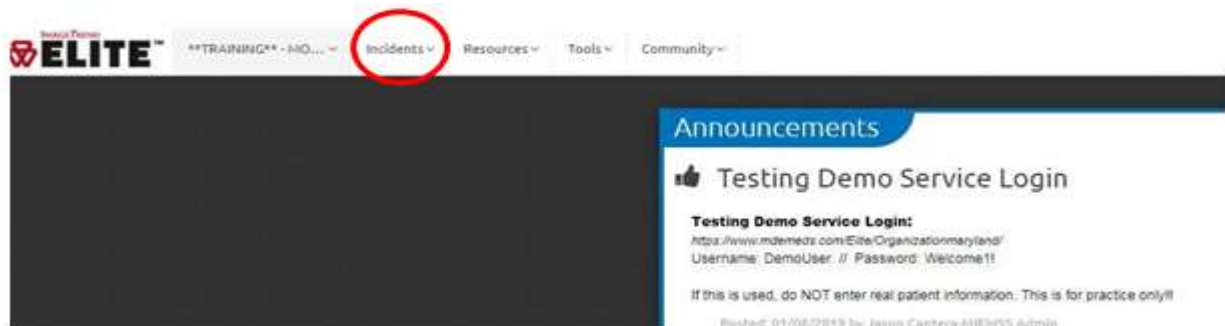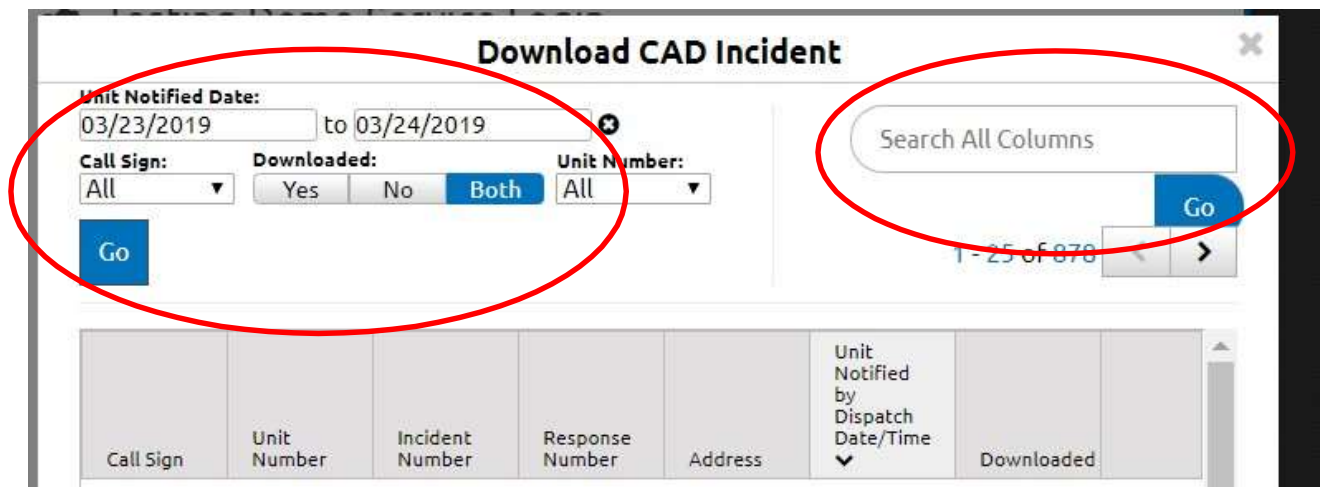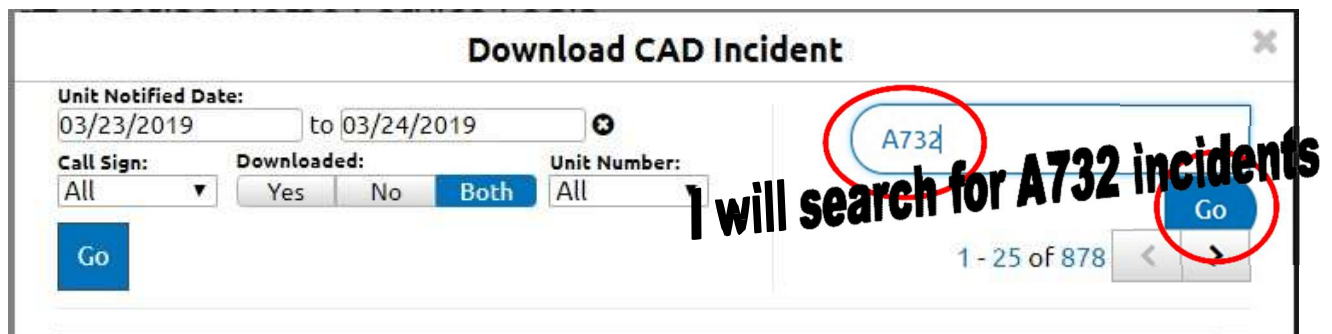
- Click to select **Create New EMS from CAD: MD EMS**



- 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)

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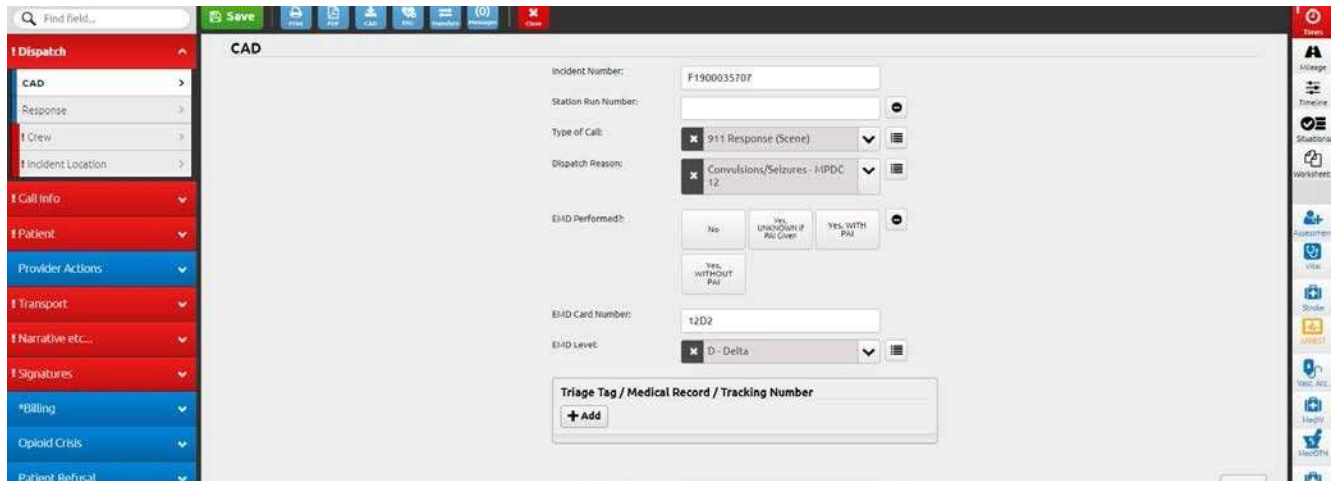


- After a couple of "loading screens" your Incident report will open on the screen for you to then complete.

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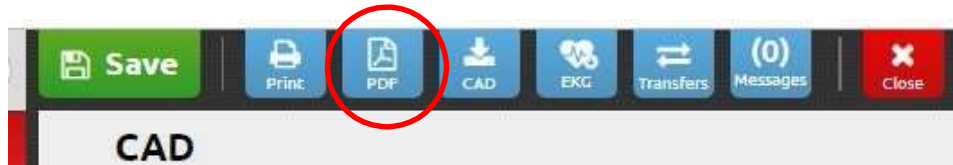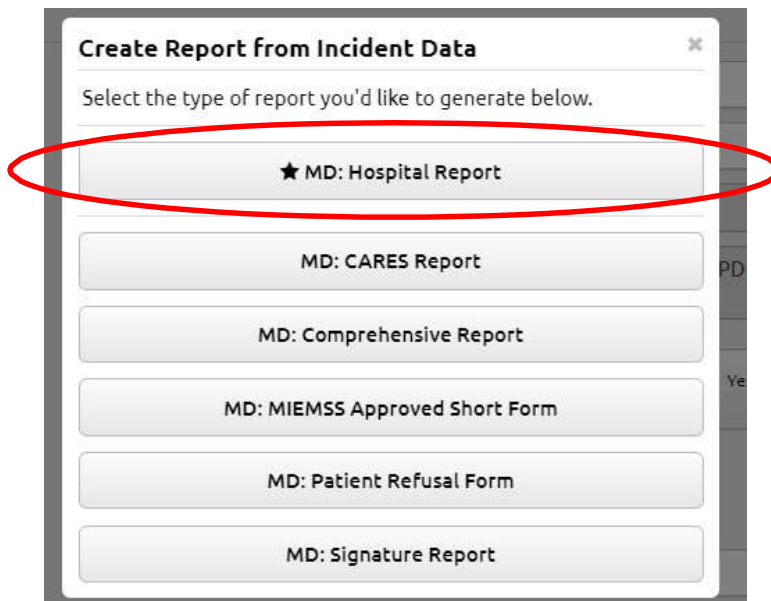


**Making a PDF of Your Practice Report to Send to Your EMT Instructor**

- 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.

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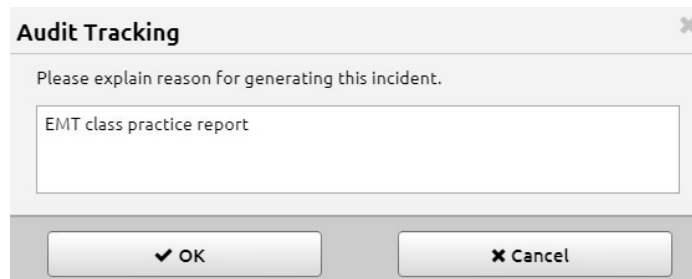


- Wait for Elite to create and load the PDF on-screen.

- 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_FSID_Report_Number | 182_SE1234_Report_1.pdf |

- From the **EMT Class Resource Page** https://www.montgomerycountymd.gov/mcfrs-psta/ems/emt-class-resources.html

- Click on the **EMT eMEDS Submission (jotform)** link https://mcfrs.jotform.com/232056160312947

- Fill in the submission form, including name, email, incident number, date of incident and attach the pdf to submit. See example below.

## EMT Internship eMeds Submission

**Select Your Name** *

182: Student, EMT

**Enter your email address** *

EMT.Student@email.com

example@example.com

**Incident #** *

F2300012345

**Date of Internship Incident** *

10-10-2023

Date

**eMeds Incident Submission** *

Browse Files

(PDF format)

182_SE1234_Report_1.pdf    120KB

Submit

**Admin only**