

FIRST DUE: ePCR/EMS Report Writing

Quick Start Guide

- [Link to Associated Training Videos](http://www.youtube.com/@firedistrict3training152)
<http://www.youtube.com/@firedistrict3training152>
 Look for First Due Playlist

Access: Menu → Incident Documentation → EMS
 Homepage or EMS List

1. BEFORE YOU START

- Every incident will have a Fire Report.
- Incidents with a patient, patient assessment, or care provided require an ePCR EMS Report with the same incident number.
- You can be logged in as a Unit User for reporting on an apparatus iPad, but you can also open a browser and sign in as yourself to chart if you prefer.
- If using AI, use it before completing any report fields.
- Refer to the AI Cheat Sheet (Doc #5) for guidance.

2. STARTING AN EMS REPORT

- EMS Homepage: Configure your defaults and select "Add New" -OR-
- EMS List: Select "Add New" to create a blank report.

3. DOWNLOAD CAD (REQUIRED)

- **Click Download CAD button first after opening.**
- Select the correct incident from the list
- Select your apparatus as the Primary Unit.
- No need to select Mercy or ODF units
- Downloading CAD imports incident data, timestamps, and personnel.

4. COMPLETE THE REPORT

- Follow the workflow questions.
- Disposition & EMS Narrative fields drives other report requirements and validations, so choose answers carefully.

5. RESETTNG YOUR REPORT

- If you make an error in the fields and want to reset the form: Do not Save! Refresh browser to reset the form. Or change Status to Flagged for Deletion, close out and create a new EMS form to start over.

- After clicking Save, a browser refresh only removes unsaved changes.

6. REPORT CREATED IN ERROR or NOT NEEDED

- Change Status to Flagged for Deletion.
- Add a brief explanation in the Narrative.

7. SAVE YOUR WORK

- Review report and click Save.

8. CREATE THE FIRE REPORT

- Fire Short Form → View Incident to open NERIS form.
- Complete associated NERIS Fire Report if required.

9. FINALIZE THE EMS REPORT

- Return to EMS Report if it's not yet completed.
- Click Complete to finalize.

IMPORTANT

Always **Download CAD** before documenting patient care. Failure to do so may result in missing incident numbers, timestamps, and personnel data.

ePCR CHECKLIST

- ☐ Create EMS Report
- ☐ **Download CAD**
- ☐ Selected Correct Unit(s) to populate Personnel
- ☐ Complete Required Fields
- ☐ Save Report
- ☐ Complete Associated Fire Report
- ☐ Clicked Complete on EMS Report
- ☐ Check for any incomplete EMS reports you are responsible for.