

**Northwest Community Hospital
CARS Meeting Minutes
Wednesday, May 10th, 2023
In Person & Zoom Meeting**

Meeting Attendees: Recorded via ZOOM and sign-in sheet created

TOPIC	TIMELINE	RECOMMENDATIONS/ ACTIONS	FOLLOW-UP/ PERSON & DATE
Members / Guests	@0900	General Membership – Held via Zoom (meeting address on agenda) If you need an email update for your dept. notify CARS Chair. <i>Member list and email group updated to reflect Village of Hoffman Estates domain change.</i>	Klein
Agenda	@0901	Emailed on 6-13-23 for review	Klein
Approve Minutes	@0903	The May minutes were emailed on 6-13-23 and approved without correction during June 14 th meeting. <i>Subsequent email sent to P. Dyer for posting to the website on 6/25/23</i>	
<u>Open Issues</u>			
Permission Levels	@0903	<p><i>“2022 Agency User Fire/EMS – Unlock”. Use this for the regular field user.</i></p> <p><i>“2022 Agency Administrator EMS / Fire”. Use this for coordinators/chief officers – CARS reps./Superusers – DICO’s.</i></p> <p><i>“Agency User - EMS and CQI”. Use this for Supervisors in the field (Lt’s, Acting Lt’s.) & CQI Personnel.</i></p> <p><i>“Agency Secretary – EMS”. Agency admin assistant.</i></p> <p><i>Hours After EMS Incidents Auto-Lock & Hours After EMS Incidents Auto-Lock After Manual Unlock should be set to the value of at minimum “1”. This is to ensure the PCR will lock. If this setting is set to “0” it means the auto lock will never happen. This will also ensure billing “auto exports” will be met for those agencies that have the billing tied to Locking Workflow Settings.</i></p>	Klein Sennett

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Removal Of “Other’s” in Airway Fails	@0940	<p><i>Litigation hold has been activated but there is no current visibility or function attached to it. P. Sennett stated that he would have to find a way to make just the admin available to access a PCR if there was a legal hold on it. Agencies would have to establish an administrator the ability to access a PCR under a legal hold.</i></p> <p><i>Removed others from the (ALS Airway) - failed airway power tool complications and failed reasons sections. Per a request from PBPI</i></p>	Klein
MPR Worksheet	@0950	<p><i>The system has given the agencies the option whether or not they would like to continue to use the MPR (Multiple Person Release). It will remain available. If agencies have decided not use it they can inactivate at the agency level. Tools - Worksheet Manager – MPR “inactivate”</i></p>	Klein Mattera Sennett
Procedure Sizes	@1002	<p><i>There is a continuing problem with getting the values of the procedure sizes (eprocedures.03) to appear on the form. Consistently having to clear the browser cache seems to be what solves this problem. During this topic changes to procedure sort order and re-wording Spine Motion Restriction from Full Spine Motion Restriction was requested. Also renamed/added positive pressure vent/advanced airway & positive pressure ventilation/mask.</i></p>	Klein Mattera Sennett
SQ request	@1035	<p><i>To let NCH activate an SQ at the system level so it can place the question in the appropriate section on the form. In this case it would be a stroke question to add on the NCH form ID 0907.</i></p>	Klein Mattera Sennett

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3.5 form review	@1047	<i>Highlighting some of the values that have changed in the 3.5 form. Under facilities the hospital capabilities were updated. Neonatal Center added to NCH and EDAP removed from Resurrection.</i>	Mattera
Patrick Sennett	@1052	<i>There was a NEMSIS patch recently to the 3.5 form with regards to the eInjury.03 and eInjury.04 "trauma and injury risk factors"</i>	Sennett
Next Meeting	@1120	June 14 th , 2023 (Black)	Klein
Adjournment		Motion to adjourn by Klein & 2 nd Huh Minutes submitted by Secretary J. Klein	