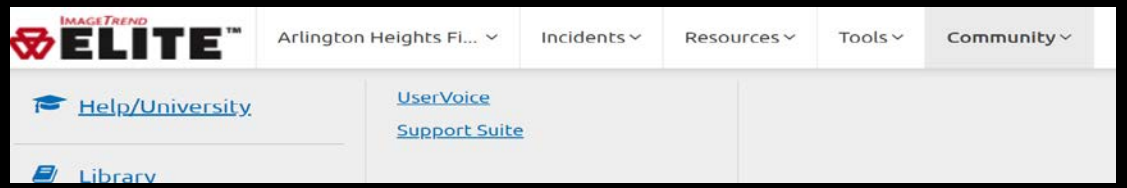
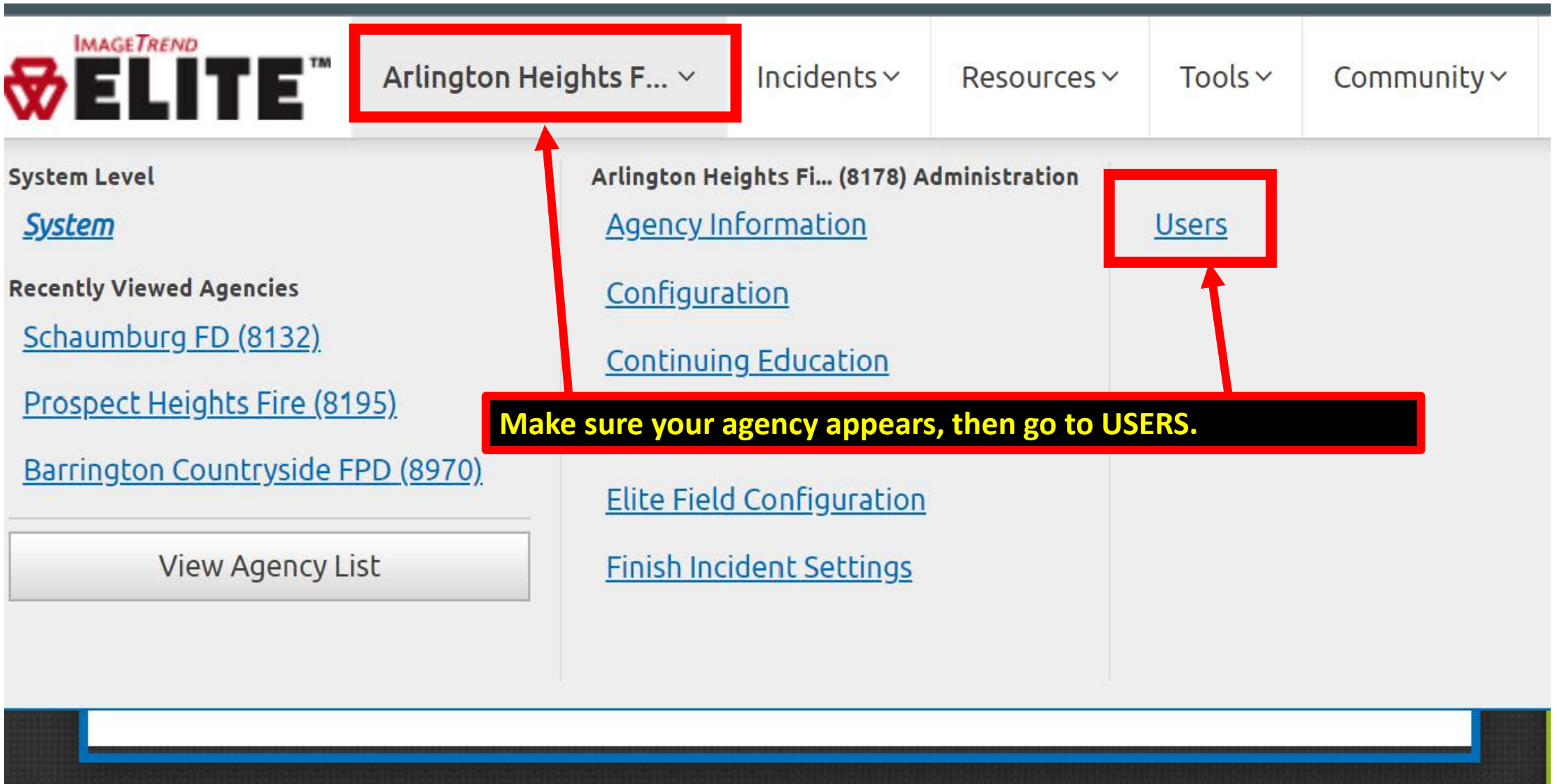
Setting the New Permission Levels **Updated**

- **This will help your agency make sure that you're in compliance with the new NWCEMSS "D4" policy. Remember that CARS updated this rule to have the PCR "Lock On Post" from Elite Field. Locking the PCR will trigger the "Audit Trail" in ImageTrend. The audit trail helps track any changes made to the PCR (Examples how to get to the audit trail at the end of this document).**
- ***When a change occurs in the PCR after "POSTING" a FIELD LEVEL AUDIT tracks any change made (VS, Narrative, Etc.) This change however does not document "why" the change occurred. An explanation can be put in under "Addendum" or documented in the Narrative of the PCR.***
- **In the future, there is a plan to make an incident status that locks out a user from going in and making changes should the PCR be subpoenaed.**
- **There is no way for ImageTrend to "Bulk" or "Batch" change a users permission level setting. It has to be done individually by the agency administrator.**
- **More information can be found at the ImageTrend University regarding the usage of "Locking Workflow Settings".**



Setting the New Permission Levels



Users

Search Last Name or First Name

Permission Group: 2 Groups Selected | Agency Status: Active | Inactive | Both | Show in EMS Run Form: Yes | No | Both | Go

+ New

1 - 15 of 15

Select Groups

Select All | Select None

2022 Resource Hospital - Staff

2023 InterSystem Limited Admin

Agency Administrator - EMS

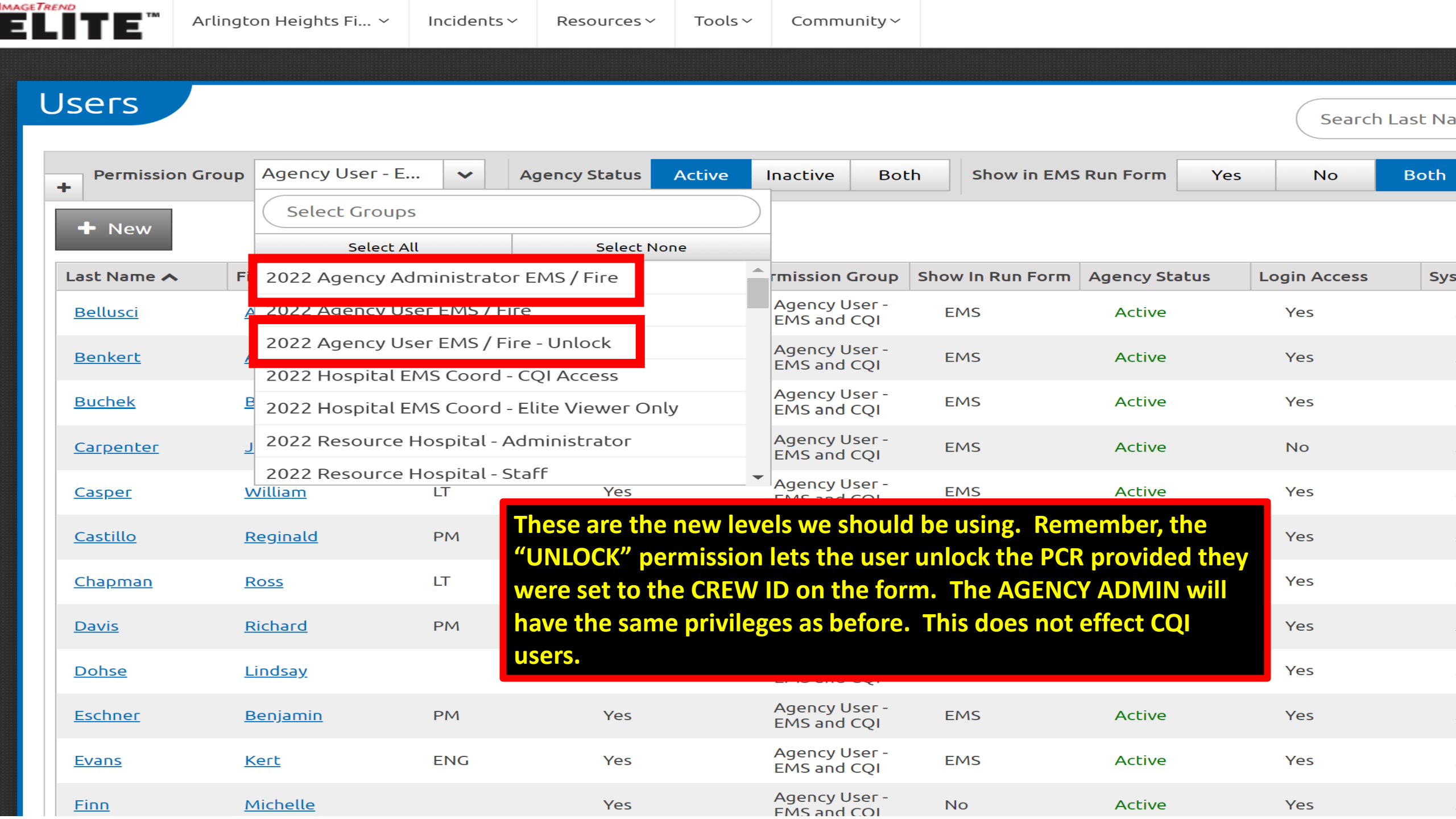
Agency Administrator - EMS - Authentication Test

Agency Administrator - EMS plus NFIRS

Agency Administrator - EMS-Fire

Last Name	First			Permission Group	Show In Run Form	Agency Status	Login Access	System Status
Braniff	J			Agency Administrator - EMS	EMS	Active	Yes	Active
East	L			Agency Administrator - EMS	EMS	Active	Yes	Active
Gripper	P			Agency Administrator - EMS	EMS	Active	Yes	Active
Hanselman	Curt	Deputy Chief	Yes	Agency Administrator -	EMS	Active	Yes	Active
Harris	Lance						Yes	Active
Klein	James			EMS / Fire			Yes	Active
Manthy	Richard	Battalion Chief	Yes	Agency Administrator - EMS	EMS	Active	Yes	Active
Parker	Sebastian	PM	Yes	Agency Administrator - EMS	EMS	Active	Yes	Active
Potts	Laura	Admin Support	Yes	Agency Administrator - EMS	No	Active	Yes	Active

To make it easier, sort these permission levels first. The one outlined in RED is OLD, we want to use the new levels on the next slide.


ELITE
Arlington Heights Fi...
Incidents
Resources
Tools
Community
Users
Search Last Na
Permission Group
Agency User - E...
Agency Status
Active
Inactive
Both
Show in EMS Run Form
Yes
No
Both
Select Groups
Select All
Select None
2022 Agency Administrator EMS / Fire
2022 Agency User EMS / Fire - Unlock
2022 Hospital EMS Coord - CQI Access
2022 Hospital EMS Coord - Elite Viewer Only
2022 Resource Hospital - Administrator
2022 Resource Hospital - Staff
New
Last Name
Show In Run Form
Agency Status
Login Access
Bellusci
Benkert
Buchek
Carpenter
Casper
William
Castillo
Reginald
Chapman
Ross
Davis
Richard
Dohse
Lindsay
Eschner
Benjamin
Evans
Kert
Finn
Michelle
Agency User - EMS and CQI
EMS
Active
Yes
No
LT
PM
ENG
These are the new levels we should be using. Remember, the "UNLOCK" permission lets the user unlock the PCR provided they were set to the CREW ID on the form. The AGENCY ADMIN will have the same privileges as before. This does not effect CQI users.

Users

Search Last Name or First Nam

Permission Group: Permission Grou... | Agency Status: Active | Inactive | Both | Show in EMS Run Form: Yes | No | Both | Go

+ New

1 - 25 of 12

Select Groups

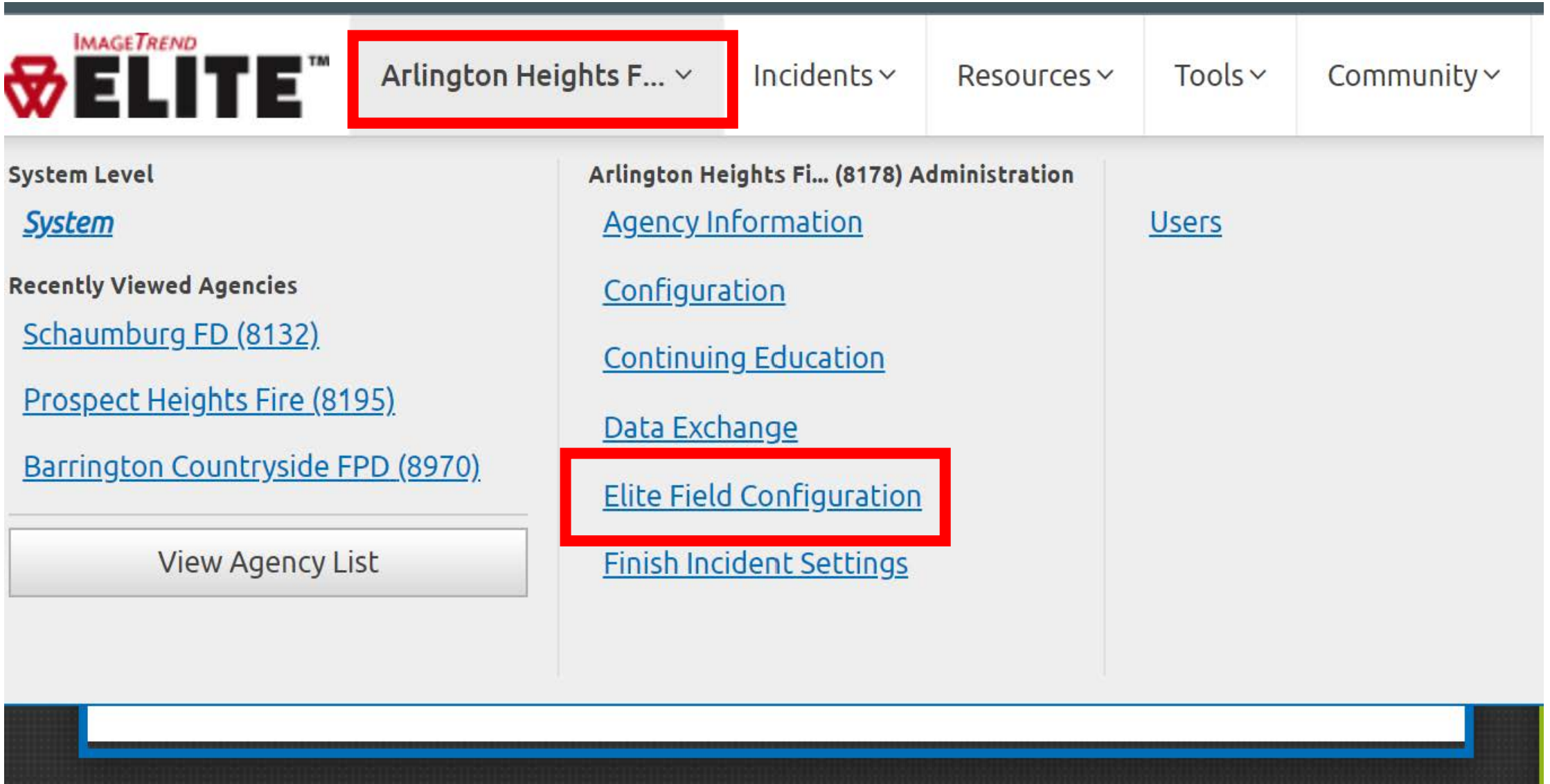
Select All | Select None

- Agency Secretary - EMS plus NFIRS
- Agency Secretary - EMS-Fire
- Agency User - EMS
- Agency User - EMS and CQI
- Agency User - EMS plus NFIRS
- Agency User - EMS plus NFIRS and CQI
- Agency User - EMS-Fire

Please use the Agency User + CQI for Lt's. & Acting Lt's. or field supervisor/station managers as this will allow for that group to unlock and see all PCR's for further review or CQI.

Last Name	Fi			rmission Group	Show In Run Form	Agency Status	Login Access	System Status
Aleckson	M			2022 Agency User EMS / Fire -	EMS	Active	Yes	Active
Barone	R							
Beattie	L			2022 Agency User EMS / Fire - Unlock	EMS	Active	Yes	Active
Bellusci	Alexander	PM	Yes	Agency User - EMS and CQI	EMS	Active	Yes	Active
Benkert	Andrew	B/C	Yes	Agency User - EMS and CQI	EMS	Active	Yes	Active
Braniff	James	PM	Yes	2022 Agency Administrator	EMS	Active	Yes	Active

Setting locking on “POST”



IMAGETREND ELITE™

Arlington Heights Fi...

Incidents

Elite Field Configuration

Device Authorization Settings

Elite Field Dashboard Widgets

Elite Field General Settings

EKG Monitor Import Setup

Post Reminder

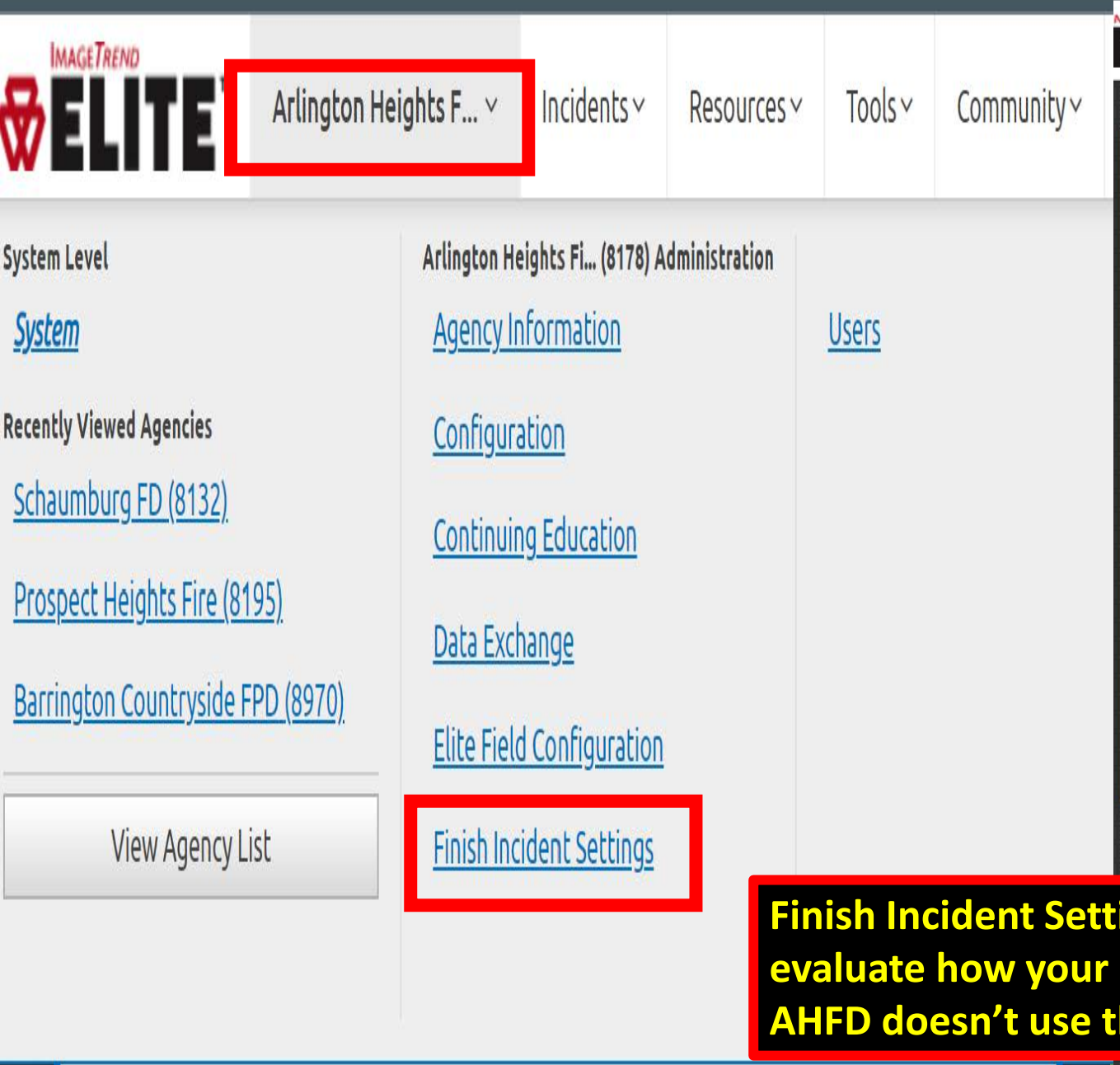
Elite Field General Settings then "lock on post" The rest of these settings are at the agencies discretion. This is what AHFD has this set to for example.

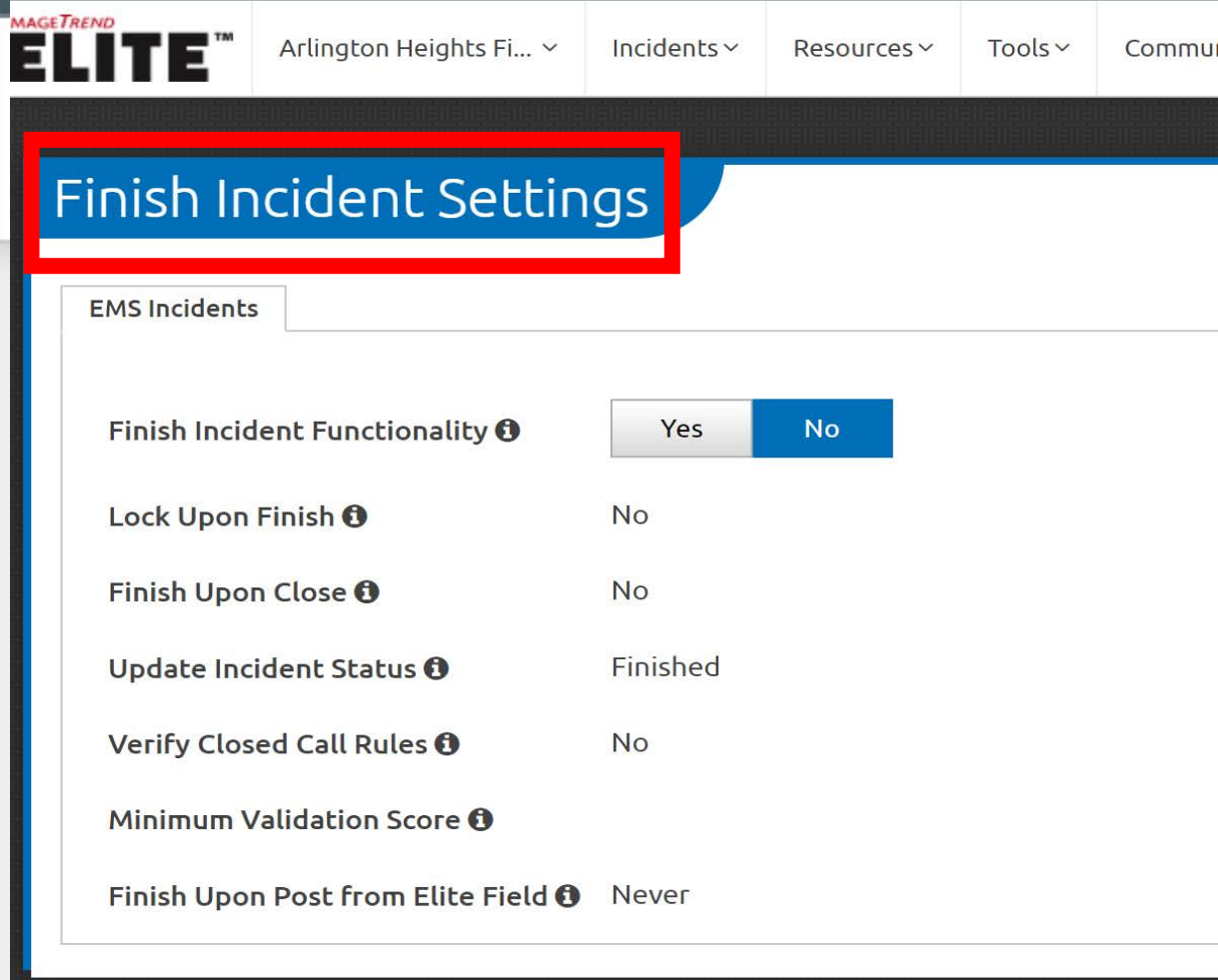
Elite Field General Settings

Automatically Delete Posted Incidents	Yes / No
Number of Days Old	14
Automatically Lock Incidents When Posting	Yes / No
Use External Keyboard	Yes / No
New Incident Confirmation Prompt	Yes / No
Allow Creating Incidents Directly From CAD	No
Post Behavior When EMS CAD Updates are Available	Always Post

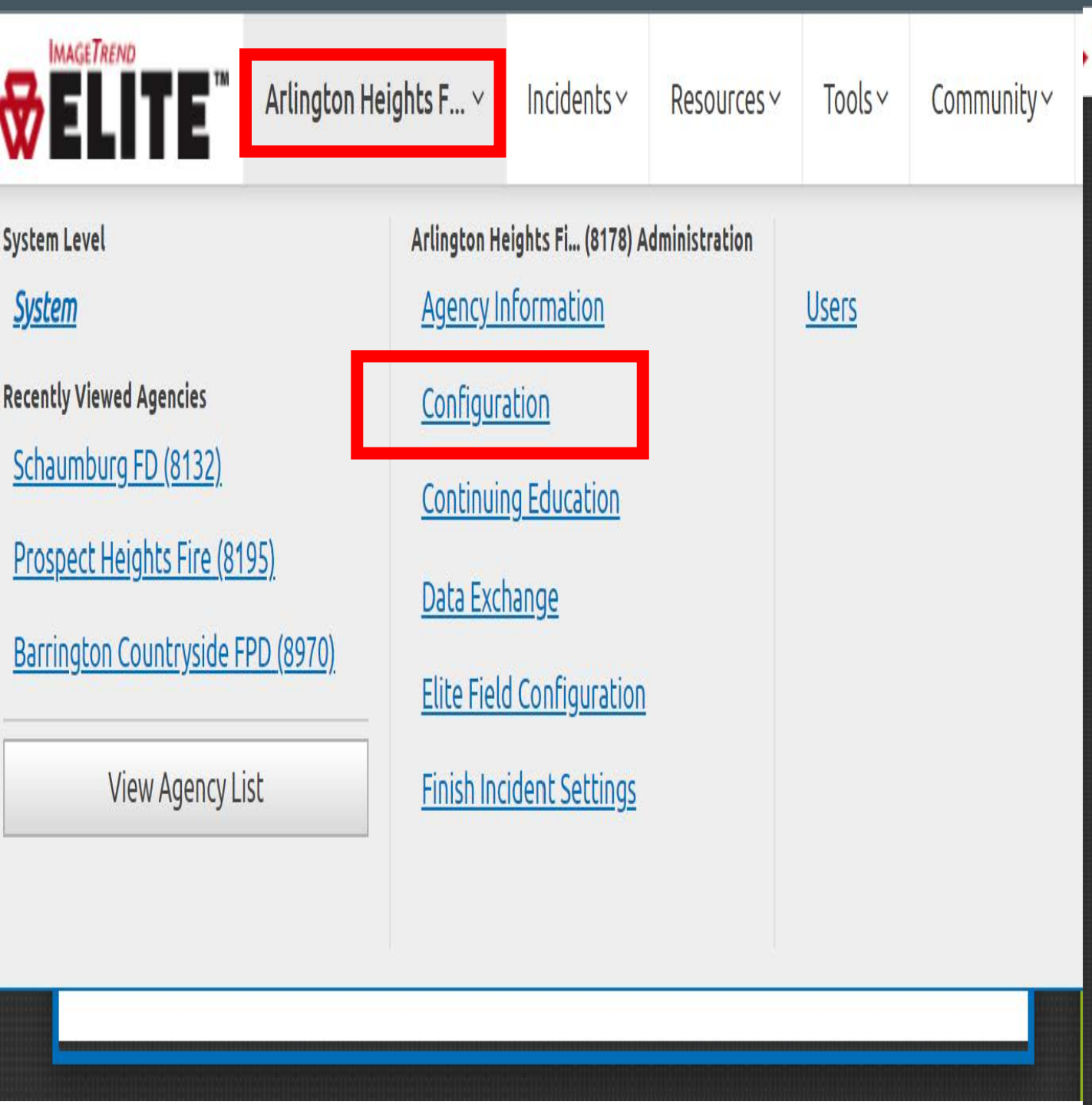
Password on Post Settings

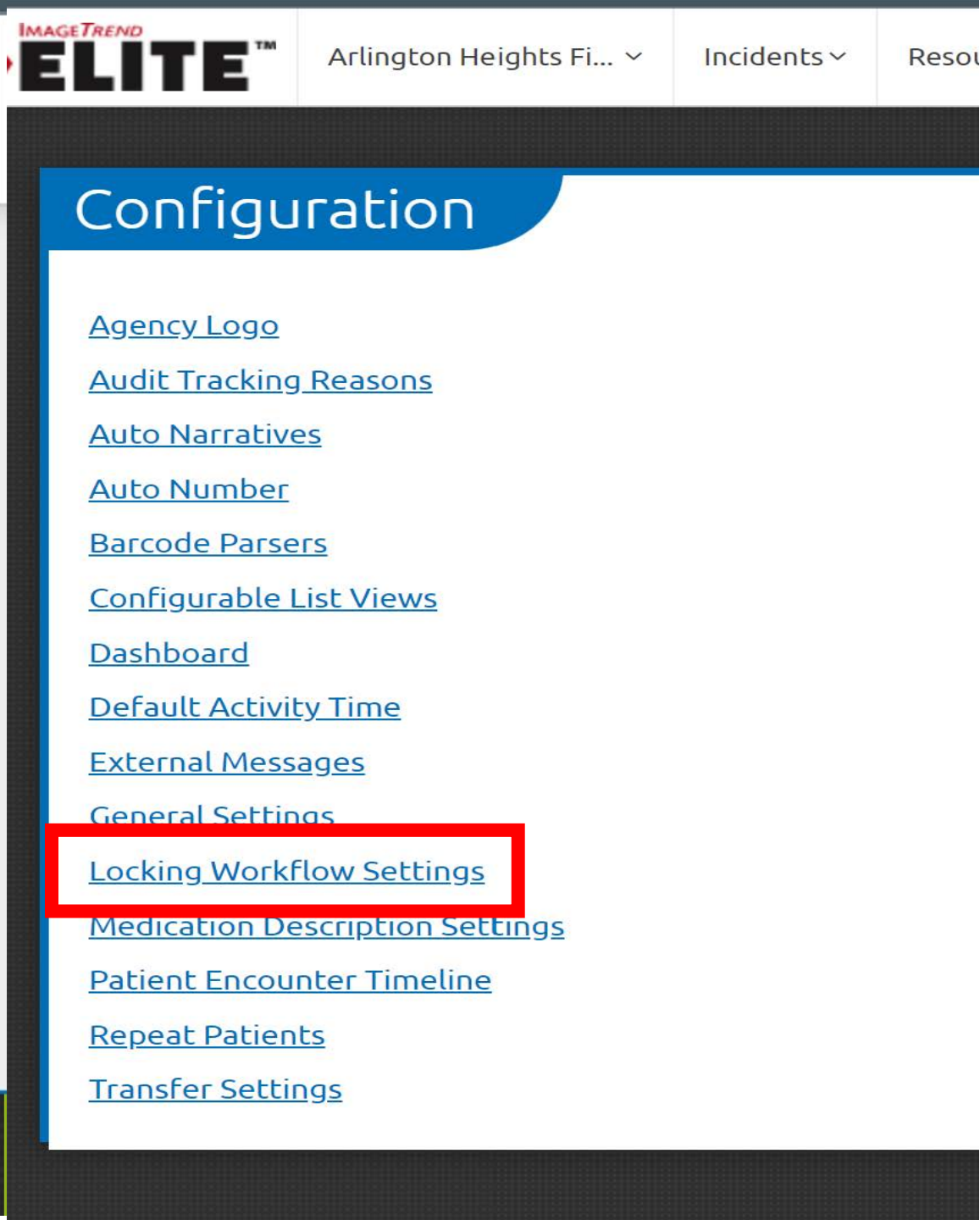
Require Primary Patient Caregiver Password On Post	Yes / No

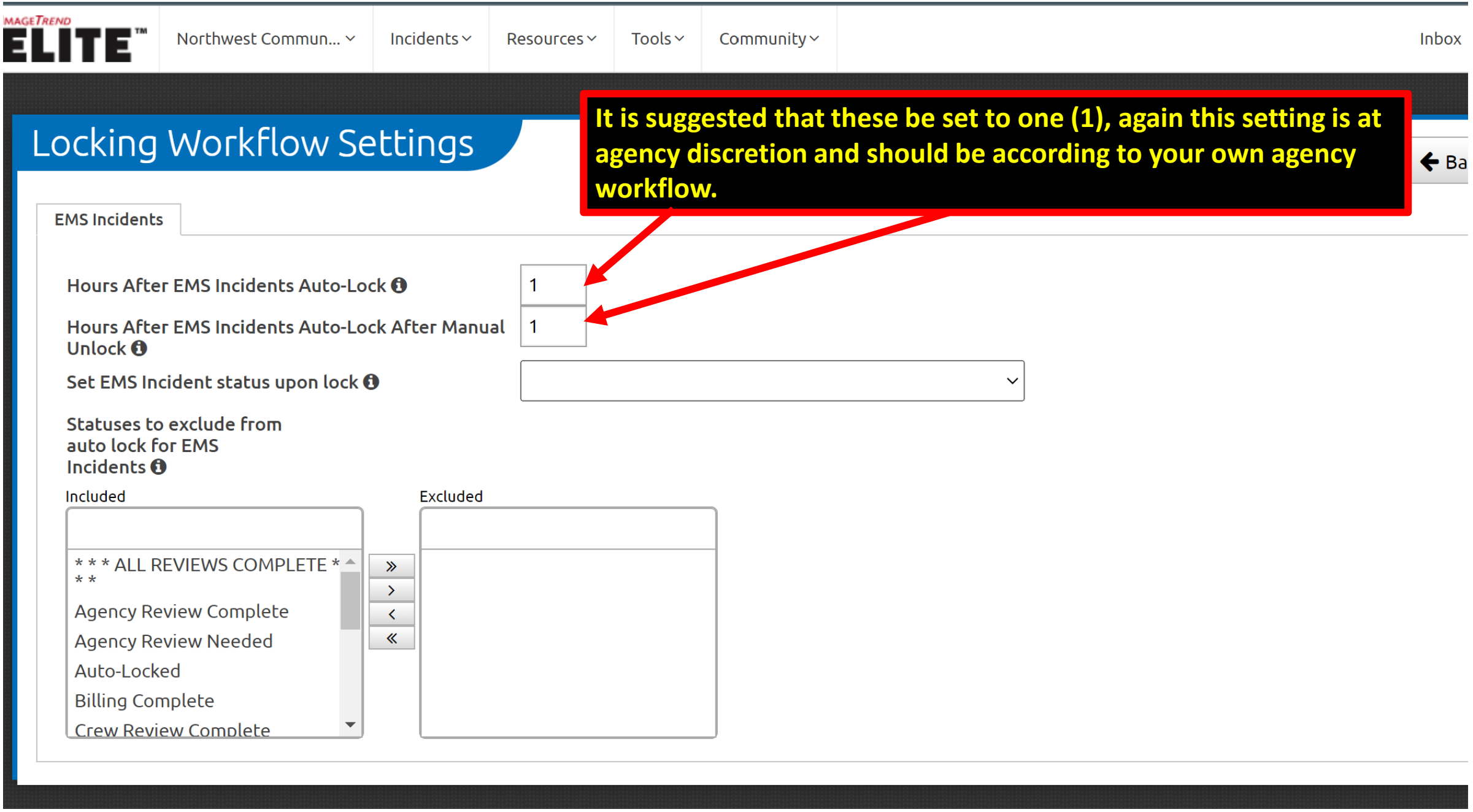




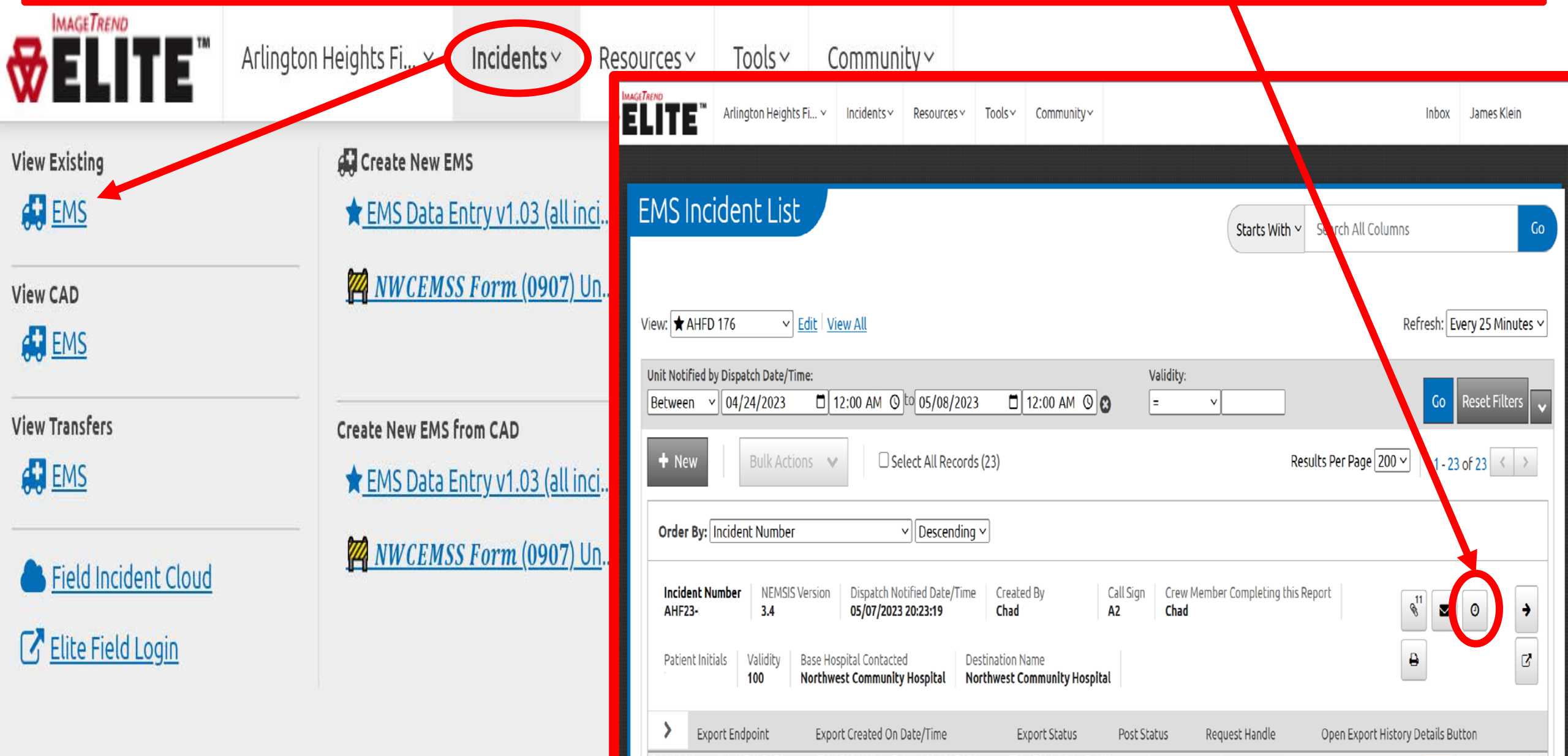
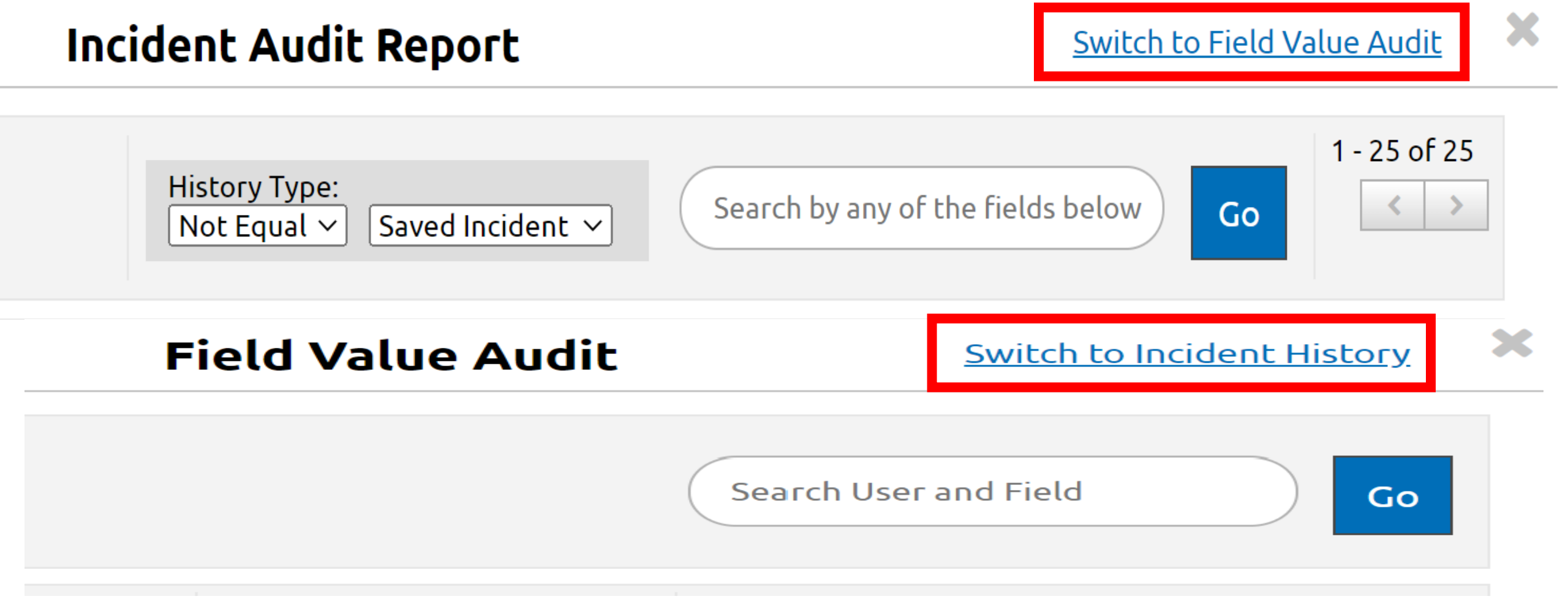
Finish Incident Settings are at agency discretion. You may have to evaluate how your agency uses this. An AHFD example is here, as AHFD doesn't use the finishing workflow.


ELITE
Arlington Heights F...
Incidents
Resources
Tools
Community
System Level
System
Recently Viewed Agencies
Schaumburg FD (8132)
Prospect Heights Fire (8195)
Barrington Countryside FPD (8970)
View Agency List
Arlington Heights Fi... (8178) Administration
Agency Information
Configuration
Continuing Education
Data Exchange
Elite Field Configuration
Finish Incident Settings
Users


ELITE
Arlington Heights Fi...
Incidents
Configuration
Agency Logo
Audit Tracking Reasons
Auto Narratives
Auto Number
Barcode Parsers
Configurable List Views
Dashboard
Default Activity Time
External Messages
General Settings
Locking Workflow Settings
Medication Description Settings
Patient Encounter Timeline
Repeat Patients
Transfer Settings


MAGETREND ELITE™
Northwest Commun...
Incidents
Resources
Tools
Community
Inbox
Locking Workflow Settings
It is suggested that these be set to one (1), again this setting is at agency discretion and should be according to your own agency workflow.
Ba
EMS Incidents
Hours After EMS Incidents Auto-Lock
1
Hours After EMS Incidents Auto-Lock After Manual Unlock
1
Set EMS Incident status upon lock
Statuses to exclude from auto lock for EMS Incidents
Included
Excluded
* * * ALL REVIEWS COMPLETE * * *
Agency Review Complete
Agency Review Needed
Auto-Locked
Billing Complete
Crew Review Complete

To view the audit trail start by getting to your incident history list and then clicking on the "clock" icon on the PCR you want to view.



Once you click on the "Clock" icon button, it will bring to the audit report viewer where you can see PCR changes, when it was posted, and the like. Try switching back and forth from "Incident Audit to Field Value" reports and note the differences. It's located in the upper right of the screen.