

**Northwest Community EMS System**  
**Computer Aided Reporting System (CARS) Committee**  
**Minutes June 14<sup>th</sup>, 2017**

- Meeting called to order at 09:05 hrs.
- May minutes approved
- Advised members and end users to “Logoff” when working with Field as incidents (ex. overwrite calls and possibly erase completed information) happen when other members unknowingly use another member’s account. Make sure you also “sign in” so that you know you are the current user.
- Printing update:
  - o Print out for hospital has not been fixed – no new update
    - Pt’s name at the bottom of each page is still not working; this is an issue between Google and Image Trend and this issue’s status is **IDLE**
- Monitor Power Tool will be cleaned up further to lesson clutter and improve the workflow. - Novak
- Elite admin Class will be held on June 15<sup>th</sup>, 2017 from 9-3 in the 901 building 1<sup>st</sup> floor conference room. - Brizzell, Klein
- There was a discussion on getting CARS to utilize social media outlets for distribution of information to its users.
  - o **Motion** was made to get Facebook, Instagram, and Twitter accounts up and running for the NWCEMSS CARS committee – J. Denna 2<sup>nd</sup> – J. Klein
  - o **Passed** unanimously
  - o A suggestion was made to make sure American Eagle is aware of turning on the social media icons when these accounts are setup – J. Klein
  - o As there was discussion on these issues S. Parry discovered that a “Twitter Account” was already established by an unknown creator. This could have been something created by R. Nosek in the past. CARS asked C. Mattera to look into created the account.
  - o Further information will be looked into about possibly developing a smart phone “APP” for the system possibly utilizing A. Rothenberg from PALT – S. Parry
- Discussion on Releases and the language and / or choices. We feel that “Refusal of Treatment”, when read, means the pt is refusing any further or all treatment. So if you already gave treatment to the diabetic pt with low blood sugar, they are now AOX4, want to sign off, you called the hospital, and they want to sign a release, you should choose the “Refusal of Treatment” along with any others that are appropriate. We are going to confirm with Connie and Dr. Jordan and then add something hopefully to July’s CE on this.
- Patrick Sennett was called in at 10:28 hrs. (Used PS phone equipment)
  - o Discussion about validating on controlled substances.
    - Validity rule enforcing “wasting” signature vs CQI process that requires review of all CS administration incidents. DEA stating that the current system is broken and there must be accountability in place for wasting NARCS.
  - o Norepinephrine CQI (unknown on further information)
  - o Resource hospital level validation apparently available.
  - o There will be a new update on 6/21 and there were no new release notes with the update. The only feature PS is aware of is creating and editing copies of validation rules.
  - o PS Hotlist
    - Fixing the postal code table (removed village of, city of, census designated place)
    - J. Klein asked PS to look into a problem with an AH zip code importing county code 167 (Sangamon County) with capital letters ARLINGTON HEIGHTS. It appears to be happening during the CAD import both in Web and Field.
    - Working on destination reporting (for Associate Coordinator access)
    - PBPI/Norepinephrine issue
- PS phone equipment left with K. Fitzpatrick in 901 EMS Offices – J. Klein
- New Speaker Phone for the CARS committee will be purchased for further communications with PS and ImageTrend Technicians/Administrators – J. Klein
- Meeting adjourned at 11:25 hrs.

Meeting Minutes submitted by J. Klein