Northwest Community EMS System
DRAFT Monthly Minutes for C.A.R.S Committee
April 11, 2018

- **Meeting called to order at 09:02 AM**
- Touched back on "Protocol used" change made by Patrick and as we can see that change has been inputted.
- Website Guy (Sam Parry) is in contact with American Eagle about updating website to have Twitter and Facebook hyperlink buttons added to the website. Supposedly it will take 2 hours of work by American Eagle for these buttons to be added and 5 hours to add a live stream/newsfeed of Twitter posts and Facebook posts.
- Two students from Fremd working on the app. Design of app will include SOPs (which will have a Table of Contents that will have a clickable hyperlink for each individual SOP)
- Dr. Jordan reminded everyone that we will have new SOPs coming later this year.
- Klein will be going to a conference in July and spoke with Patrick about having the exact list from the drop down menu for Provider Primary Impression, Etc.
    - Protocols used was cleaned up, as stated earlier
    - Klein wanted to know about different agencies Lt's viewing options. One agency makes their Lt's "secretaries" status for viewing reports.
    - Paul's agency allowed their Lt's to be CQI users that allows them more permissions. Their title is set to Agency Secretary.
    - Another agency created an entire secondary user profile for Lt's that allows them to pull up any report to be able to view it, but does not allow them to modify it. This is done with a secondary user/password that allows for billing permissions.

- Klein has not heard from Patrick
- Des Plaines is doing away with the "No patient contact" PCRs. This is very new, but should make it so this is not an issue moving forward.
- New Business:
    - Possible new template for MPR templates with multiple signature lines.
        - This would require talking to Patrick
        - Paul has an issue with patient information for MPRs (address, DOB, etc) and where to put it in an electronic version versus a paper version because of possible HIPAA violations. This brought up the issue with having to call OLMC for elderly releases. Most agencies have different styles for doing these Releases.

- - - Moving forward we are going to following what the Protocol states we do as far as pt info in order to avoid HIPAA violations.
      - Looking into a Multiple Release Template
  - Sam Parry brought up issue that "bedside entry" tab does not have race and ethnicity choices. He asked for Todd to add it here. It is in regular patient info section but not in the bedside entry section. Race and Ethnicity are not validity issues so this is being overlooked for people using the bedside entry section.
    - The only issue with this is potentially entering the wrong patient ethnicity and having the patient see this if the PMIC were showing them the tablet in order to make sure name spelling were correct. If the PMIC chose the wrong ethnicity the patient could be offended.
  - NWCH Paramedic room printers are now compatible for iPad printing (MPFD only, in case printers go down).
- PBPI Liaison has no report.
- The jot pad will be coming soon, per Klein.
- We are now allowing administrators to set up a pop up message to non-administrator users that appears when they first log in. This will be the type of pop up window that does not allow the user to proceed into the website without acknowledging the pop up message. It will be useful for new updates, changes, etc.
- **Motion to adjourn at 09:50 AM.**