



Northwest Community EMS System

Northwest Community Hospital
800 W. Central
Arlington Heights, IL 60005
Phone: 847-618-4480
Fax: 847-618-4489

Date: October 25, 2010

System Memo: # 320

To: **All EMS Agency Administrators/Coordinators
Field Bridge Superusers/CARS & Education Committee members**

From: John M. Ortinau, M.D., FACEP
EMS Medical Director

RE: **FIELD BRIDGE DOCUMENTATION CLASS**

A System committee chaired by Commander David Schultz has been actively creating the January 2011 CE entitled, **Use of Image Trend Field Bridge Software and General Principles of Good Documentation**. This is the System's first attempt at a team-teaching model using agency-designated instructors along with the hospital In-station educators and we are excited about the partnerships and the implications for the future.

As an important step in advance planning, we are reminding all system members of the points previously agreed to at past Advisory Board, CARS, Education, Hospital-EMSC, Provider-EMSC, and Chiefs/Administrator meetings.

1. **IMPORTANT:** All provider agencies (Fire Departments and Private) need to designate a sufficient number of super-user/trainers to conduct each of your regularly scheduled CE visits in January 2011.
2. These individuals **must attend at least one training class** (either Dec 6-7-8) @ AHFD Station #2, 1150 N. Arlington Heights Rd, Arlington Heights, 60004, from 0900-1200. If the super-user/trainer is not oriented to teach the class by virtue of attending one of these roll-out sessions, your January CE will need to be cancelled and rescheduled at a later date.

Please remember that the **mandatory System-wide go-live date** for the Field Bridge software (as voted by the Chiefs) is **June 30, 2011**.

3. The agency educators will be teaching the Field Bridge completion component of the January CE classes. Thus, they must be experts in the use of the Image Trend Field Bridge software. The hospital educators will interject principles of good documentation from a medical-legal viewpoint.
4. Because the majority of the class depends on the agency educators, they must be duty-assigned to the entire class and will not be able to respond on calls during that time. If no agency super-user/trainer is at a scheduled Jan CE class, that class will be cancelled.
5. It will be helpful to have the field bridge software installed on an agency computer that can be viewed by the learners from a large screen for each class.
6. **NEEDED ACTION:** By November 15th: please identify your super-user/trainer(s) to Susie Von Busch, EMS sec, svonbusch@nch.org or 847-618-4482 and the roll-out date(s) they plan to attend so we can continue planning appropriately.

If you have any questions, please contact Cmdr David Schultz, AHFD, 847-368-5461, Susan Wood RN, 847-618-4486, or Diana Neubecker RN, 847-618-4488. Thank you.