

**Northwest Community Hospital
CARS Meeting Minutes
Wednesday, April 12, 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.	Klein
Agenda	@0901	Emailed on 4-20-23 for review	
Approve Minutes	@0903	The February & March minutes were emailed on 4-10-23 and approve during April 12 th meeting.	Klein
<u>Open Issues</u>			
D4 Policy & Permission Levels	@0905	A new permission level giving the user the power to unlock has been crated and should be switch to ASAP. “2022 Agency User Fire/EMS – Unlock”. This allows many other permissions to be culminated over the years into one. There is no global way to switch permission levels, they have to be one by one. A System memo will have to be created to advise on what permission level will be required. Leaving the Locking Workflow Setting Incident Status to blank would be the safest option as it will not change the incident status upon lock and it will remain what it was when it was last changed. Further discussion led to “Audit Tracking Reasons” and were they required. As of now they are not required per the policy, as audit tracking would be enough to guide the reader to why the changes were made. Strongly suggested to leave an addendum or explain the changes in the narrative of the PCR. Some research will need to be done in	Klein Mattera Sennett
			Jordan

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		order to create an incident status that locks out anyone from changing a record that is under investigation (Under Investigation / Litigation Hold).	Klein
Normal Exam Finding Preset Value	@0949	Creating of a normal exam PT for simplicity of documentation. It will avoid the use of all normals finding on exam which highlights all assessments, rendering the exam unrealistic. The "Prone" position has been added to the VITALS PT and in Transport Details "pt. position during transport"	Klein Sennett
Removal Of "Other's" in Airway Fails	@1002	We are waiting for some of the agencies to scrub data on "Failed Airway Explanations" with regards to removing "Other" as a button and a text field. The goal to get past information of what users would have chosen "other" from a unique failed attempt. Further discussion from members who attend PBPI frequently attested to removing other as a whole till further data was gathered. Some complications or reasons to be added such as "fogging of the lens or failure of the video laryngoscope" will be lobbied for in the near future either through NEMSIS or ImageTrend.	Klein Mattera Sennett
Merging Users	@1014	Item of note with merging users. There was a comment if license numbers are wrong during a discovery of merging that those numbers have to be a support ticket through image trend as the numbers are a relational database then the incorrect number must be removed so that old and new data can be associated with the individual in question.	Klein Mattera Sennett
MPR Worksheet	@1030	Discussion on what the difference was between MPR and Invalid Assist. What is a MOI and what isn't. What gets documented and what does not. It was stated by the system that they do not have any such requirement for an MPR. This was brought on by some agency leaders that a report has to be filled out on all calls or that a release has to be used on every accident/invalid assist and so on. 3.5 will not support the use of this	Mattera

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		disposition when the change is made as other criteria will set what is required and what is not.	
Connect 2023	@1037	Connect Conference Jay Huh stated he would like to try to go again. Agencies have agreed to pay for \$100.00 per agency per year to send a representative to Connect. \$2400.00 is covered for 2 people to go (tuition, meals, travel, lodging) It is expected that the person covers these expenses and then submit for reimbursement. Motion by Rill: Send Jay Huh from CARS to The Connect conference in July. 2 nd by Klein, no further discussion and the ayes have the vote. Motion passes.	Klein Huh Mattera
PPP Agency Branded	@1044	Chiefs agreed to upgrade the SOP application so this can enable linked SOP's	Mattera
Social Media and EMS recruitment	@1047	Facebook page is currently locked due to Terms of Service violation. Instagram account will be setup. TikTok will not be used for NCH correspondence. Twitter is working and has been updated. YouTube channel for NCH EMS is also an option for recruitment.	
Gave PBPI Chair Wauconda access	@1052	Working without issue, no other problems have arisen regarding Wauconda's account.	
Procedure Sizes	@1053	Have been created for use by IT and will attempt to use its functionality in the near future.	
Moving Form from System to Hospital Level	@1058	Looking into moving forms from out of system level into hospital level. Makes the addition and visibility of system specific items easier to maintain.	

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Hospital Short Form	@1102	Will be removed in the transition to 3.5 form	
Version 2 (old service bridge)	@1106	That old data should our agencies need to access it can be retrieved through Patrick Sennett or through Report Writer under EMS V2 (transactional data only)	
Gender Selection	@1110	Transgender addressed at assigned at birth then person identified. No specific choices in 3.4 form. The new form is more accommodating with these choices. For now, please ask their assigned gender at birth and what they identify and document in the narrative.	
Testing Barcode/QR coding for pt matching	@1112	Further testing of the patient matching continues and look for possible changes in EMS workflows as that evolves	
Next Meeting		May 10 th , 2023 (Red/2 nd)	
Adjournment	@1120	Motion to adjourn by Klein & 2 nd Huh Minutes submitted by Secretary J. Klein	