

**Northwest Community Hospital
CARS Meeting Minutes
Wednesday, June 10th, 2026
In Person & TEAMS Meeting**

Meeting Attendees: *Recorded via TEAMS* and sign-in sheet created.

TOPIC	TIMELINE	RECOMMENDATIONS/ ACTIONS	FOLLOW -UP/ PERSON & DATE
Members / Guests	0901	General Membership –	
June Agenda	0902	Emailed on 6-10-26 for review. Subsequent email was sent to P. Dyer for posting to the website.	Klein
May Minutes	0903	The Chair checked email, confirmed distribution of the May minutes and today's agenda, and asked for corrections; none were raised, implying approval as read.	Klein
<u>Open Issues</u> Release notes overview	0904	The group discussed two June releases: an early-month release with minimal impact and a June 9 release that added documentation and IT/billing values without changing clinical lists; CQI AI was noted but not fully enabled for attendees to use.	Klein
Doppler values and student graduation/licensing procedures	0904	Patrick arrived and the group observed that Doppler values were added to ImageTrend to support agencies using Doppler devices; the team reviewed graduation handling, instructing agencies to revert students to EMT status until Illinois paramedic license confirmation is seen in IDPH, after which full paramedic privileges can be granted.	Klein
User creation, permissions, and inactive vs delete policy	0909	The group reviewed user-creation best practices (ensure email and correct permission groups), noted Lincolnshire's different permission group due to FHIR, and discussed record management: marking users agency inactive preserves legacy data; while deletions won't erase EMS run data due to a flat-file model, the group recommended continuing the safe practice of not deleting staff records to avoid errors and confusing reports.	Klein

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PBPI scheduling	0910	PBPI was on hiatus last month and will resume meeting in July, with no new updates reported during this call.	Klein / Chesney
CQI AI feature description and admin-permission issues	0914	Patrick described the CQI AI's capabilities—narrative-to-procedure/medication/metrics checks, spell/grammar checks, and planned protocol-aware features—and explained the admin override permission currently appears granted but is not functioning for agency admins; Sam Lord is investigating and the group discussed enabling admin groups first to gather feedback.	Klein
Admin testing, feedback, and specific AI checks	0916	Attendees agreed admins and super-users should trial CQI AI on complex or completed runs, use the feedback mechanism to report issues, and leverage the tool to catch signature inconsistencies and transport/refusal mismatches as the system matures.	Klein
Module sharing and brief closing items	0919	The meeting began this segment with a check for final comments and Courtney asking Speaker 2 to share a short training module he mentioned, which Speaker 2 agreed to send as a brief, high-level outline. Participants confirmed limited outstanding work from Speaker 2 and prepared to close routine items.	Klein
Next meeting and report on permissions issue	0923	The group confirmed the next meeting date as July 8, 2026, and a participant reported lacking permissions to run system reports; Speaker 6 offered to compare permission levels with the user who has access and to resolve the permission discrepancy.	Klein
Introduction to controlled-substance documentation concerns	0924	Bill raised concerns about controlled substance submission and chain-of-custody documentation requirements, prompting discussion about required fields in policy and the need for images or identifiers to support historical tracking and audits.	Bill T.
Operational example and system validation behavior	0925	T. Hayes described an incident where a paramedic restocked the wrong fentanyl entry and the lot number in the PCR allowed reconciliation, and the team discussed that the system requires certain entries (drawn, administered, wasted, restocked) but does not enforce all identifier fields.	Klein / Hayes

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Demonstration of the controlled-substance grid and field options	0932	Klein demonstrated the controlled-substance grid, showed where vial/lot information appears, confirmed the vial number field exists but is not highlighted as required, and offered to add lot/vial or supplemental grid questions to capture needed identifiers.	Klein
Discussion of safes (Compx) and reporting integration	0940	Participants reviewed options for drug safes, with T. Hayes describing costs, one-time fees for Compx, local service, and automated reporting features; the group compared recurring licensing costs of other safes and agreed Compx is a practical option for long-term cost savings.	Klein / Hayes
Data-field reconciliation and adjournment	0945	The team clarified that vial and lot number fields exist in different datasets, agreed to prioritize lot number on the controlled-substance form to mirror handwritten logs and maintain compliance, and closed the meeting with confirmation to implement and test the changes and a formal motion to adjourn.	Klein / Bill T.
Next Meeting		July 8, 2026 (Red / 2nd Shift)	Klein
Adjournment		Motion to adjourn 1st Bill & 2nd Kourtney Minutes submitted by Acting Secretary J. Klein	Klein