EHR Tutor Instructor Tipsheet:
EMS Runs- Overview and Documentation

EMS Run Introduction

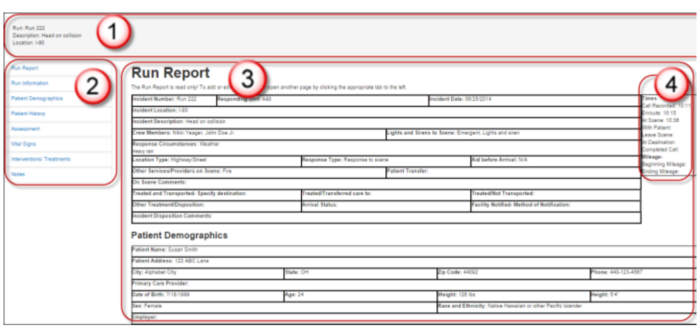
Students only enter data on the Run Sheets within activities that you create for them, but there are two different places and purposes for an instructor to enter Run data.

1 Activities- You and your students can add documentation to the copies of Runs that have been added to an activity in an assigned course. This is where students gain experience using electronic records. As an instructor, you are automatically assigned as a student to every Course that you create so that you can view activities and document as a student by using Student View. Your documentation *done from Student View* will not be seen by students because each student has their own separate copy of the Run, created when a student opens a Run for the *first* time.

2. EMS Run Library- Only instructors can enter data for Runs saved in the Run Library. The Runs in the Library can be copied from the Run Library and added to activities by instructors for students to use. Instructors can modify existing Runs or build new Runs that can be used repeatedly in your lessons and activities. Students and instructors add documentation to a *copy* of the Run in an activity, but the Run saved in the Run Library remains unchanged, except when instructors edit the data by accessing the Run in the Library.

Overview of EMS Run Sheets

A Run always opens to the Run Report page.



1. The Run header is always seen at the top of the page for all Run sheets. It includes the basic information: Run Name; Description; Location.
2. Documentation tabs to the left side of the page are like the tabs in the paper chart. Each tab opens a Run sheet with a specific type of content. This is where data is entered on the various Run sheets described below.
3. The center of the page is the main work area. The content of this area will change depending on which documentation tab you click. You can read and enter Run data in this area.
4. Times for certain Run events are grouped together in one area of the right side of the Run Report.

Documentation Tabs Overview

Now let's look at the various documentation tabs and the content associated with each. Documentation is done in exactly the same way by instructors and students.

- Run Report
- Run Information
- Patient Demographics
- Patient History
- Assessment
- Vital Signs
- Interventions/ Treatments
- Notes

Run Report

The Run Report is **read only**. Data is automatically transferred to the Run Report from all of the other Run sheets where the data is entered and edited.
If no data has been entered yet on a particular Run sheet, that section of the Run Report is not displayed.

Run Information

This sheet contains information that is mainly about the Run itself rather than specifics about the patient and treatment. The incident number, description and location are transferred from the Run Information sheet to the header. Details of travel to and from the scene, disposition of the incident, and related information are entered on this sheet.

Times entered in Run Information are transferred to the right side of the Run Report in a separate area to group certain event times together in one area.

Patient Demographics

This is where you enter data for identifying information about the patient (name, DOB, address, etc.), and basic physical information (sex, height, weight, etc.) and the patient's insurance information.

Important! HIPAA guidelines prohibit you from using Protected Health Information (PHI) in this type of academic documentation. You should *never* use *real identifying information* from *real patients* when documenting in EHR Tutor. You should always use fictitious identifying information so that protected health information is not revealed for any *real* patient.

History

This sheet is where you document the patient's medical history and medications being taken by the patient.

EMS Assessment

You will enter the chief complaint and document your assessment of the patient's physical condition on this sheet. Notice that there are comment boxes for each assessment section. Students should learn that to properly document, they must sometimes add narrative details rather than simply selecting items from a menu.

The cause of injury is also on this sheet. If it was a vehicular crash, details of the crash can be entered.

Vital Signs

The patient's vital signs will be documented on this sheet.

Interventions/Treatments

Interventions such as CPR and respiratory and cardiac interventions can be documented here along with other physical or miscellaneous interventions. Text boxes let students add narrative treatment notes for each type of treatment. All medications given and IVs started are also documented on this sheet. Using the Add button allows for multiple medication or IV entries.

Notes

Any type of additional information related to the Run can be entered here by students as directed by the instructor. This provides additional flexibility for Run documentation, which is not always standardized in education or in the Emergency Services industry.

Data Entry Methods

There are four methods of data entry:

- Selecting a choice from a single select list
- Selecting multiple choices from a mute-select list
- Typing an entry into a text field (short entry)
- Typing an entry into a text area (longer entry)

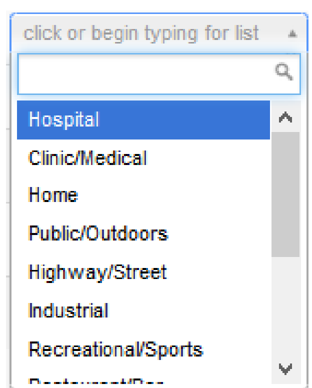
Any or all of these methods may be found on any Run sheet. We will use examples from the Run Information sheet to show how each method works.

1. After selecting your Course, click the **Run Information** tab from the left menu to open the Run Information page.
2. Click on the Edit button to be able to add or edit data on the sheet.

Single Select field

Single select fields are designated with an arrow to the right of the field.

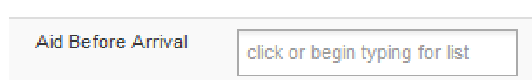
1. Click in the field. The list expands.



2. Select your entry by clicking on an item from the list. The list will collapse and display your selection.

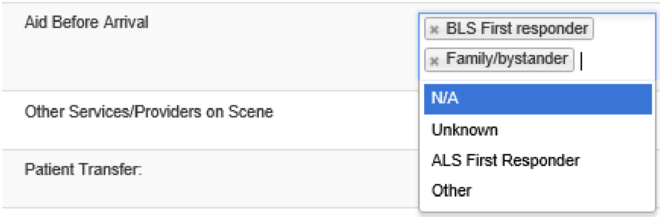
Multi-select fields

Multi-select fields look similar to the single select field, but they do not have a drop down arrow.



1. Click inside the field.

The multi-select list expands.



2. Select an item from the list and it will move to the top of the box with a shaded background.

3. Continue to select any other choices that apply.

4. After selecting all your choices from this list, click the **Tab** key on your keyboard to move to the next field. (You can also click in the next field with your mouse.)
5. Your selections now appear on the flowsheet in the appropriate field.

Note: *If you select an incorrect response and have not yet saved this flowsheet, you can delete the selection by clicking the* ***x*** *next to it before continuing.*

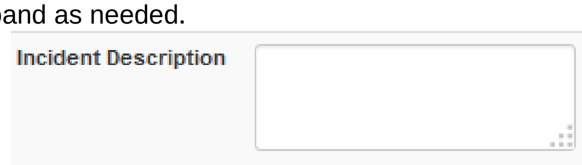
Short text entry field

Short Text Entry fields are used for short responses such as names, numbers, vital sign entries, etc.

Enter your information from the keyboard and press the **Tab** key on the keyboard when you are done to move to the next field.

Long text entry areas

These areas are larger than the Short Text Entry field to allow for better visualization of longer entries. This field will expand as needed.

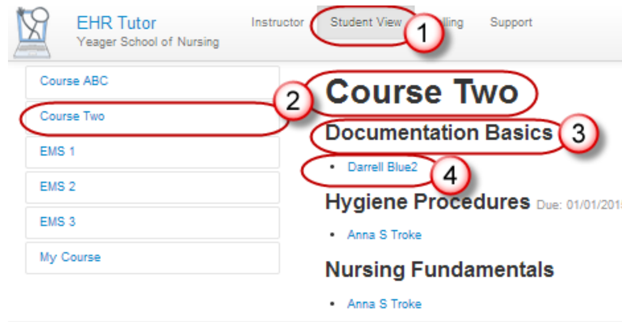


Enter your information from the keyboard and press the **Tab** key on the keyboard when you are done.

Important! *You must click the* ***Submit*** *button to save any new data before you leave a Run sheet for any reason, including accidental computer shut down. Otherwise your new data will be lost. If entering a large amount of data, it may be helpful to* ***Submit*** *after a period of time, to save the data already entered, and then click* ***Edit*** *to continue entering more data.*

Where to Go to Enter Documentation

1. Within an Activity
Students can only document on Run sheets from within activities. This also applies to instructors when using Student View.



1. Click **Student View** in the top menu. (Students see the word *Courses* in the menu instead of *Student View*.)
2. The Course tabs to the left of the page list all of your courses. Click on a tab for a particular course and the selected course name will appear in bold at the top of the page. Be aware that some courses might not be designated as EMS courses. The courses designated as Clinical courses will not have Run sheets.
3. Each Run activity that was added to a course by the instructor will appear as a smaller bold sub heading beneath the course title.
4. If a Run has been attached to an activity, you will see the Run name as a blue hyperlink. Click on the name.
5. The Run Report page opens with tabs along the left side of the page for entering Run data.

2. In the Run Library

Only instructors document in the Run Library. The Run Library stores the Runs that you can add to an Activity for your students to use for documentation.

1. Click **Instructor** from the top menu.
2. Click the **Run Library** tab found along the left side of the page.
3. Click the **Edit Run** link for a particular Run to open the Edit Run page.

4. From the Edit Run page click the **Edit Run Data** button at the bottom of the page. (If you are creating a new Run, you must enter the Incident Number and click **Save** before the **Edit Run Data** button will appear at the bottom of the Edit Run page.)
5. The Run Report page opens with tabs for the various Run sheets located along the left side of the page for entering data.

Remember the Run Report is *Read Only.* Data is entered only on the other Run sheets and automatically transferred to the Run Report.

Important! The first time a student or instructor in Student View opens a Run, a separate student copy of that Run is created. After the student copy is created, changes to Run in the Run Library are not transferred to the student copy. Students do not see each others' run documentation.