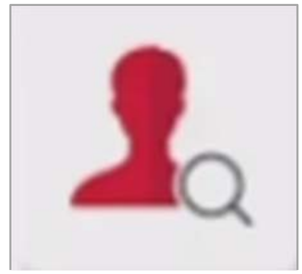
EMTrack®

Provider Administrator Training

Mobile

To download the EMTrack Mobile app for your iOS or Android device

iOS



1. On your phone, open the **App Store**.
2. Search for **EMTrack** and in the results, locate **EMTrack Mobile**.
3. Tap **GET**.

Android

1. On your phone, open the Play Store.
2. Search for **EMTrack** and in the results, locate **EMTrack Mobile**.
3. Tap the EMTrack Mobile frame.

Web

To log in to EMTrack through the Internet

1. Through your internet browser, go to: https://emtrack.juvare.com
   The Log In page opens.
2. Enter the temporary **Username** and **Password** provided by your instructor, and click **Log In**.

   Note*: After this training, the Username and Password will be reset.*

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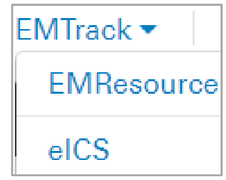
EMResource / eICS



Users that have access to EMTrack, EMResource, and eICS are able to navigate back and forth between the applications using the application switcher located on the upper right.

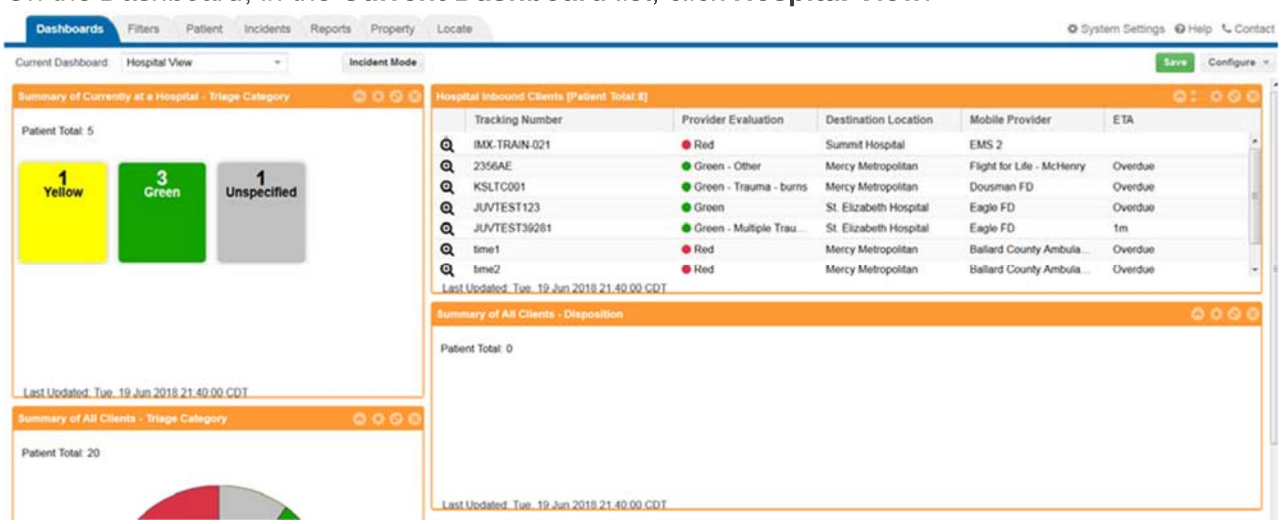
- In EMTrack, click the app switcher and select EMResource/eICS.
- In EMResource/eICS, click the app switcher and select EMTrack.

Dashboards and Filters

Dashboards are made up of gadgets that provide patient lists, incident information, and patient summaries that can be region-wide or incident-specific according to the users' access rights.

To explore the dashboard

1. On the *Dashboard*, in the **Current Dashboard** list, click **Hospital View**.



2. On the upper right, click **Configure** and in the list, click **Copy Dashboard**. It appears to be the same dashboard, but the name has changed to *New*.

To explore the dashboard (continued)

3. Click **Incident Mode**. In the list that appears, click **3.0 MCI Event**. Gadgets with orange frames represent region-wide data and gadgets with blue frames contain facility-specific data.
4. Click through the gadget controls:
    a. On the upper left gadget, *Transporting Via - Incident*… click the *Configure* icon . The gadget controls appear.
    b. In the **Filter** list, select a different filter and click **Apply**.
    c. On the gadget below that one, *Summary of All Clients…* click the *Configure* icon. The gadget controls appear.
    d. In the **Group By**, **Sort By**, and **Summary Type** settings, select other options and click **Apply**.
5. On the upper right, click **Configure** and in the list, click **Add Gadget**. The *Gadget Directory* window opens.
6. Click to select a gadget. The gadget is added to the bottom of the dashboard for you to configure.

To create a new filter

1. Click the **Filters** tab.
2. Add search criteria and click **Search**.
3. Specify and alter the columns by clicking the **Columns** button. Select the check box for each column you want to include.
4. Drag and drop the columns to place them in the order that you want them to display.
5. Click **Save As.**
6. Enter the filter's **Name** and if appropriate, the **Description**.
7. Set any sharing that you would like.
8. Click **Save**.

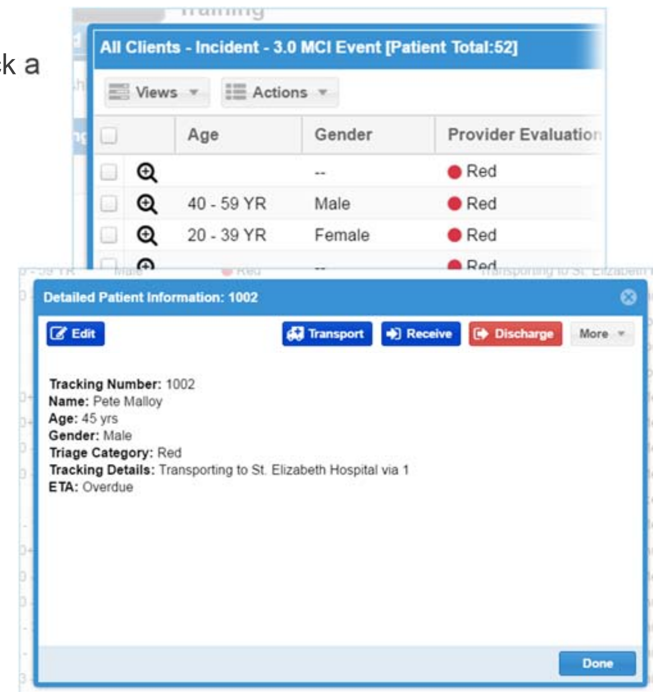
To create a new dashboard

1. Click the **Dashboard** tab.
2. Click **Configure** and then **Add Division Dashboard**. The word **New** appears in the **Current Dashboard** field.
3. Add one or more gadgets to the dashboard. Use the filter you previously created in at least one gadget.
4. Click **Save.**
5. Enter a **Name** for the dashboard and if appropriate, enter its **Description**.
6. Add sharing for the dashboard by selecting the role you want to share it with and click **Add.**
7. Click **Save**.

Working with Patients

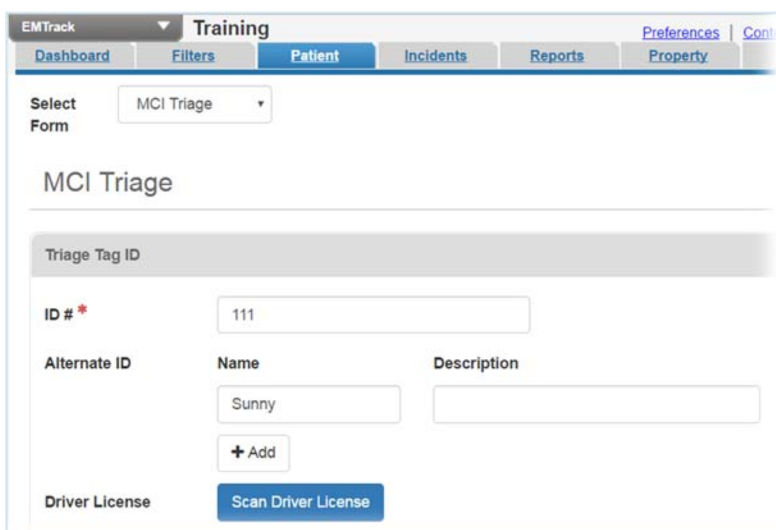
Once patients have been entered into EMTrack, authorized users are able to add information such as demographics, treatment actions, patient condition, property, and relatives.

To view patient data



1. On the *Summary of All Clients…* gadgets, click a section of the pie chart. A window opens with data about the patients in that category.
2. On a patient row, click the *View* icon 🔍. The *Detailed Patient Information* window opens.
3. Click through the **Transport**, **Receive**, and **Discharge** buttons.
4. Click **More** and then click through the different **Action** and **View** options.
5. Click **Edit** and on the window asking if you want to leave, click **Leave**. The *Patient* page opens with the *Demographics* tab selected.
6. On the upper right, click **DL/ID Reader**. A window opens waiting for the scanned data. If you have a scanner, you can scan an ID. Otherwise, click **Cancel**.
7. Navigate through the other tabs (such as **Relatives**, **Property**, and **Images**).

To enter patient data



1. From any page, click the **Patient** tab. Select the *MCI Triage* patient entry form.
2. Enter a **Name** and select a **Triage Category**.
3. For **Incident Involvement**, select **3.0 MCI Event**.
4. Select a **Current Location**, and then for **Destination Location**, select either *St. Elizabeth Hospital* or *Summit Hospital*.
5. Enter other information as necessary, and at the bottom, click **Save**.

Enter a patient using the mobile app

1. Follow the instructions on Page 1 to install the EMTrack mobile application on your device
2. Log in to the EMTrack mobile application using your temporary account
3. Confirm that the division listed at the top is "Training", "Summit Hospital", or "St. Elizabeth Hospital"
4. Select the Triage form
5. Enter all required fields
6. Click **UPLOAD** at the bottom of the form
7. Make sure that there are no errors and that the patient was uploaded

Incident Type

Incident type "templates" streamline the incident creation process by providing basic details that are appropriate to the type. The user creating the incident can accept this default information or change it. A description can help users determine the appropriate type to choose when an incident occurs.

To create an incident type

1. In the upper right, click **System Settings**.
2. On the left, under **Other Settings**, click **Incident Types**.
3. Click **Create Incident Type**.
4. Enter the **Name**.
5. If appropriate, enter the **Description**.
6. Click the **Incident Sites** tab.
7. Click **Add Site** and add at least one incident site.
8. Click the **Providers** tab.
9. Click **Add Provider**.
10. Click **Search Providers**.
11. Select the check box each provider that you want to include.
12. Click **Add Provider**.
13. Click **Save**.

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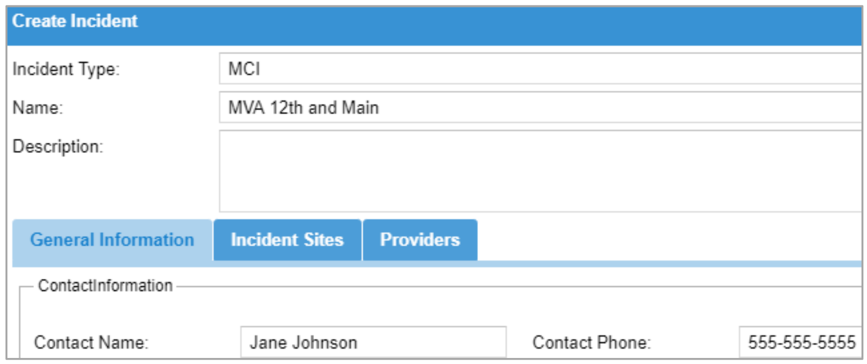
Incidents

Incidents are used to group patients, sites (such as destination facilities) and participants (such as mobile providers) that are associated with an event to help you quickly locate all the information you need.

To create and review incident data



1. From any page, click the **Incidents** tab.
2. On the upper right, click **Create Incident**. The *Create Incident* window opens.
3. In the **Incident Type** list, click the incident type you created previously and click **Next**.
4. For **Name**, delete the default name and enter a new name that includes your name.
5. Enter a description and other general information about the incident.
6. Click the **Incident Sites** tab, and on the lower left, click **Add Site**. A row is added to the list.
7. On the new row, click in the *Name* column to enter a name and then click the *Map* icon. The *Select Address* window opens.
8. Click the correct address and click **OK**. The map window opens, which you can dismiss.
9. Click the **Participants** tab, and simply review the participants.
10. Click **Save**. The window closes.
11. Click the **Patient** tab, and add one or more patients to your incident.
12. Click the **Dashboard** tab, and if it is not already blue, click **Incident Mode**.
13. In the **Incident Mode** list, select your incident to review the patient data.
14. When you are ready, click the **Incidents** tab.
15. Locate your incident in the table and click **End**.

Please complete the Juvare Training Evaluation Survey: https://learning.juvare.com

Thank you for participating in today's training!