Montgomery County Fire and Rescue Service

FIRE CHIEF'S GENERAL ORDER

NUMBER: 09-18

Rescinded

September 23, 2009

TO: All MCFRS Personnel

FROM: Fire Chief Richard R. Bowers

SUBJECT: Electronic Patient Care Reporting System (ePCR)

Montgomery County Fire Rescue Service (MCFRS) is implementing a new electronic patient care reporting system. This system will replace the current MAIS forms and will become the official records system for patient care reporting.

The pilot phase of this program begins on September 20, 2009. The training and implementation of the pilot phase will begin in Battalion 4. For the pilot period, only personnel in this Battalion will be using the new system. During those weeks, system testing and evaluation will be ongoing. After any needed adjustments are made, training and implementation will begin in the other four battalions.

All personnel from the rank of Captain and below must complete the approved training for this new system. The training will be conducted using an on-line format while on duty. Volunteer personnel may complete the training either in the station or remotely. As we begin each battalion, every one assigned to that battalion, both career and volunteer will have ten days to complete the mandatory ePCR training session on the IT Training site before proficiency testing is initiated. At the end of that two week period, the IT Training Coordinator will schedule proficiency testing for each individual. The development of the proficiency testing schedule will be done in conjunction with both career and volunteer trainers.

After personnel have successfully completed the proficiency test, they will be authorized to use the new ePCR system on incidents. The department will provide a number of career and volunteer personnel throughout the Battalions who have attended a Train the Trainer courses to facilitate this process and field any questions personnel may have during this training and testing process.

Each Battalion will have a mandatory date for training and testing completion based upon the scheduled date of implementation. This date will be 30 days after the onset of the training in that particular battalion. All personnel **must** obtain the ePCR training by that target date. If you have not successfully completed the training by that date you will be temporarily removed from the IECS until you complete the required training and certification.

Mobile computers will be distributed to allow personnel that have successfully completed the proficiency test to begin utilizing the new electronic system immediately.

When the individual has completed the training and proficiency testing, and the ePCR mobile device is installed on the apparatus and is operational, they **must** utilize the new electronic system on every EMS incident. If you attempt to complete the patient care report electronically and are unable to do so, you must then complete the paper MAIS form for that incident and report the problem to the on-duty EMS Duty Officer.

Only personnel that have completed a training session and successfully passed the test will have access to the new system. If you are working in a location that has the mobile computer but, you have not yet completed both of those processes, you **must** continue to use the paper MAIS system to document all patient care.

MCFRS will maintain a backup paper system for any temporary outages to the electronic system. However, once the electronic system is back on line all paper incident reports must be converted to electronic version by the original report creator. This conversion must occur by the end of the next shift or standby shift worked.

Please direct any questions to Battalion Chief Diane Zuspan at (240) 777-2453.

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