

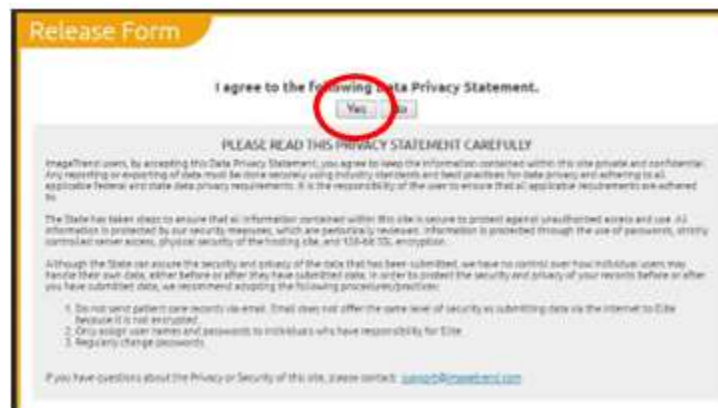
# MCFRS EMT Training – Using Elite for EMT Field Practice Reports

## Background:

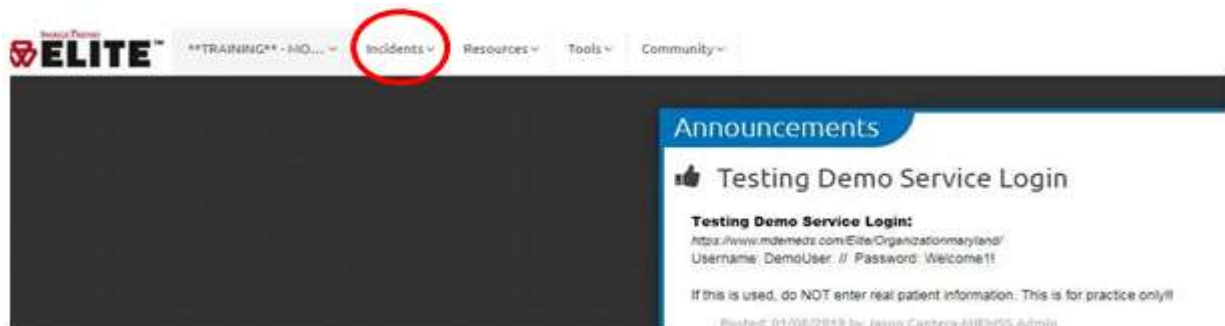
There are two versions of Elite: Elite (the desktop version, which we're not using much) and Elite Field (the version on apparatus Toughbook's and the one you will use for practice reports).

## Logging In:

- Run Google Chrome on your computer.
- Go to <https://www.mdmeds.com/Elite/>. You will see the login screen with a yellow border. (Yellow is the desktop version.)
- Log in with the practice user account:
  - Login Name: emtstudent
  - Password: See EMT Class Resource page for current password  
**DO NOT CHANGE OR ATTEMPT TO RESET IF YOU HAVE ISSUES LOGGING IN, STOP AND NOTIFY YOUR INSTRUCTOR**
- Click **Yes** to agree to the privacy statement.

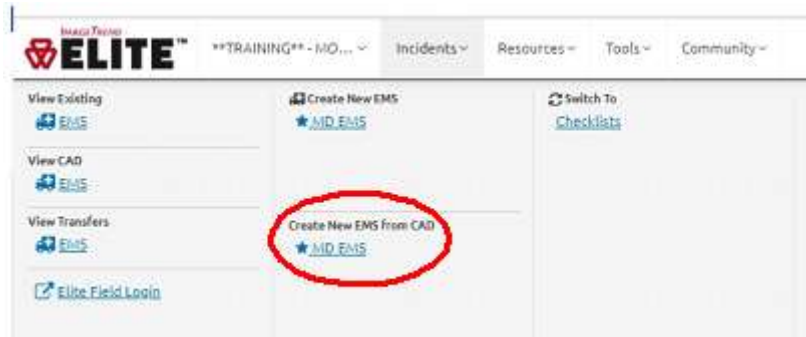


- There will be a popup window "Announcements", do not do anything with that popup but instead Click the **Incidents** menu button.

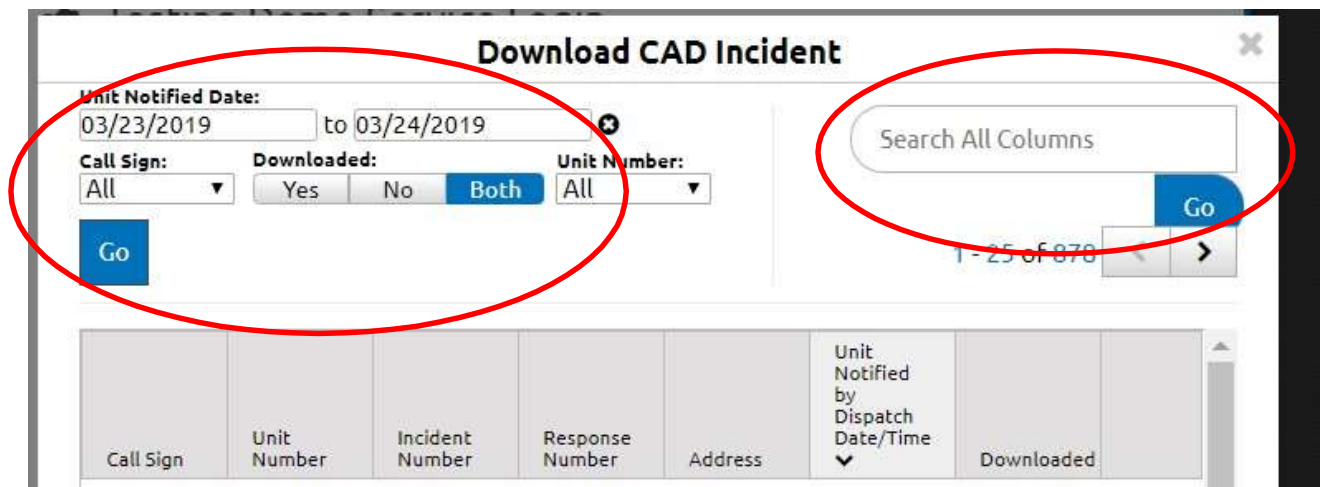


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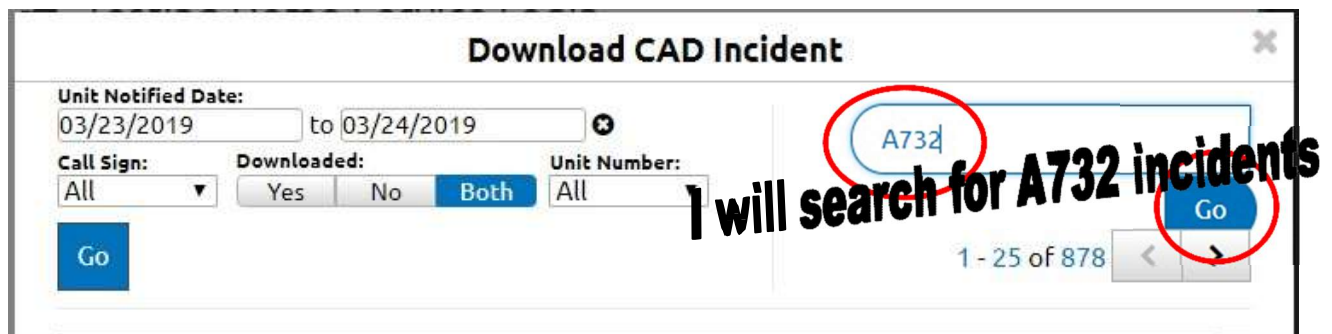
- Click to select **Create New EMS from CAD: MD EMS**



- A new window will appear **Download CAD Incident**
- Type in your unit # in the Search All Columns and click on the blue **Go** button directly under it or search by date range and click on the blue **Go** button under it.



- Select and click on Download from for the incident you need to open and write a report for.



- You will get a new pop up window with the incidents listed for the unit queried (i.e. A732)

## MCFRS EMT Training – Using Elite for EMT Field Practice Reports

**Download CAD Incident**




Unit Notified Date: 03/23/2019 to 03/24/2019

Call Sign: All Downloaded: Yes No Both Unit Number: All

Go

A732

1 - 10 of 10

Call Sign	Unit Number	Incident Number	Response Number	Address	Unit Notified by Dispatch Date/Time	Downloaded	
A732	A732	F190003570 7		14330 TRAVILAH RD	3/24/2019 09:26:33	3/24/2019 10:30:59	
A732	A732	F190003569 1		13901 GLEN MILL RD	3/24/2019 07:19:14		
A732	A732	F190003568 1		502 KING FARM BLVD	3/24/2019 06:09:44	3/24/2019 06:31:49	

- Click on the Download Icon for the incident you wish to open and write

**Download CAD Incident**




Unit Notified Date: 03/23/2019 to 03/24/2019

Call Sign: All Downloaded: Yes No Both Unit Number: All

Go

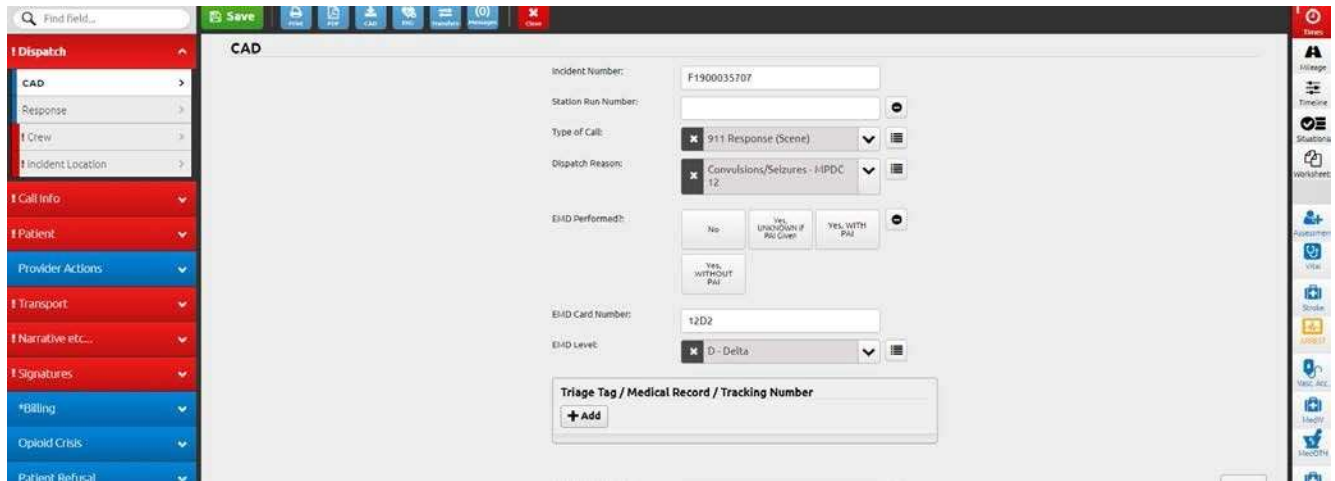
A732

1 - 10 of 10

Call Sign	Unit Number	Incident Number	Response Number	Address	Unit Notified by Dispatch Date/Time	Downloaded	
A732	A732	F190003570 7		14330 TRAVILAH RD	3/24/2019 09:26:33	3/24/2019 10:30:59	
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A732	A732	F190003568 1		502 KING FARM BLVD	3/24/2019 06:09:44	3/24/2019 06:31:49	

- After a couple of "loading screens" your Incident report will open on the screen for you to then complete.

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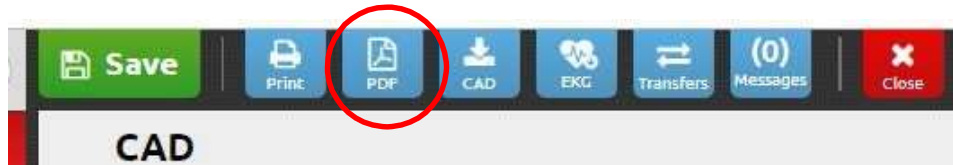
The screenshot shows the Elite CAD interface. On the left is a navigation menu with categories like Dispatch, Call Info, Patient, Provider Actions, Transport, Narrative etc..., Signatures, Billing, Opioid Crisis, and Patient Refusal. The main area is titled 'CAD' and contains the following fields:

- Incident Number: F1900035707
- Station Run Number: (empty)
- Type of Call: 911 Response (Scene)
- Dispatch Reason: Convulsions/Seizures - HIPDC 12
- EHD Performed?: No, YES UNKOWN IF PAI Care, YES WITH PAI, YES WITHOUT PAI
- EHD Card Number: +2D2
- EHD Level: D - Delta
- Triage Tag / Medical Record / Tracking Number: +Add

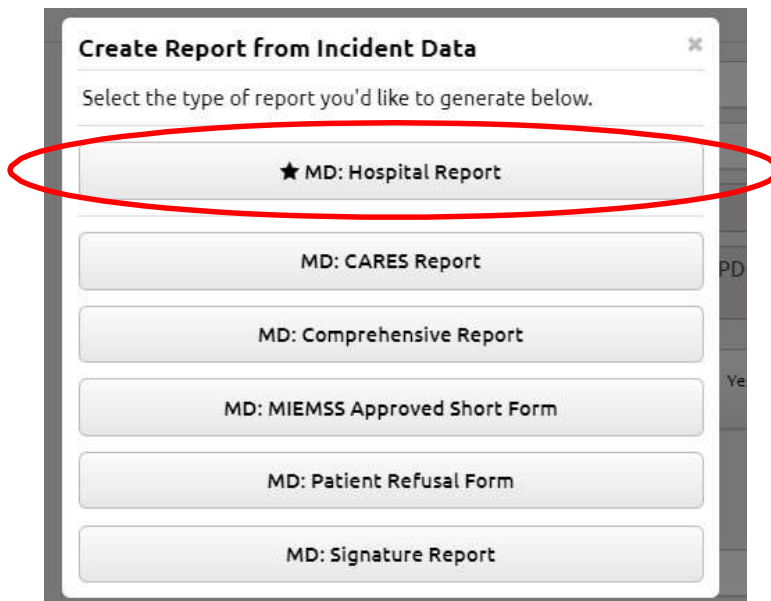
On the right side, there is a vertical toolbar with icons for various functions like Message, Timeline, Stations, Worksheet, etc.

### Making a PDF of Your Practice Report to Send to Your EMT Instructor

- Write your report. Once your report is done and you are ready to submit,
- Click the **PDF** button, located at the top of the screen



- Click the **MD: Hospital Report** button on the resulting pop-up window.

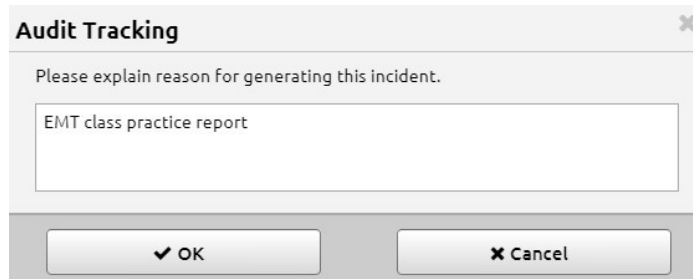


The screenshot shows a pop-up window titled 'Create Report from Incident Data'. It contains the text 'Select the type of report you'd like to generate below.' and a list of report types:

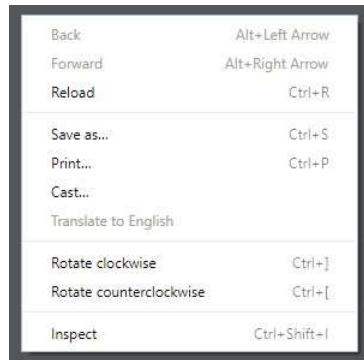
- ★ MD: Hospital Report (circled in red)
- MD: CARES Report
- MD: Comprehensive Report
- MD: MIEMSS Approved Short Form
- MD: Patient Refusal Form
- MD: Signature Report

## **MCFRS EMT Training – Using Elite for EMT Field Practice Reports**

- Type the following as reason when/if prompted: **EMT class practice report** and click the **OK** button.



- Wait for Elite to create and load the PDF on-screen.
- Right-click the report to access the pop-up window and select **Save As**.



- Save the file somewhere on your computer with the following naming convention:

<b>Naming Convention</b>	<b>Example</b>
MIEMSS Course Number and Date mmddyy	20EMT001010120

- From the **EMT Class Resource Page** <https://www.montgomerycountymd.gov/mcfrs-psta/ems/emt-class-resources.html>
- Click on the **EMT eMEDS Submission (jotform)** link <https://mcfrs.jotform.com/232056160312947>
- Fill in the submission form, including name, email, incident number, date of incident and attach the pdf to submit. See example below.

## MCFRS EMT Training – Using Elite for EMT Field Practice Reports

### EMT Internship eMeds Submission

Select Your Name \*

182: Student, EMT ▼

Enter your email address \*

EMT.Student@email.com

example@example.com

Incident # \*

F2300012345

Date of Internship Incident \*

10-10-2023



Date

eMeds Incident Submission \*

Browse Files

(PDF format)

20EMT001010120.pdf 120kb

Submit

Admin only