

Lord Fairfax EMS Council PI/TPI Submission Instructions

FY 2020

1. Login to your agency's **State Elite** site and access **Report Writer** by selecting **Tools**
2. Open the **Council Region** folder located in the **Shared Reports** section
3. Select the **LFEMSC-QI/TPI - Medication/Procedure** report click **Generate Report**
 - a. Select the appropriate date range
 - b. Leave **Situation Possible Injury** blank
 - c. For **Medication Given** select **Contains** then type in **Dopamine**
 - d. Leave **Patient Attempted Procedure** blank
 - e. Generate Report
4. Select **Actions, Export, PDF** then save file with **Report Name, Agency** and, **Date Range**
5. Select the **LFEMSC-QI/TPI - Procedures on Injury Patients** report click **Generate Report**
 - a. Select the appropriate date range
 - b. Repeat step 4
6. Select the **LFEMSC-QI/TPI 12 Lead** report click **Generate Report**
 - a. Select the appropriate date range
 - b. Repeat step 4
7. Select the **LFEMSC-QI/TPI Refusals** report click **Generate Report**
 - a. Select the appropriate date range
 - b. Repeat step 4
8. Open the **Call Information** folder located in the **Image Trend Reports** section
9. Select the **Ambulance Run Data Report**
 - a. Select the appropriate date range
 - b. Select your **Agency Name**
 - c. Click **Generate Report**
 - d. Repeat step 4
10. Send email to jpetrie@vaems.org with each report attached.