
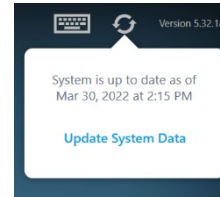


## ESO Electronic Health Record Report Login Instructions

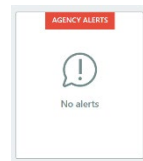
1. Navigate to the ESO mobile desktop icon on a GeTac device
2. Enter your username and password
3. Enter "UFA" in the Agency Code field (this will only be entered the first time you log in)

4. **BEFORE** selecting the green "let's go" button, choose the "update system data" logo  in the top right corner to ensure that the mobile application has the most current configuration settings. This should be done every time you log in to ESO mobile.

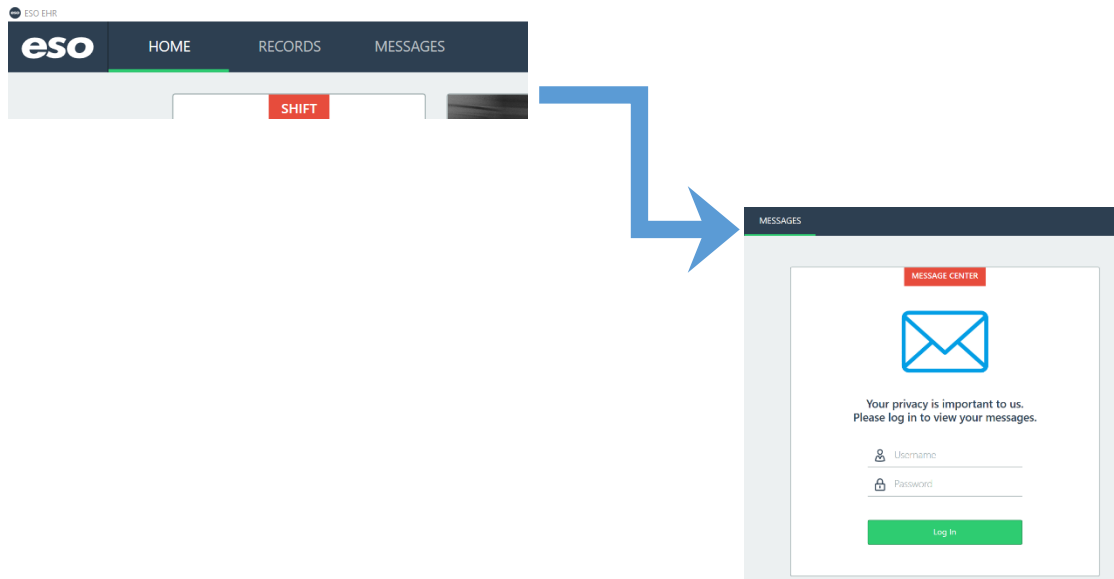


5. Select "set shift" and fill out information with ALL individuals who are on your assigned apparatus. For ambulances, enter ONLY the 2 who are assigned to the ambulance. For heavy apparatus, add all 3 or 4 who are assigned to the apparatus. For jump rigs, use the heavy apparatus designator (e.g. ME113). Note that there are no options to select in the "vehicle" field. This should be left blank.

6. Check the "agency alerts" field for any messages



7. Check the "messages" box at the top for any messages that may have been sent directly to you. Note that you will have to re-enter your username and password to access any messages. This should be done several times throughout your shift. You should reply to all messages received with either an answer to the message or a simple "received" to acknowledge receipt of the message.



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### Pre-Implementation Testing:

Before June 25<sup>th</sup>, we ask that you complete as many medical reports for as many fake calls as possible. The CAD import button is live, however, any data/information entered into the program before the go live date in June will be erased and these reports will not overwrite or otherwise integrate with actual patient care reports. Although this system is secure and fully HIPAA compliant, during the testing phase please do not use PHI for actual patients just make up fake information. You can import monitor data as well (assuming data is uploaded from the monitor to the cloud). Note that it is best practice to upload all calls from your Zoll monitor to the cloud when you get back to the station or while at the hospital. This is a good opportunity to “share the load” and have whoever on the apparatus is not checking in the patient or cleaning the ambulance upload the monitor data.

Please use the electronic form below to provide us with feedback so that questions, problems, comments, etc. can be recorded and any configuration changes made.

