

Quick Reference Guide for TripTix

Entering Web Run Records

Notes

Save Buttons

When you click the **Save** button in any section, the entire report is saved to an incomplete run record that you can finish later.

This action also updates the field requirements.

CAD Data

Computer Aided Dispatch (CAD) allows you to view a list of all runs a specified vehicle has made during the past 24 hours.

Open a New Run Record

1. On the home page, select **Enter Run Record** from the **(Click Here)** pick list at the top.
2. Click **Create New Run** to create a new record.
3. Complete each section of the form.
4. Click **Save** in the upper right corner of each section to save changes as you go.

The screenshot displays the TripTix web application interface. At the top, there is a header with the Intermedix logo and a 'Town of Little Elm' login area. Below the header, the 'Incident' section is visible, containing fields for 'Response Type' (Medical Transport), 'Patient Disposition' (Transport and treatment), 'Call Date' (03/11/2013), 'Dispatched At' (Back Pain), 'Found To Be' (Back Pain), 'Dispatch ID Number', 'Map Page', 'Dispatch Delay' (Location (Inability To Obtain)), and 'Response Delay'. To the right of these fields is a 'Unit' section with a 'Responding Unit' dropdown (Q022) and a 'Response Mode to Scene' dropdown (Lights & Sirens). Below the 'Unit' section is a 'Crew' section with a list of crew members and their roles. The 'Pickup Location' section is also visible, with fields for 'Pickup Facility' (Centennial Medical Center), 'Pickup Location' (H-Hospital), 'Street Number' (888), 'Street Name' (Hubberty Rd), 'Apt/Suite', 'Zipcode' (75034), and 'Location Type' (Health Care Facility (clinic, hospital, nursing home)).

Import CAD Data

1. Open a run record.
2. In the **Incident** section, select the desired option from the **Responding Unit** pick list.
3. Click the **CAD Search** button.
4. On the page that opens, select a run.
5. Click **Import**.

Warning: Your Department may not have CAD enabled. In this case, skip the Import CAD Data instructions.

TIPS

- ✓ Click **Edit** from the **Task List** on the home page to complete an existing run record.
- ✓ Complete the **Incident** section first, because information in this section activates or deactivates other sections.

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Check for Errors and Warnings

1. Finish all relevant sections and fields of a run record, except **Narrative**.
2. Click the **Error Check** button on the bottom of the page or any **Save** button.
3. Click a link in the **Summary of Warnings Detected** or **Summary of Errors Detected** lists at the top of the page.
4. Enter the missing information into the highlighted fields.
5. Repeat these steps until you have corrected all errors.

Complete the Narrative

1. Scroll down to **Optional Narrative Assistance**.
2. Select any relevant check boxes.
3. Scroll down to **Narrative** and click the **Click here for narrative assistance** button. If this button is not available, proceed to the next step.
4. Add additional relevant information.
5. Click **Save**.

...you have to do with this page.
finished entering this record; however, you may Logoff and continue at a later

Summary of Warnings Detected

[Incident](#) - 'Found To Be' is recommended
[Incident](#) - 'Branch' is recommended
[Pickup Location](#) - 'Pickup Medical Record Num' is recommended
[Pickup Location](#) - 'Referring Physician' is recommended
[Destination Location](#) - 'QSG Dest. Medical Record Num' is recommended
[Destination Location](#) - 'Accepting Physician' is recommended
[Patient](#) - 'SSN' is recommended
[Patient](#) - 'Home Phone' is recommended
[Protocol](#) - 'Protocol' is recommended
[Systemic](#) - 'Skin' is recommended
[Systemic](#) - 'Head / Neck' is recommended
[Systemic](#) - 'Chest' is recommended
[Systemic](#) - 'Abdomen' is recommended
[Systemic](#) - 'Extremities' is recommended
[Systemic](#) - 'Back' is recommended
[Events](#) - 'Patient Contact' missing
[Department Specifics](#) - 'This is a Global text field' is recommended
[Final](#) - Signature Card

Summary of Errors Detected

[Incident](#) - 'Response Type' is required
[Incident](#) - 'Called By' is required
[Incident](#) - 'Dispatched As' is required
[Incident](#) - 'Fire Incident #' is required
[Incident](#) - 'Primary Role Of Unit' is required
[Incident](#) - 'Conveyed By' is required
[Incident](#) - 'First EMS Unit On Scene' is required
[Incident](#) - 'Responding Unit' is required
[Incident](#) - 'Unit Type' is required
[Incident](#) - 'Station' is required
[Incident](#) - Incident # is required
[Incident](#) - 'Crew' - At least two crew members are required for transport

Notes

Errors

Incomplete required fields.
Error fields are highlighted in red after running an error check.

Warnings

Incomplete recommended fields. Warning fields are highlighted in yellow after running an error check.

Narrative

A required basic description of the incident.

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Submit the Run Record

1. After you complete the **Narrative**, if warnings still exist, click **Ignore Warnings – Accept AS-IS** with no changes at the top of the page.
2. Review the draft document.
3. Click **Click here if you need to correct mistakes** to correct any errors. If there are no errors, proceed to the next step.
4. Click **Permanently Save Changes** if no changes are needed.

Add Addendum

1. On the home page, select **Addendum Entry** from the **(Click Here)** pick list.
2. Click the desired patient name in the 72-hour list. If your record is not in the list, enter the Intermedix Account # or other record identifier, then click **Go**.
3. Enter the added or changed information in the **Addendum** text box above the document.
4. When you are finished, click **Save**.

Notes

Addendum

Additional documentation attached to a run report after it has been submitted for billing. Once a report has been finalized, adding an addendum is the only legal way to make changes to it. Only crew members on the original report and administrators with permissions can add addendums.