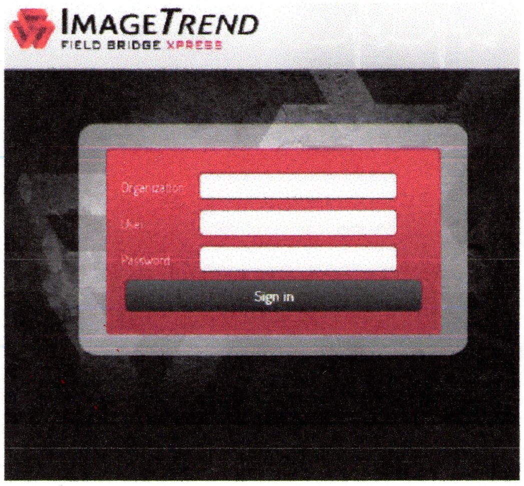
Monroe FAST Squad
Field Bridge Xpress "How-To"

To start using Xpress: https://xpress.emsbridge.com/fbx

If you plan to ever use a "mobile" device, such as a smartphone or i-pad, to access Temsis, you will need to follow the instructions included in the Appendix, "How to Set Up Field Bridge Xpress." Otherwise, if you plan to ONLY access Temsis via a traditional laptop or desktop computer, you only need to use the above URL, rather than the traditional "www.nhtemsis.org" address.

To login, on this screen:



For "Organization", enter **1154**

For "User", enter your normal **NH State License #** (same one you used for Temsis)

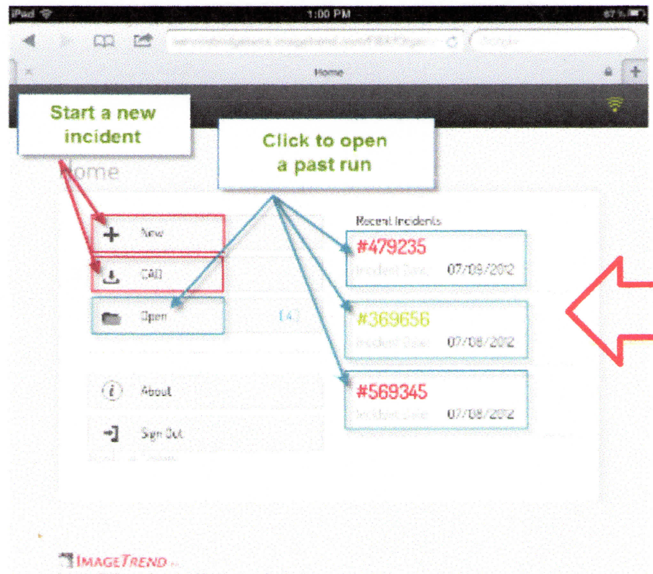
For "Password", enter your **normal Temsis password.**

Note! ***If you have never used Temsis before****, go to www.nhtemsis.org, enter your 5 digit state license # as both username and password. You will then be prompted to enter a new password. Once you have set your password up, you can return to Xpress.*

To start a run report, you will be working on the first screen you see after logging in – this is called your Dashboard.

Navigating: On the Dashboard

The Dashboard is the first page that you see after you log in, and it has links to the most common tasks you will need to perform on Field Bridge Xpress.



To start a brand new run report, click on "+ New".

If you had been working on a report and had stopped, you can click "Open" and a list of recent incidents will come up. You can choose the one you want from that list.

Working in Xpress should seem familiar if you are comfortable with Temsis:

Navigating: In a Run Form

The run form has multiple tabs, each containing several sliding panels. You can navigate between these tabs and panels to fill out the form, as well as accessing several extra tools from the toolbar at the top of the page.

- Open the list of tabs from the icon in the upper left; open a tab to work with it from the list that pops up.
- Expand a panel that is hidden by touching the + icon; collapse a panel that is open by touching the - icon.
- Open the list of extra run form actions (post, validate, transfer or delete) from the icon in the top toolbar. To close the list, touch outside of the pop up.
- To return to the Home page at any time, click the Home icon in the upper right.

The main difference is that the graphic interface ("how it looks") is simpler – more like what you would be used to from a smartphone or many apps.

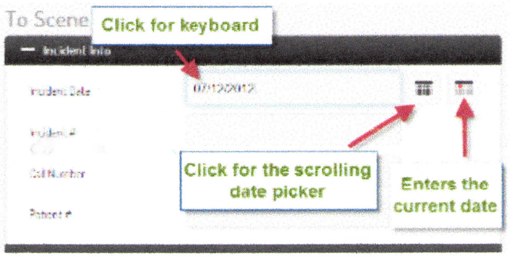
Sections collapse or expand, common fields have drop-down menus, and there are still fields where you will enter text (such as your narrative.)

All the same sections you complete in Temsis (to get to "100%") will need to be completed in Xpress as well.

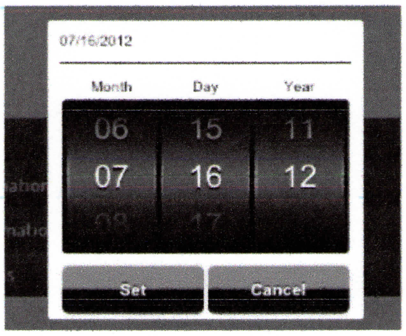
Some of the most common fields you will be working with include dates, personnel, address (of incident or patient), and if this is a refusal, a signature.

Date Options

All date and time fields on a mobile device have several ways for you to enter data.

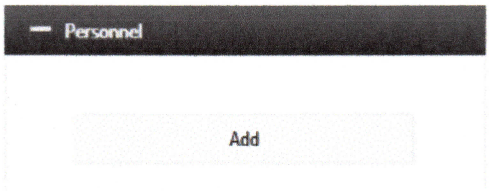


If you click within a date field, the keyboard for your device will appear for you to type in the date. Alternatively, you can click the Today icon to enter the current date, or click the Date Picker icon to open a scrolling Date Picker tool.

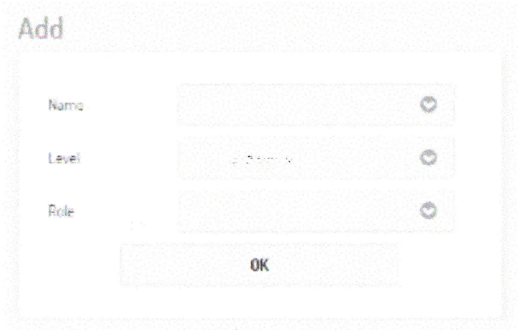


"Add" Buttons

There are several types of fields that may allow you to add multiple records to your run form; for example, the section recording the crew for an incident. For this type of field, you may see an *Add* button displayed.



If you click the *Add* button, a new page will open with fields allowing you to add information about this record (e.g., fields to record the crew member's name and role).

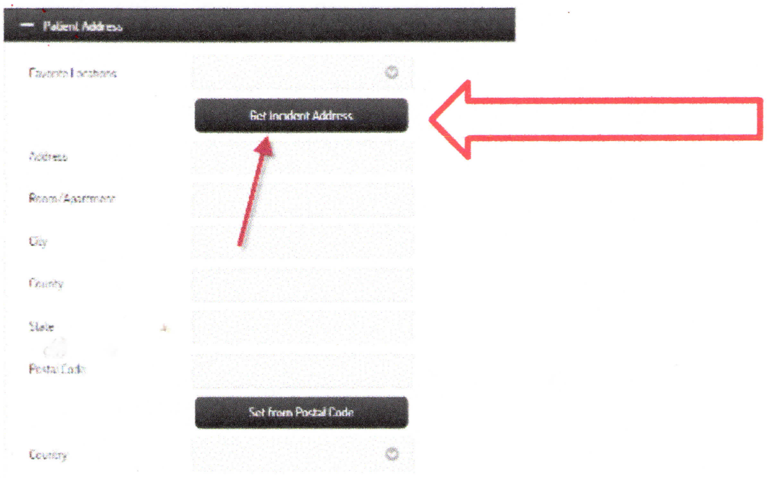


When you click "Add" personnel, you will see a list of Active squad members to choose from. (The list now also includes our Medical Director, in case you are wondering who that new guy is.)

After selecting who was on the call with you, you will want to identify the role each person had (i.e., who was the primary patient caregiver, who was secondary, etc.)

"Get Address" Buttons

For some incidents and run forms, the same address may need to be recorded multiple times (for example, if the patient's address is the same as the incident address). For this situation, you may see panels with a *Get Address* button.



Clicking this button will automatically copy the address from the specified location if it has been entered already.

If you have already entered the incident address, you will not need to re-enter the patient's address – just click "get incident address" and the fields will populate.

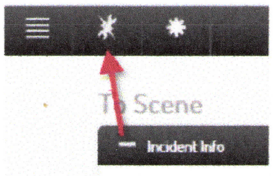
There is also no need to enter Monroe, NH, Grafton – just enter our zip code and the system will populate those fields for you.

To quickly navigate to vitals, you can choose the "Power Tools" icon in the top menu bar:

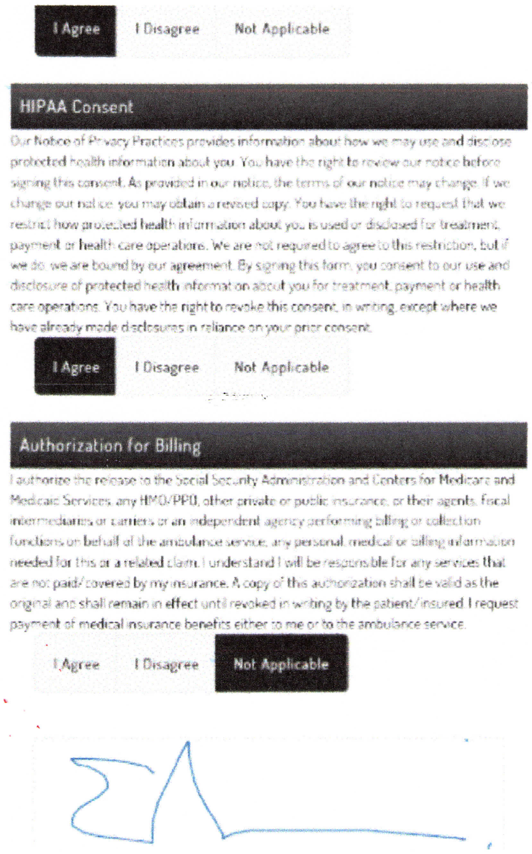
Accessing Power Tools

Power tools are quick entry tools that allow you to enter specific information more rapidly, with a more graphical interface.

To open the Vitals power tool, click the Vitals button from the top toolbar.



You can actually get a refusal signature on your phone if you have opened Xpress and navigated to the refusal section – patients can "sign" with their fingers on the screen.



I Agree I Disagree Not Applicable

HIPAA Consent

Our Notice of Privacy Practices provides information about how we may use and disclose protected health information about you. You have the right to review our notice before signing this consent. As provided in our notice, the terms of our notice may change. If we change our notice you may obtain a revised copy. You have the right to request that we restrict how protected health information about you is used or disclosed for treatment, payment or health care operations. We are not required to agree to this restriction, but if we do, we are bound by our agreement. By signing this form, you consent to our use and disclosure of protected health information about you for treatment, payment or health care operations. You have the right to revoke this consent, in writing, except where we have already made disclosures in reliance on your prior consent.

I Agree I Disagree Not Applicable

Authorization for Billing

I authorize the release to the Social Security Administration and Centers for Medicare and Medicaid Services, any HMO/PPO, other private or public insurance, or their agents, fiscal intermediaries or carriers or an independent agency performing billing or collection functions on behalf of the ambulance service, any personal, medical or billing information needed for this or a related claim. I understand I will be responsible for any services that are not paid/covered by my insurance. A copy of this authorization shall be valid as the original and shall remain in effect until revoked in writing by the patient/insured. I request payment of medical insurance benefits either to me or to the ambulance service.

I Agree I Disagree Not Applicable

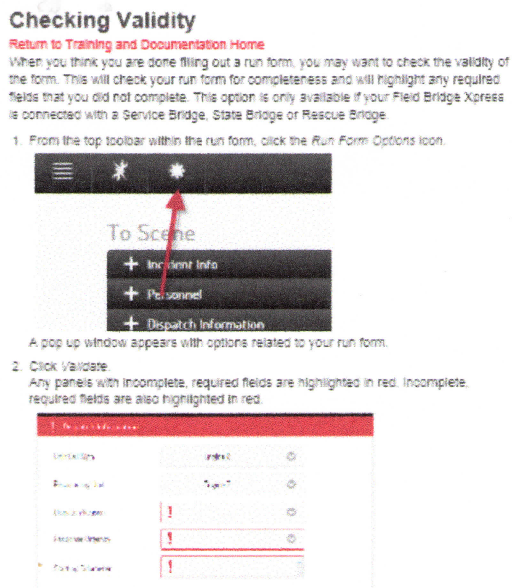
Under the "Signatures" section, you will get 4 choices:

1. Patient Billing, HIPAA, Refusals
2. Authorized Rep Billing, HIPAA, Refusals
3. Hospital/Receiving Agent ID
4. EMS Provider Signatures, Pt Unable to Sign

For "normal" refusals, we would use #1, and mark Pt refusal as "agree", Hipaa as "agree", and billing as "not applicable". The patient signs at the bottom of the screen.

(Of course, you can continue to use our paper forms for refusal signatures and then scan the pt refusal in and attach it to your document.)

When you believe your report is complete, you will want to check validity (the "score" of your report):



Checking Validity

Return to Training and Documentation Home

When you think you are done filling out a run form, you may want to check the validity of the form. This will check your run form for completeness and will highlight any required fields that you did not complete. This option is only available if your Field Bridge Xpress is connected with a Service Bridge, State Bridge or Rescue Bridge.

1. From the top toolbar within the run form, click the *Run Form Options* icon.

A pop up window appears with options related to your run form.

2. Click Validate.
Any panels with incomplete, required fields are highlighted in red. Incomplete, required fields are also highlighted in red.

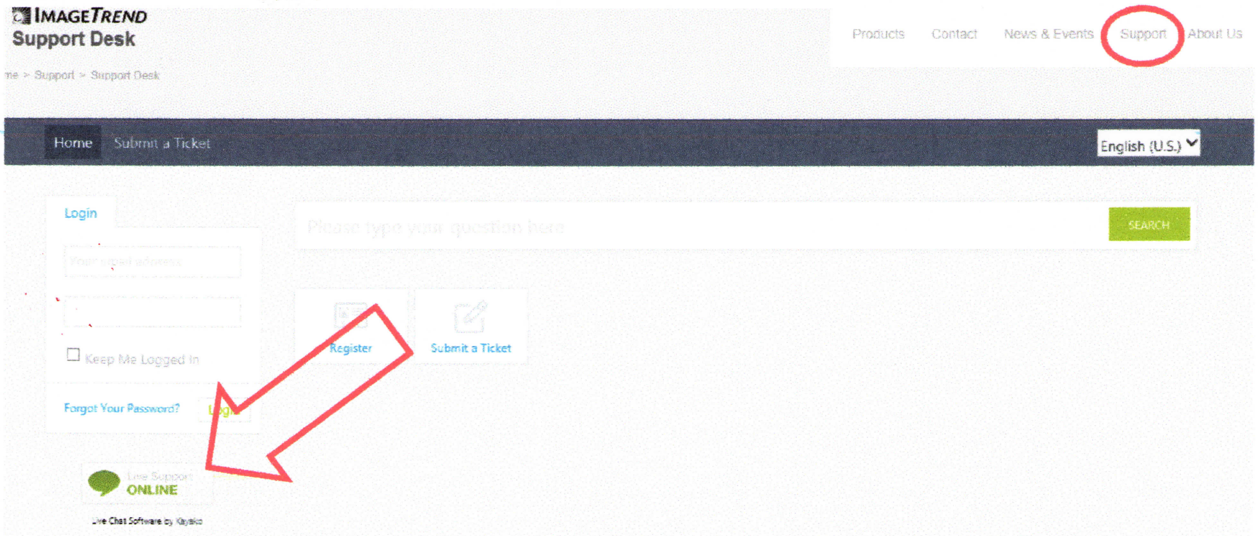
Clicking "validate" will give you a score just like the "old" Temsis system, and fields that have missing information will be highlighted for you on the main menu bar.

When your report is complete, click on the * button – a menu will pop up with 4 choices:

Post
Validate
Transfer
Delete

You will want to POST your report when you believe it is finished.

For specific questions, the ImageTrend folks have a live chat help service you can access – just go to https://support.imagetrend.com/ - you will see the Live Chat link in the bottom left.



!! Remember, you can try a "pretend" report – play around with all the different sections – and then just choose "delete" rather than "post."

How to Set Up Field Bridge Xpress

Once your agency is set up to use Field Bridge Xpress (FBX), there are several steps you may want to complete to make it faster and easier for you to use and access FBX.

What you Need

In order to get started using FBX, you will need several pieces of information from your service or system administrator, including:

- The URL for your agency's FBX
- Your organization ID
- Your username and password

  NOTE: This will be the same as the username and password you already use to log in to the Field Bridge, Service Bridge, State Bridge and/or Rescue Bridge for your agency.

In addition, your device should be connected to the Internet while you initially set up FBX.

Accessing FBX

If you are using the Safari browser, please keep in mind that you cannot use FBX if you have private browsing enabled. Private browsing prevents caching, which will prevent you from accessing the run form correctly.

1. Using the browser for your device, navigate to the URL for FBX.
   The *Login* page appears.

2. In the *Organization* text box, type the organization ID.
3. In the *User* text box, type your username.
4. In the *Password* text box, type your password.

5. Click *Sign In.*
   The *Home* page appears.
6. If prompted, increase the storage capacity for your device.

Setting Up Home Screen Icons

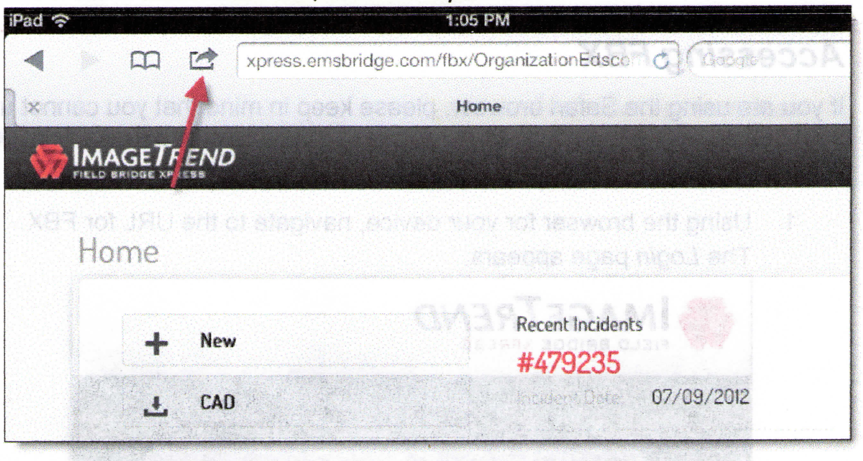
To make it easy to access FBX quickly, you can add a shortcut to your device's home screen. The process of adding a home screen icon is different for each device; however, following are instructions on completing these steps for several common devices.

If this device is being used to access FBX for multiple agencies, you should set up a home screen icon for each agency.

Setting Up Home Screen Icons: for iPad

The following steps will help you to set up a shortcut to FBX on most iPads.

1. Log in to FBX and access the Home page.
2. From the browser's toolbar, click the *Options* icon.



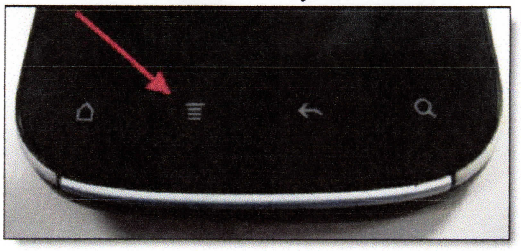
   A pop up menu appears.
3. Click *Add to Home Screen.*
   A pop up window appears.
4. Enter a name for this bookmark.
   HINT: If you will be adding bookmarks to this device to access FBX for multiple agencies, be sure that the name clearly identifies which agency this shortcut will be for.
5. Click *OK.*
   The bookmark is added to the home screen.

Setting Up Home Screen Icons: for Android

The following steps will help you set up a shortcut to FBX on most Android devices.

1. Log in to FBX and access the Home page.

2. Click the *Menu* button on your device.



The menu appears.

NOTE: If your device does not have a *Menu* button, use the tools available on your device to open the menu.

3. Select *Add To.*
   A pop up window appears.
4. Click *Bookmark.*
   The *Bookmark this page* page appears.
5. In the *Label* text box, enter a name for this shortcut.

   HINT: If you will be adding bookmarks to this device to access FBX for multiple agencies, be sure that the name clearly identifies which agency this shortcut will be for.
6. Click *Done.*
   The FBX site is added to the bookmarks for your browser.
7. Click the *Menu* button on your device again.
   The menu appears.
8. Click *Bookmarks.*
9. Tap and hold on the new bookmark you created for FBX.
   A pop up menu appears.
10. Click *Add shortcut to home.*
    The shortcut is added to your home page.

Before Using FBX Offline

FBX can be accessed and used offline, and when you connect again your incidents can be posted. However, before using FBX offline, you need to make sure you have the most updated version. To do this:

1. Log in to FBX.
2. From the Home page, click *About.*
   If your device is up to date, a message will provide you with that information.