The Nomis Guidebook

How to install and use your new software package

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Nomis Overview

Accessing Data and Reports from Simon SQL Server

Three databases are used to track information: dispatch (CAD), patient care (SIMON), and billing (IRIS). The system needs a way to view information and run reports from all the databases, verify that a call appears in all 3 systems and a way to reconcile those 3 databases.

Nomis will provide the solution. The Nomis application currently has the ability to view individual call data, run time reports, and verify calls. The future of Nomis is to move the reconcile process to the Nomis program.

Nomis is accessible via PORTAL, the American Ambulance Software login program.

How does Portal work?

Every user must log into Portal to access Nomis. Portal will be the starting point for many American Ambulance software programs (scheduler, human resources, pager for example)

Each user is assigned which programs are available through Portal. Currently Scheduler and Nomis are available through portal.

How does Nomis work?

Once logged into Portal and connected to Nomis, a screen appears configured based on the user group. Each user is assigned a group that is given permissions and settings which include:

- which tabs are available
- if calls can be corrected or appended
- if billing information can be viewed
- Whether the billing information appears by default
- What data can be seen (based on organization, or Hospital affiliation)

The setup of Nomis provides searching abilities for the most common fields in SIMON and CAD. In addition Nomis connects $CAD \rightarrow Simon$ and $Simon \rightarrow Iris$ so that a person can match calls from all three databases. The reports available from this software include the PCR (Patient Care Report), the Dispatch Run report, List of calls and Time performance reports.

Connecting Data in Nomis

The different databases are linked to each other by a special field that joins each database to another database. Using this special field, Nomis allows one to see that a call from dispatch (CAD) is documented by the field crew (SIMON) and arrives in the billing dept (IRIS). This is how the connection works:

- CAD issues a **RESPONSE number** (EMS number) for every call assigned to a unit.
 Sometimes CAD creates a Response number but does not send it to the unit.
- SIMON documents a **CALL ID** for every response number and creates a PATIENT ID for every Patient created under that call.
 - The PCR displays the CALL ID and Patient ID as reference (top right)
 - You can add the Patient ID and CALL ID to the Grid the Simon Grid
- IRIS creates a **TICKET** number for every **CALL ID** with a Patient
 - o Calls must go through a reconcile process before appearing in IRIS

Enter the search criteria

Nomis starts on the Simon tab. In the top left corner below the Simon Tab is the Quick Date field and the begin and end date fields, which default to yesterday's date. **These search the date of service of a call.**

Neither the name nor the EMS number is required to search data. Only the date of service is required. To quickly see yesterday's data click the run button when Nomis opens.

To search for a particular call, use the drop down to change the date to the call's date of service (or type in the date). To shorten the length of the search, make sure to use the shortest date range possible. To limit results, enter the patient name or EMS ID (last 3 digits of the EMS number).

- If looking for a particular patient, enter the last or first name in the middle columns. To search for a range, enter only the first 3 letters of the name.
- If you know the EMS number, enter the last 3 digits of the EMS number in the top right corner (labeled EMS ID).
- If you need to see the "Billing Information" then click on Grid Options and make sure the box "Hide PCR Billing" is NOT checked (this box can be unchecked by default by contacting American Ambulance support).

Print the search results

When the search criteria has been entered, click the **RUN button**. A grid of data appears below.

- Double click on a call showing on the Grid to open the PCR (the billing information will appear at the end of the PCR).
 - Click one call ONCE with the mouse, Hold down the CTRL keyboard button and move the mouse down several rows then click ONCE with the mouse to highlight (SELECT) 2 separate records.
 - Click one call ONCE with the mouse, Hold down the SHIFT and CTRL keyboard buttons and move the mouse down several rows then click ONCE with the mouse to highlight (SELECT) a group of records.
 - Once you have a group of records highlighted, RIGHT CLICK on the highlighted area and choose PRINT PCR for selected to print that group of PCRS.
- Right click a call on the Grid to choose "Print Dispatch report" (shows Dispatch report).
- Right click a call on the grid and choose "Export Grid" saves the grid to an excel file).
- Right click on any call showing on the grid to choose "Print Grid" (opens a printable screen to print all the records)
 - To limit what fields appear on the print grid, remove columns from the Nomis grid by right clicking the column header and choosing REMOVE COLUMN
 - To add fields to appear on the printe grid, use field chooser by right clicking on the column header and choosing FIELD CHOOSER

Other features available

Nomis has the simplicity to find and display a PCR as explained above, but can also provide powerful tools. Read through the guide to learn more about:

- Correcting a call (for Ambulance agencies only, see next section)
- Limiting the search based on patient condition or call situation (see "searching Nomis for a call and Printing")
- Filtering results on the grid (see "Customizing the Grid")
- Saving search results for later retrieval (see "Tagging a Call")

The Nomis Menu Options

The menu options in Nomis provide many of the options available when right-clicking the grid.

Menu	Label	Description /		
File	Print Grid	Prints a short report of the calls returned		
File	Export Grid	Opens a wizard to save grid to an excel file		
File	Print PCR for Highlighted	Prints PCR for highlighted records on Grid		
File	Print Dispatch Report	Prints Dispatch report for highlighted record on Grid		
File	Exit	Closes the Nomis Program		
Record	Append	Allows user to append a note to highlighted record		
Record	Correct	Allows user to correct highlighted record		
		These pieces of information can be corrected:		
		Call Date		
		• EMS ID (last 3 digits)		
		• Outcome (if a patient exists)		
		• Cancel Reason (if a cancelled call)		
		• Unit #		
		• Zone		
		NOTE: if you correct in Simon and are connected to the		
		Iris Database, both databases will be corrected.		
Record	Tag Record	Will mark a record for later review		
Record	Un-Tag Record	Will remove the tagged status of a record		
Record	Show Tagged Records	Will clear the current search and show all tagged		
		records		
Record	Show Details	For the CAD Data, this options shows a window of the		
		CAD information (similar to the report)		
Grid	Store Grid Layout	Saves the grid layout to the current COMPUTER		
Grid	Reload Grid Layout	Reloads the COMPUTER's grid layout or the default		
		grid layout if you have not saved a rid layout		
Grid	Delete Grid Layout	Deletes the COMPUTER's grid layout (resets to Nomis		
		default grid layout).		
Help	User Guide	The full Nomis Guide		
Help	Verify a ticket	Explanation on how to check databases for matching		
		tickets.		
Help	Release Notes	Shows the latest changes to the Nomis program or		
		related reports.		

Custom Searches

Nomis has the ability to store the filter values of a search and them at a later time. In addition the dates can be fixed or variable to meet the requirements of different search needs.

To store reports run on a regular basis, save the search parameters using custom reports.

- 1) Enter the search Criteria then click on the tab Custom Reports
- 2) Click the + sign at the bottom of the top grid
- 3) Enter a Report Name and the users for that report
- 4) Check default if these search parameters are the default (search appears at startup)
- 5) Choose to use the quick date, a custom date or the current date
- 6) If a custom date, enter numbers in the start/end date fields (ie -7 days=go back one week)

Searching Nomis for a Call and Printing

The Search Fields

Below the menu, across the top of Nomis are 3 tabs, Simon, CAD and Time Query. Some tabs may not appear, depending on the user configuration. Nomis starts by default on the Simon tab with yesterday's date. Four types of fields in Nomis to help filter search criteria.

Date Drop Down	I February ► 4 2007 ► S M T W T F S
 Allows user to select a date from a calendar. Click on the left and right arrows to change the month or year. Click on the day to choose that day. The date field also accepts yesterday, or a day of week (i.e. Monday will show last Monday's calls) 	28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 Today Clear
Fill in Field	
Allows user to enter text to match the field. When entering data into this field, enter partial information and Nomis will return matches (ie enter "Dav" into the first name to find David, Dave, etc) If you use the underscore (_) it will work like a wildcard character so you can use _ar to find names that start with anything but have ar in the second and third locations. If you use % it will work like a wildcard so you can use % ar to find names that contain ar anywhere in the name.	First Name
Drop Down Checkbox Field	Paup Prosty
Allows user to select multiple values from a controlled field Click the check box next to the value to select the item. Click the check box next to the value again to unselect.	Loostion Type 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
Number Value	
Allows user to find a range of data using basic mathematical symbols (equal to (=), not equal to (<>)less than (<), greater than (>), not equal, etc).	Custom Search
(Note: a range of numbers (ie between 8 and 24) not available.)	

The Search Features

Clear the Search Field	
Next to each field entry is a red X. Clicking the red X will clear that field of the search criteria (On Date field and Time Query tab will reset to default values)r	X
Not and Null options	
Not (first box next to label) allows search where record does NOT equal the value in the search field. On numeric fields, not is handled using the <> field the drop down.	
Null (second box next to label) Allows users to include nulls or exclude nulls of this field in the search.	

Not and Null in a Nutshell

If the first box has a = sign the field will search where the selection and field are equal. If the first box has a > sign the field will search where the selection > equal the field.

If the second box as a O the field will search for Nulls as well as the selection criteria. If the second box has a \emptyset the field will exclude blanks but include the selection criteria

Combining these fields should be done carefully as the combinations can overlap data or cause not data to return.

Here is how the Not and Null features work together, using cancel reasons as an example.

NOT and Null settings on a drop down field example

If you want to	Setup the field like this
Not apply a filter (regular search)	Cancel Reasons 🔳
Find all blank values	Cancel Reasons = 0
Find all non blank values (Same as selecting all values in the box)	Cancel Reasons 🔲 🔽
Find only Cancel by Fire (will not return null cancel reasons)	Cancel Reasons 😑 🛛 CX BY FIRE 🔹 🗙
Find Cancel by Fire or Cancel Reasons that are blank	Cancel Reasons = 10 CX BY FIRE - IX
Find Calls where cancel reason is <u>not</u> CX by Fire	Cancel Reasons 🐼 🔟 CX BY FIRE 🔹 🗙
Find Calls where cancel reason is <u>not</u> CX by Fire OR where cancel reasons are blank	Cancel Reasons 🐼 🚺 CX BY FIRE 🔹 🗙

NOT and Null settings on a fill in field example

Here is how the Not and Null features work together, using Last name "Smi" as an example.

If you want to	Setup the field like this
Not apply a filter (regular search)	Last Name
Find all blank fields	Last Name = 0
Find all non blank fields	Last Name
Find all non blanks that start with Smi	Last Name 🔲 🖉 Smi
Find all blanks OR that start with Smi	Last Name 🔲 🖬 Smi
Find all blanks or calls that do not start with Smi	Last Name 🔽 🔽 Smi
Find all non blank last names	Last Name 🐼 🕅 Smi
that do not start with Smi	

NOT and Null settings on a Number value field example

The null option allows you to look for a numeric value where an item was not documented as well as where a value was entered. Here is an example using the mileage field and 40 miles

If you want to	Setup the field like	e this		
Not apply a filter (regular search)	<u>M</u> ileage		▼ 40	X
Find all blank miles are miles $= 0$ (value of 40 is ignored if $> <$ is empty)	<u>M</u> ileage	0	▼ 40	X
Find non blank Miles or greater than 0 (value of 40 is ignored if > < is empty)	<u>M</u> ileage [0	▼ 40	X
Find all blank miles are miles $= 0$ AND find miles $>= 40$	<u>M</u> ileage	O >=	▼ 40	X
Find non blank Miles or greater than 0 AND find miles >=40	<u>M</u> ileage [Ø >=	▼ 40	X
Find all blank miles are miles = 0 AND find miles <=40 (causes data overlap)	<u>M</u> ileage [<u> </u>	▼ 40	X
Find all where value <> 40 and are not null. NOTE: For GCS and Mileage, a zero value is considered null. For all other numeric fields, a 0 considered a value and will be included in search when "not null"+ is set.	<u>M</u> ileage [0 <>	▼ 40)X

When to use Not and Null

The not and null features are helpful when you want to find a patient that had certain characteristics but did not have others. Because you can combine the different tabs, you can create queries of vitals vs. treatments, Outcomes vs. patient, etc.

- A patient had resp rate <8 but did not receive a treatment
- A patient was a trauma type but did not have a call in
- A patient had a GCS <5 but was not transported

To find calls with a value between 2 ranges, run the searches individually then export those searches to excel to review the data more thoroughly. For example, if to look where the Resp was below 8 or over 24 and an airway treatment was not provided,

run a query for resp rate <8 where treatments were not provided and export the grid run a query for resp rate >24 where treatments not provided and export the grid Open the grids in excel then merge them to one worksheet.

Special Notes about Not and Null

Call and Patient Tab: Nomis looks where that field is not/null EXCEPT for Protective Devices, Other Agencies, and Crew. Those 2 fields operate like Vitals (explained below).

Treatment/Vitals/Crew/IV Tabs: Multiple documentation of Treatment and Vitals can occur. NULL: Nomis looks where ONE record from that patient's treatment/vitals contains a null value.

NOT: Nomis looks where no records from that patient's treatment/vitals contains the request. (Treatment only) Nomis looks for records where that treatment type does not exist. In the case of BLS/ALS medications, Nomis can only search where ALL medications do not exist.

Customize the Grid

The grid can be customized per user to using the **header row** of the grid. The first line of the grid is called the header row and displays the column label.

The second line of the grid is a **custom filter** and allows a user to type in text to filter the column below. It shows the text "Click here to define a filter". THIS section IS Case Sensitive!

Bun	Line	e 320	Reset Al Custon Search		Load S	iearch Save Sa	wa Az				
Date	EMS	Ticket ID	Location	Destination	Unit	Last Name	First Nane	SSN	Outcome	Cancel Reason	Location Name 🔺
				Clic	ck here to d	lefrie a filter					
2/13/2007	005		777 N. Parkway Dr.		114				Patient Rehused Care		

Header Row and Grid Features

Right Click Header Options

- To sort by a column click on the column to sort it (click again to reverse the sort) or Right click and choose the sort order.
- To clear a sort order, right click and choose "Clear Sorting"
- To Hide or show the footer, right click and choose "Footer"
- To move a column, click and hold the column label and drag it right or left.
- To remove a column, right click on the column and choose "remove this column"
- To add a column
 - o right click on the header row and choose "Field Chooser" (see Appendix A)
 - find the column to add from the list
 - Click and hold that column (from the Field Chooser) then drag it to the header
- To automatically resize a column right click on the column and choose "best fit" (Note: choose "Best fit (all columns)" to quickly resize the grid).
- To manually resize a column point the cursor between two columns and adjust
- To filter by a column (temporary filter), left-click on the drop down arrow next to the label for that column and choose the filter:
 - Blanks—shows only records where the data is blank
 - Nonblanks—shows only records where the data is NOT blank
 - Value—the list of values only shows values for that search (you can check the boxes to select multiple values)
 - NOTE: if you filter for records using this method, click the x in the bottom left corner of the grid to clear the filter settings

Save Grid Setup

The grid layout can be saved or deleted by RIGHT-Clicking on the header row.

- Right Click→Store Grid Layout saves the current grid layout to this computer Allows saving of the grid so it shows up the same every time.
- Right Click→Reload Grid layout **restores the saved grid layout to this computer** Allows modifying the grid for current session then restoring the grid to the saved layout for future use.
- Right Click → Delete Grid layout **deletes the saved grid layout from this computer** Allows user to reset the grid and restore Nomis default grid.

To reset the grid to Nomis defaults, delete the grid layout.

NOTE: The Menu option Grid has the same options as this right click feature.

Field Chooser

Another option available when the header is right clicked is "Field Chooser". This option will open a window that has a list of many Simon data fields. Click and hold that field then drag it to the header to add it to the Grid.

To remove a field right click on that field in the header and select "Remove this column". See page 12 for list of available fields.

Customization	×
Columns	
Batch ID	
Call Rec	
Crew Exposure	
Department	
Destination Type]
Documented By	
EMS #]
Incident ID	

Custom Filter

If you want type a filter, use the custom filter line BELOW the column label in the header row, and below that column's data. For example click below the word "Location" to type a filter for the location. **The filter is case sensitive!**

Enter the % symbol at the beginning to look for a wildcard

Enter the _ symbol at the beginning to look for a one character wildcard.

EXAMPLE (location)

type %132 will show you any locations where the address CONTAINS 132.

2132 N. 1st street 13235 E. Belmont

1320 N. Sylmar 1322 Olive St.

Type _132 will show you any locations where the address starts with _132 2132 N. 1st Street

EXAMPLE (EMS ID)

Type _2 would return any EMS IDs that had 2 in the second character Type %2 would return any EMS IDs that had a 2 anywhere in the number

Grid Features, Simon

Once a search is returned, several features are accessible on the grid:

- To Print a PCR double click on the record
- To print MULTIPLE PCRS
 - Select the pcrs (ctrl A selects all, CTRL CLICK selects several CTRL-SHIFT click selects all records between 2 clicks)
 - Right click on the highlighted area
 - Choose Print Selected PCRs
- To Print the grid list, right click and choose Print Grid
- To export the grid to excel, right click and choose Export Grid*
 - Enter the name and location of the file in the pop up window
 - Open the file in excel to view information
- To print the Dispatch Report right click and select Print Dispatch Report
- To get summary information of a column, right click on the footer row underneath the column and choose an option (count, sum, min, max)*
- To append a PCR right click and select Append PCR (this feature allows you to attach a note to the end of a PCR)*
- To correct a record (unit #, cancel reason, date of service, outcome, EMSID) right click and select "Correct Record)*

*not available to all users

Grid Features, CAD

Once a search is returned, several features are accessible on the grid:

- To Print a Dispatch report double click on the record
- To export the grid to excel, right click and choose Export Grid*
 - Enter the name and location of the file in the pop up window
 - Open the file in excel to view information
- To print the Dispatch Report right click and select Print Dispatch Report
- To get a Dispatch summary window right click and choose "Show Details"
- To get summary information of a column, right click on the footer row underneath the column and choose an option (count, sum, min, max)*

Tagging a Call

Another way to use Nomis is to tag records for later retrival. This allows a person to run several different searches, tag several calls from each search then return those calls for retrieval.

- To tag a record:
 - 1) Run a search
 - 2) Right click on a record and choose "Tag Selected"
 - a. To highlight all calls on a search press Ctrl + A
 - b. To highlight several calls not grouped together
 - i. Hold down the ctrl button
 - ii. Click on the first call
 - iii. Click on the next call
 - iv. The calls selected will be highlighted blue
 - v. Right click and choose "Tag Selected"
 - c. To highlight several calls grouped together
 - i. Hold down the ctrl button
 - ii. Click on the first call
 - iii. Click on the last call
 - iv. The calls selected will be highlighted blue
 - v. Right click and choose "Tag Selected"
 - 3) The records when tagged will turn red in the grid
- To find tagged records, right click on the grid and select "Show all tagged records"
- To untag a record, right click on it and select "Un-tag Selected"

The MCI Report

If an MCI report was documented in Simon, the report will be available in Nomis. To find an MCI report quickly:

Enter the date range Change MCI Created value to "Yes" Right click on the record and choose "Print MCI Report"

Appendix A: Search Fields defined

Below are the search fields on the Simon and CAD Tabs, broken down by sub-tab then label. Any row highlighted in Yellow indicates the field can be searched but information from that search field cannot be displayed. NOTE: Any numerical searches (have a =, <, >, <>, <=, >= symbol) and AUTOMATICALLY exclude null values if selected.

The Simon Search Tabs

The Quick Date feature (Simon and CAD)

The quick date feature allows a user to quickly select a date range based on pre-defined date ranges. Week ranges assume the week starts on Sunday and ends on Saturday. NOTE: These Examples assume the date is March 20, 2007.

Label	Description	Results
Today	Shows today's data	All data from Mar 20, 2007
Today - 1	Shows yesterdays data	All data from Mar 19, 2007
Today - 2	Shows data from 2 days ago	All data from Mar 18, 2007
Today – 3	Shows data from 3 days ago	All data from Mar 17, 2007
WTD-Week to Date	Shows data from this week	All data from Mar 18 to Mar 21 2007
Current Week – 1	Shows data for last week	All data from Mar 11 to Mar 17 2007
Current Week -2	Shows data for 2 weeks prior	All data from Mar 4 to Mar 10 2007
MTD-Month to Date	Shows data for current Month	All data from Mar 1 to Mar 21 2007
MTPW-Month to	Shows data for Month up to the	All data from Mar 1 to Mar 17 2007
Previous Week	previous week	
Current Month-1	Shows data for Previous Month	All data from Feb 1 to Feb 28 2007
Current Month-2	Shows data for 2 months Prior	All data from Jan 1 to Jan 31 2007
Current Month -3	Shows data for 3 months prior	All data from Dec 1 to Dec 31 2006
Last Full 3 months	Shows data for last 3 months	All data from Dec 1 06 to Feb 28 07
Last Full 6 months	Shows data for last 6 months	All data from Sep 1 06 to Feb 28 07
YTD-Year to Date	Shows Data for the year	All data from Jan 1 to Mar 22 2007
YTPW-Year to Prev	Shows Data for the year, ending at	All data from Jan 1 to Mar 17 2007
Week	the last full week	
YTPM-Year to Prev	Shows data fro the year, ending in	All data from Jan 1 to Feb 28 2007
Month	the last full month	
Current Year -1	Shows data for Last year	All data from Jan 1 to Dec 31 2006
Current Year -2	Shows data for 2 years Prior	All data from Jan 1 to Dec 31 2005
Current Year -3	Shows data for 3 years Prior	All data from Jan 1 to Dec 31 2004
Current Year -4	Shows data for 4 years Prior	All data from Jan 1 to Dec 31 2003

These examples assume the Date is Jan 2, 2007

Label	Description	Results
MTPW-Month to	Shows data for the Month up to the	All Data from Dec 1 to Dec 31 2006 (last
Previous Week	previous week	week goes to prev month)
YTPW-Year to Prev	Shows Data for the year, ending at	All Data from Jan 1 to Dec 31 2006 (last
Week	the last full week	full week goes into 2006)
YTPM-Year to Prev	Shows data fro the year, ending in	All Data from Jan 1 to Dec 31 2006 (last
Month	the last full month	full month goes into 2006)

Simon Header Section

The Header section displays regardless of what sub-tab is active. In addition to the quick Date feature, these are the other fields.

Label	Description / Search field
Begin/End Date	The Start and End Date of search, looks at "Call Date"
First Name	Searches the first name field (patient)
Last Name	Searches the last name field (patient)
EMS ID	Searches the last 3/4 digits of the EMS number, depending on region (Call)
Location	Searches location address of the call (Call).

Simon Call Tab

The Call Tab is the active tab when Nomis starts. It has the fields related to the call. Except for Other Agencies, all fields in the search area of the Calls Tab can be added to the grid.

Label	Description / Search field
Resp Priority	Searches Response Priority of the call (Call)
Trans Priority	Searches Transport Priority of the call (Call)
Location Type	Searches the Location Type of the call (Call)
Destination Type	Searches the Destination Type of the call (Call) AND when selected, limits the
	Destination drop down field to match the Destination type.
	For example, selcting hospitals
Destination	Searches the destination of the call (Call)
Departments	Searches the Department Name of the call (Call)
Unit	Searches the Radio name of the call (Call)
Cancel Reasons	Searches the Cancel Reason of the call (Call)only documented when no patients
	exist on the call
Other Agencies	Searches the other Agencies list of the call
Mileage	Searches the Mileage from Scene to Destination for the call
MCI Created	Allows search for MCI calls (report not yet available)
Zones	Searches the zone for the call
Zone type 1/2	Searches the zone type for the call

Simon Patient Tab

The Patient Tab is the second tab from the left. It has the fields related to the patient. Filtering for these items can cause your search to return one patient of a call but not another. For example if you limit the search by gender of Male, only the male patients of a multi-patient transport will appear. Except for Protective Devices, all fields in the search area of the Patient Tab can be added to the grid.

Label	Description / Search field	
Gender	Searches the gender of the patient	
Weight	Searches the weight of the patient	
Age	Searches the numerical value of the age and the age type (days/months/years) of	
	the patient	
Outcome	Searches the outcome of the patient (transported, 1144, etc)	
Status	Searches the status of the patient (Trauma/Medical)	
Dest Reason	Searches the Destination Reason of the patient	
LOC	Searches the Loss of Consciousness Field of the patient	
MOI	Searches the Mechanism of Injury field of the patient	
Prot Devices	Searches the protective devices field of the patient	
Comp Protocol 1/2	Searches Pri./Sec. Complaint Protocol field of the patient	

Simon Crew Tab

The Crew Tab is the third tab from the left. It has the fields related to the crew documented on the call. A crew member name can be documented in 3 places:

- On the Treatment
 - The person who administered the IV, Treatment, or Call In documents his/her name for the treatment.
 - This is not always the same as the people on the shift.
- On the Shift:
 - 2 or more crew members log into the simon
 - o Interns, Pilots, ride-alongs, evaluators are also documented here
- On the Call as "Documented by"
 - the person who documented the PCR information selects his/her name
 - This is always somebody on the Shift
 - This field can be placed on the grid and viewed

Four fields are available to search the crew tabs.

Label	Description / Search field
Crew Name	A drop down search of the company's current employee roster. If user is
	configured to see all organizations, then the names from all companies will appear
	in the drop down.
Search Name	A fill in field that can be used to type any name. This is useful if an employee is
	no longer working at an agency or has changed his/her name.
Crew Cert #	A fill in field that can be used to look for a cert number.
Crew Role	AVAILABLE FOR SHIFT ONLY. Allows you to search where a type of crew
	was on the shift

The other important idea on the Crew tab is that the three columns can be combined but it combines as an "AND" search. Here is an example of what the search fields will return:

- Searching the Shift for an name results in calls where name was documented on the shift
- Searching the Shift and Treatment for an name results in calls where name was documented on the shift AND name was documented as the one who performed treatment/call in
- Searching the Shift and Documented by for a name results in calls where name was documented on shift and name was entered in "Documented by" field.
- Searching the Shift and Documented by and Treatment for a name results in calls where name was documented on shift and name was entered in "Documented by" field AND name was documented as the one who performed treatment/call in

If you want to find out where an employee provided treatment OR was on a shift (i.e. had patient contact, two queries would need to be run separately then compared for duplicates.

- 1) Add the field Patient ID to the grid
- 2) Search the name through the Treatment column. Export that list to excel
- 3) Search the name through the Shift column. Export that list to excel
- 4) Copy the information from one excel report to the end of the other excel report
- 5) Sort The records by Date of Service, EMS number and a patient ID
- 6) Find and remove duplicates then count the remaining records

Simon Vitals Cardio Tab

The Vitals Cardio tabs is the fourth tab from the left and shows Cardio, Heart Monitor and Skin values that would appear on the PCR under the category CNS, Cardio or Advanced on the PCR, All of these items can be used for searching, but none can be seen on the grid.

Cardio Col.	Label	Description / Search field
Cardio	Pulse Rate	Searches the vitals for ANY Pulse rate at the value entered
		(automatically excludes null values).
Cardio	Pulse Quality	Searches the vitals for any Pulse quality selected.
Cardio	Cap Refill	Searches the vitals for any Cap Refill selected.
Cardio	BP Systolic /	Searches vitals records for ANY BP Systolic / Diastolic at value
	Diastolic	entered. Future Plans to search for "Palp" and "Unable to take".
Monitor	Rhythm	Searches the vitals for any Rhythm selected.
Monitor	Ectopics	Searches the vitals for any Ectopics selected.
Monitor	12 Lead	Searches the vitals for any 12-Lead selected.
Monitor	SAO2	Searches the vitals for any SAO2 at value entered.
Monitor	ETCO2	Searches the vitals for any ETCO2 at value entered.
Skin	Color	Searches the vitals for any Skin Color selected.
Skin	Temp to Touch	Searches the vitals for any Skin Temperature selected.
Skin	Moisture	Searches the vitals for any Moisture selected.
Skin	Temperature	Searches vitals for any Temperature at value entered.

Simon Vitals General/Resp Tab

The Vitals General/Resp Tab is the fifth tab from the left and shows fields that would appear on the PCR under the category CNS. All of these items can be used for searching, but none can be seen on the grid.

Gen. Col	Label	Description / Search field
Respiratory	Rate	Searches the vitals for any Resp rate at value entered.
Respiratory	Effort	Searches the vitals for any Respiratory Effort selected.
Respiratory	Right/Left	Searches vitals for any Respiratory Right/Left sound selected.
General	Trauma Score	Searches vitals for any Trauma Score at value entered.
General	GCS Total	Searches the vitals for any GCS Total at value entered.
General	Glucose	Searches the vitals for any Glucose at value entered.
General	APGAR	Searches the vitals for any APGAR at value entered.
Pupils	Left/Right Size	Searches the vitals for any Pupil Size selected
Pupils	Left/right Reaction	Searches the vitals for any Pupil Reaction selected

Simon Treatment/Call In Tab

The Treatment/Call Tab is the sixth tab from the left. It has the fields related to the patient's treatments or call in that would appear on the PCR under the category treatment or for the call in Hospital information. All of these items can be used for searching, but none can be seen on the grid. The first column groups treatments by 5 categories: PTA (prior to Arrival), BLS Treatments, ALS Treatments, BLS Meds, and ALS Meds. The second column contains Call In criteria and the third column allows selection of whether a treatment/med or a call in was performed (does not include IV).

NOTE: In Simon medications are not broken up by ALS and BLS medications. This distinction is important when searching for NOT and Null cases of medications. If the search criteria looks for not/null cases, the grid report will use all medications for the results. For example, searching for a result where oxygen was not included will show all cases where an ALS medication was administered.

Label	Description / Search field
PTA	Searches treatments for Prior to Arrival documented.
BLS Treatments	Searches treatments for any Basic Life Support Treatments documented.
ALS Treatments	Searches treatments for any Advanced Life support Treatments documented.
BLS Medications	Searches the treatments for any Basic Life Support Medications documented.
ALS Treatments	Searches the treatments for any Advanced Life support Medications documented.
Туре	Searches the Call in records for any Call in Types selected.
Hospital	Searches the Call in records for any Hospitals selected.
Result	Searches the Call in records for any Results selected.
Trtmnt Performed	Searches for records where treatment/meds was performed or not
Call in Performed	Searches for records where Call In was performed or not

Simon IV Tab

The IV Tab is the seventh tab from the left. It has the fields related to the patient's IV, IO, or Saline Lock. All of these items can be used for searching, but none can be seen on the grid.

Label	Description / Search field
Successful	Searches IV records for any Successful outcome selected.
Туре	Searches IV records for any Type selected.
Solution	Searches IV records for any Solution selected.
Tubing	Searches IV records for any Tubing selected.
Size	Searches IV records for any Size selected.
Site	Searches IV records for any Site selected.
Rate	Searches IV records for any Rate selected.
Attempts	Searches IV records for number of attempts entered.
Volume	Searches IV records for volume entered.
Performed	Searches Patient records for whether or not an IV was performed.

Simon Time Intervals Tab

The Time Tab is the eight tab from the right and has a column labeled Times which will allow a person to enter a time value in minutes and the search will return where calls where the times meet the criteria.

Label	Description / Search field	
Response (Min)	Searches where the response Time (from Unit Enroute to Arrive at Scene time)	
	meets the numerical value in minutes.*	
Patient Side (Min)	Searches where the Patient Side Time (from Arrive at Scene to At Patient Side	
	time) meets the numerical value in minutes.	
Scene (Min)	Searches where the Scene Time (from Arrive at Scene to Depart Scene time) meets	
	the numerical value in minutes.*	
Transport (Min)	Searches where the Transport Time (from Depart Scene to Arrive Destination	
	time) meets the numerical value in minutes.*	
Trasnfer (Min)	Searches where the Transfer Time (from Arrive Destination to Hospital Transfer	
	signature time) meets the numerical value in minutes.	
	Any transfer signatures where the "unobtainable" has is checked will not be	
	calculated in this search.	
	Note: The transfer time is NOT documented by the crew—the Simon	
	automatically time stamps the date/time when the signature is completed-please	
	review the PCR for accuracy of this time.	

*Also available in CAD data

All of these times are shown to the minute and available to be added to the grid under the group "Calc". Although Simon data can be used for time comparison, the CAD data is more accurate and should be used whenever possible.

Simon Grid Options Tab

The Grid Options Tab is the ninth tab from the right and has a column labeled Tagged Records Which allows a review of any tagged records. Checking the box will force Nomis to only display records that have been tagged. This box is checked automatically when the user choose the option "show tagged records only"

The last 3 items give you a status of the tagged records.

Total Tagged shows how many records are tagged.

Oldest Tagged date shows the earliest date of all tagged records

Latest Tagged date shows the most recent date of all tagged records

The Report options provides extra features for the grid and the report.

- Checking the box "Show Ticket" will show the Ticket ID (from the Iris billing software) on the data grid below.
- Checking the box "Hide PCR Billing" will hide PCR Bill Report at the end of the PCR.

NOTE: These features are enabled/disabled by default depending on the security level and may be hidden to prevent unauthorized viewing of data.

The CAD (Dispatch) Search Tabs

CAD Header and CAD Tab Fields

Below are search fields on the CAD (Computer Aided Dispatch) Tab. NOTE: Any numerical searches (have a =, <, >, <=, >= symbol) AUTOMATICALLY exclude null values if selected.

Label	Description / Search field
Begin/End Date	Filters for date specified using Response Date (Call date) of call
Location	Allows search of the location address field
Destination	Allows search of the destination address field
EMS	Allows search of the last 3/4 digits of the EMS number
Unit	Allows search of the unit number
Agency Type	Filters for EMS or fire types
Jurisdiction	Searches jurisdiction (where call originated) of the call
Division	Searches the Division of the jurisdiction of the call
Response Area	Allows search of the Response Area of the call
Map Info	Searches the Map info field of the call
Priority	Searches the response priority of the call
Problem	Allows search of the Patient's primary complaint
Method of call	Searches the Method of call (911, CHP, etc)
Call Taker	Allows search of the call Taker name
Caller Type	Searches the CAD Caller Type
Cancel Reason	Allows search of the MASTER cancel reason
Assigned by	Allows search of the Assigned by field
TX Protocol	Allows search of the TX protocol
Destination Name	Searches the Destination name based on selection
Departments	Searches Calls based departments (uses Radio name matched to Simon
	database of departments vehicle Identifiers).

CAD Time Intervals Tab

The CAD database hosts all of the crucial times related to the call. The time interval tab allows the user to use predefined search criteria to locate calls. The label includes the time interval comparison (sec = seconds, min=minutes).

This search performs the time calculation difference for the user. Because of this, when a search is made, only calls that have a value in both fields will be included.

The list below defines what times are compared for each label. Note: Each time is automatically on the grid (last columns).

Label	Description / Search field
Call Taker	Compares Time Phone Pickup to Time Call Entered Queue
Assign Time	Compares Time Call Entered Queue to Time First Unit Assigned
Chute	Compares Vehicle Time Assigned to Vehicle Time Enroute
Response	Compares Time Vehicle Enroute to Time Arrived at Scene
Total Response	Compares Time Entered Queue to Time Arrived at Scene
Scene	Compares Time Vehicle Arrived at Scene to Time Depart Scene
Transport	Compares Time Vehicle Depart Scene to Time Arrive Destination

Appendix B: Grid Fields Defined

Simon Tab Field Chooser List for the Grid

In addition to the fields described above, many other fields are available to display on the grid using the field chooser option. The additional Fields appear alphabetically in the field chooser window (this list groups information together for explanation)

Field Name	Description	
Batch ID	Shows the batch id of the downloaded call (which ties into all calls downloaded with this call)	
Calc Fields	Shows the minutes for each field value (Pt Side, Resp., Scene, Transfer, Trans)	
Call ID	Shows the Simon Unique Call identifier	
Patient ID	Shows the Simon Unique Patient identifier	
EMS #	Shows the FULL ems number of the call	
Department	Shows the Organization's Department Name for the call	
Location Type	Shows the Location type for the call	
Destination Type	Shows the Destination type for the call	
Pt. Dest. Reason	Shows the Destination Reason Documented for the call	
Pt. Status	Shows the Patient Status (trauma/medical)	
Pt. Information	Shows the Pt. Age, Age Unit, DOB, SSN, Weight, Gender, Phone	
Pt. Address	Shows the patient address information (address city, state, zip, phone)	
Pt-DNR	Shows whether a DNR was documented or not	
PT Hospital Acct	Shows hospital account number documented	
Pt. Rec Physician	Shows the receiving physician of the patient	
Pt. Lang Barrier	Shows whether a language barrier was documented	
Pt No Callin/ No	Shows whether the "no call in" or "no treatment" box was checked (yes/no)	
treatment		
Pt. Number	Shows the order of the patient documented for the call	
Pt. Protocol	Shows the Protocol or Protocol 2 (secondary protocol) documented)	
Pt. Number	Shows the order of the patient documented for the call	
Total Patients	Shows the total number of patients documented for the call	
Pt. No Call In	Shows if the No Call In box was checked	
Pt. No Treatment	Shows if the No treatment box was checked	
Mileage	Shows the mileage documented for the call	
Times	All Simon Times (Call Received, Unit Alert, Enroute, At Scene, Patient Side,	
	Depart Scene, At hospital, Redepart destination, Rearrive hospital, Complete,	
	Return to Post, Cancel).	
Crew Exposure	Shows whether crew exposure was documented (yes/no)	
Documented by	Shows the name of the crew who documented the call	
Vehicle Level	Shows the vehicle level documented (A, B, ME, H)	

CAD Tab Field Chooser List for the Grid

In addition to the fields described above, many other fields are available to display on the grid using the field chooser option. The additional Fields appear alphabetically in the field chooser window (this list groups information together)

Field Name	Description
Latitude/Longitude	Shows the lat/longitude of the call
Latitude/Longitude	Shows the lat/longitude of the call
Location Address	Shows the full address of the location
Destination Add	Shows the full Address of the destination
Times	Most CAD times available to display
Vehi fields	Data from the Response Vehicles Assigned tab for the specific unit