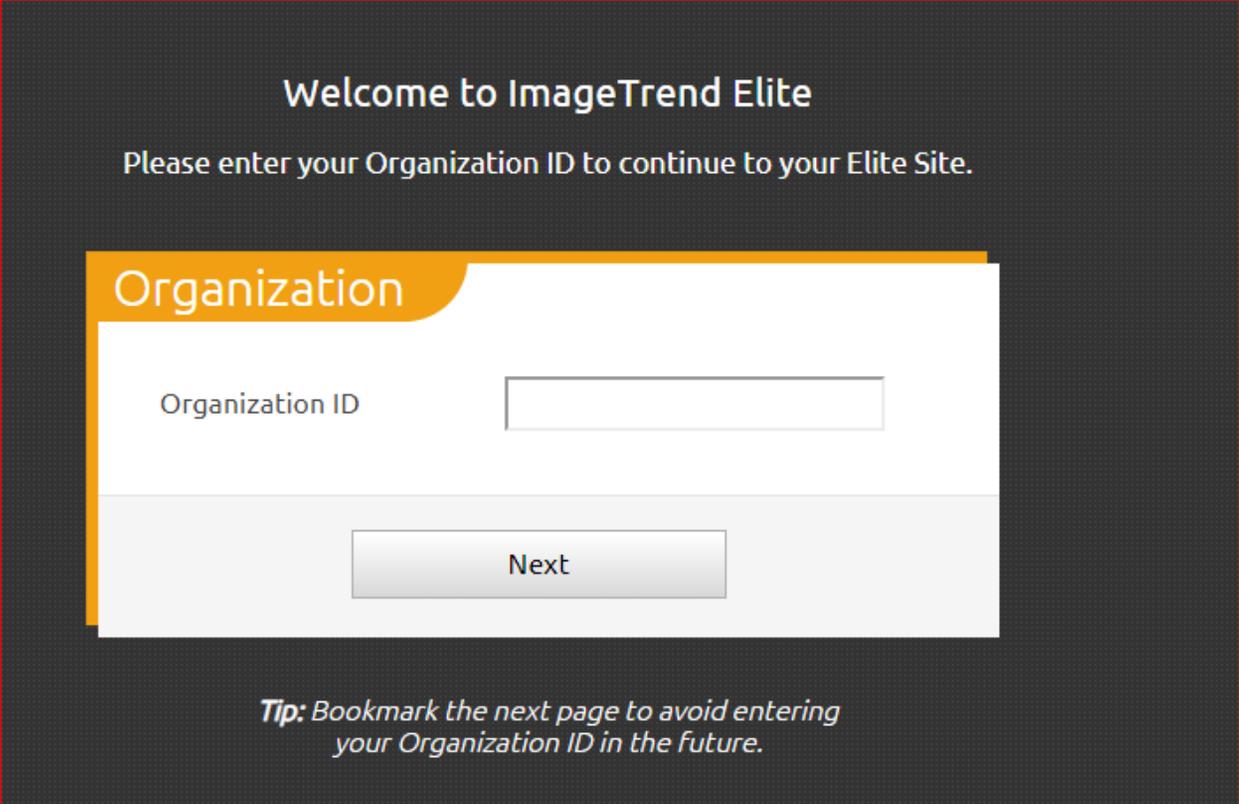


# Quick Reference Guide for Accessing EMS Records in the State of Utah ELITE System

New users, please contact Patrice Secrist ([psecrist@utah.gov](mailto:psecrist@utah.gov)) to request access to the ELITE system. The access request form provided must be completed before access can be granted.

1. Go to: <https://prehospital.utah.gov>
2. Organization ID = Utah



Welcome to ImageTrend Elite

Please enter your Organization ID to continue to your Elite Site.

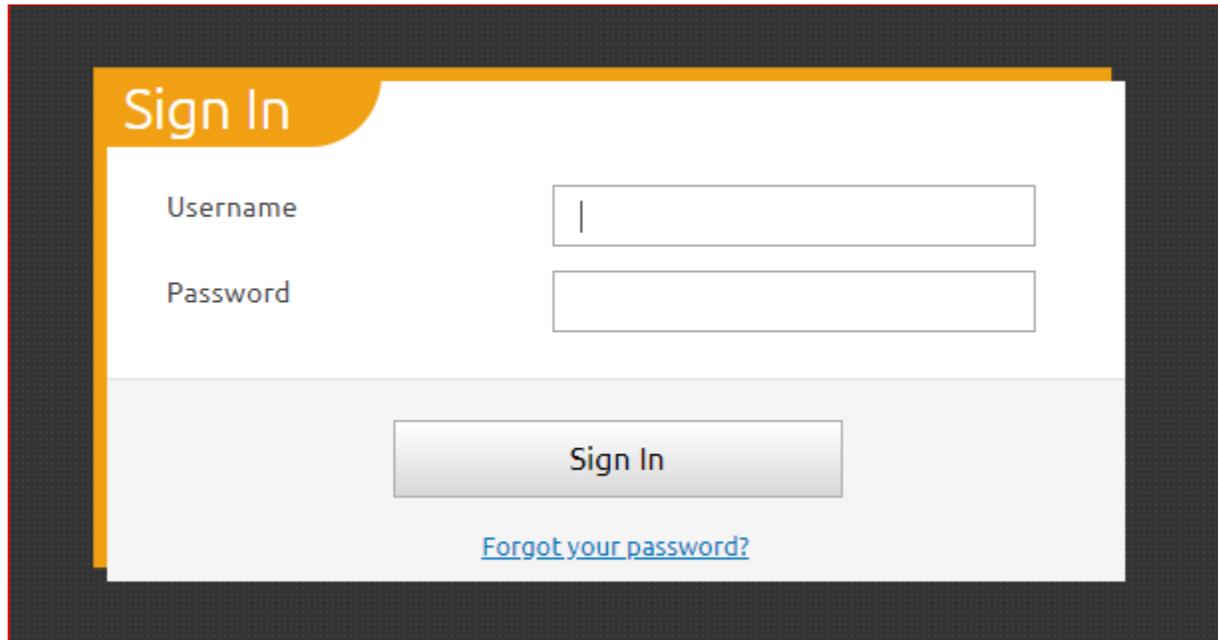
Organization

Organization ID

Next

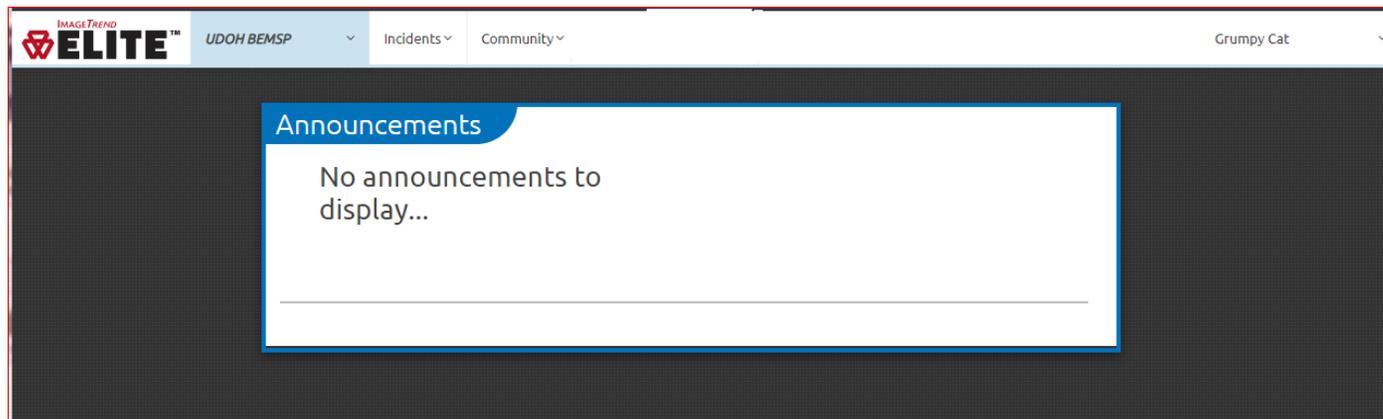
*Tip: Bookmark the next page to avoid entering your Organization ID in the future.*

3. Enter Username and Password.



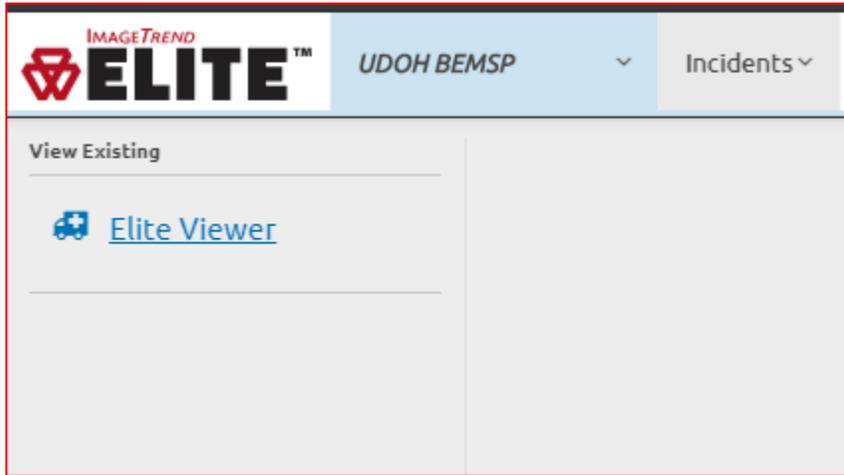
The screenshot shows a 'Sign In' form with a white background and an orange header. The form contains two input fields: 'Username' and 'Password'. Below the fields is a 'Sign In' button and a link for 'Forgot your password?'.

4. Once you have successfully logged in you will see this:

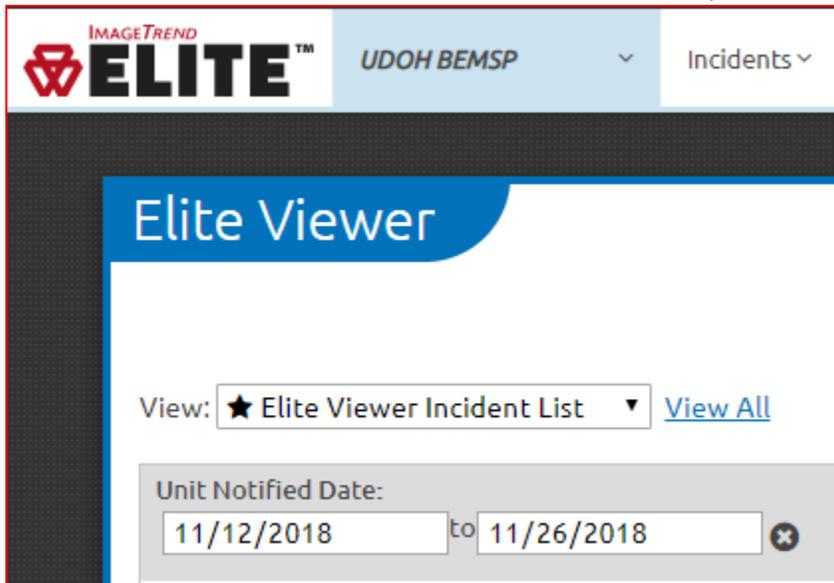


The screenshot shows a web application dashboard. The navigation bar includes the 'ELITE' logo, 'UDOHBEMSP', 'Incidents', and 'Community' menus, and a user profile 'Grumpy Cat'. The main content area features an 'Announcements' section with the message 'No announcements to display...'.

5. Click on the Incidents tab, then Elite Viewer



6. This is the default View: A two-week time frame from today, with records associated with the hospital(s) you have permission to access.



- The starred view is the default view. If you select the down arrow you will see additional views that provide more search options. Select any of the “System Views” options for a view that includes patient name. Once you select the view of your choice, click the blue “Go” button on the right of the page to ensure the view is applied. We’ve found the “System Views” options are more functional than the “Built-In” view option.

The screenshot shows the top navigation bar with the ELITE logo, UDOH BEMSP, and menu items: Incidents, Resources, Tools, and Community. The user name 'Grumpy Cat' is in the top right. The main header is 'Elite Viewer' with a search bar containing 'Starts With' and 'Search All Columns', and a 'Go' button. A dropdown menu is open under 'View: ★ Elite Viewer Incident List', showing 'System Views' (Hospital Only Calls, ImageTrend Test, OME, Record Search, Registry View) and 'My Views' (Record Search (For Help)). The 'Built-In' section is also visible with '★ Elite Viewer Incident List' selected. Below the menu, there are filters for 'Unit' (11/), 'Date/Time', and 'Newest First'. The main content area shows 'All Records (435)', 'Loaded: 11/26/2018 14:41:19', 'Results Per Page 25', and '1 - 25 of 435'.

- To search enter search values associated with the columns in your current view in the search tool at the top right of the page. You can select “Starts With,” “Contains,” and “Exact” as your search logic.

The screenshot shows the search tool at the top right with a red arrow pointing to the 'Starts With' dropdown and the search input field. The search bar contains 'Search All Columns' and a 'Go' button. The view is set to 'Record Search'. The search filter is 'Unit Notified by Dispatch Date/Time: Between 11/12/2018 to 11/26/2018'. The main content area shows a table with one record:

Agency	Patient First Name	Patient Last Name	Incident Number	Destination Name	Incident City	Unit Notified by Dispatch Date/Time
Agency Test - Primary License # 0603L	Joe	Smoe	012	Test Hospital #45	Saint George	11/20/2018 09:32:34

Below the table, it shows 'Loaded: 11/26/2018 14:41:19', 'Results Per Page 25', and '1 - 1 of 1'.

Elite Viewer

Contains Joe Go

View: Record Search [View All](#)

Unit Notified by Dispatch Date/Time:  
 Between 11/12/2018 to 11/26/2018 ✕ Go Reset Filters

Bulk Actions ▼ |  Select All Records (-1) | Loaded: 11/26/2018 14:41:19 | Results Per Page 25 ▼ | 1 - 1 of ◀ ▶

Agency	Patient First Name	Patient Last Name <span>▼</span>	Incident Number	Destination Name	Incident City	Unit Notified by Dispatch Date/Time	
Agency Test - Primary License # 0603L	Joe	Smoe	012	Test Hospital #45	Saint George	11/20/2018 09:32:34	<span>🔗</span> <span>🔄</span> <span>🖨️</span>

9. If the record you are searching for is not found it's possible the default date range (two weeks) or the selected date range has filtered out the record. In this example, we recommend removing the date filters by selecting the "X" icon next to the date values.

Elite Viewer

Contains Minnie Go

View: Record Search [View All](#)

Unit Notified by Dispatch Date/Time:  
 Between 11/12/2018 to 11/26/2018 ✕ Go Reset Filters

Bulk Actions ▼ |  Select All Records (0) | Loaded: 11/26/2018 14:41:19 | Results Per Page 25 ▼ | 0 - 0 of 0 ◀ ▶

Agency	Patient First Name	Patient Last Name <span>▼</span>	Incident Number	Destination Name	Incident City	Unit Notified by Dispatch Date/Time	
No results were found based on the search and filter criteria. You may need to clear date range filters or choose another View to find the records you are looking for.							

Elite Viewer

View: Record Search [View All](#)

Unit Notified by Dispatch Date/Time:  
 Between mm/dd/yyyy to mm/dd/yyyy

10. In this example, we searched for a record that “Contained” Minnie, with no date restrictions and found one record:

Elite Viewer

Contains Minnie [Go](#)

View: Record Search [View All](#)

Unit Notified by Dispatch Date/Time:  
 Between mm/dd/yyyy to mm/dd/yyyy [Go](#) [Reset Filters](#)

Bulk Actions  Select All Records (1) Loaded: 11/26/2018 14:41:19 Results Per Page 25 1 - 1 of 1

Agency	Patient First Name	Patient Last Name	Incident Number	Destination Name	Incident City	Unit Notified by Dispatch Date/Time	
Agency Test - Primary License # 0603L	<u>Minnie</u>	Mouse	78654	Test Hospital #45	City of Saint George	2/12/2018 16:59:20	<a href="#">Link</a> <a href="#">Refresh</a> <a href="#">Print</a>

11. In this example, we searched for a record that “Contained” oe, with no date restrictions and found three records:

**Elite Viewer** Contains oe [Go](#)

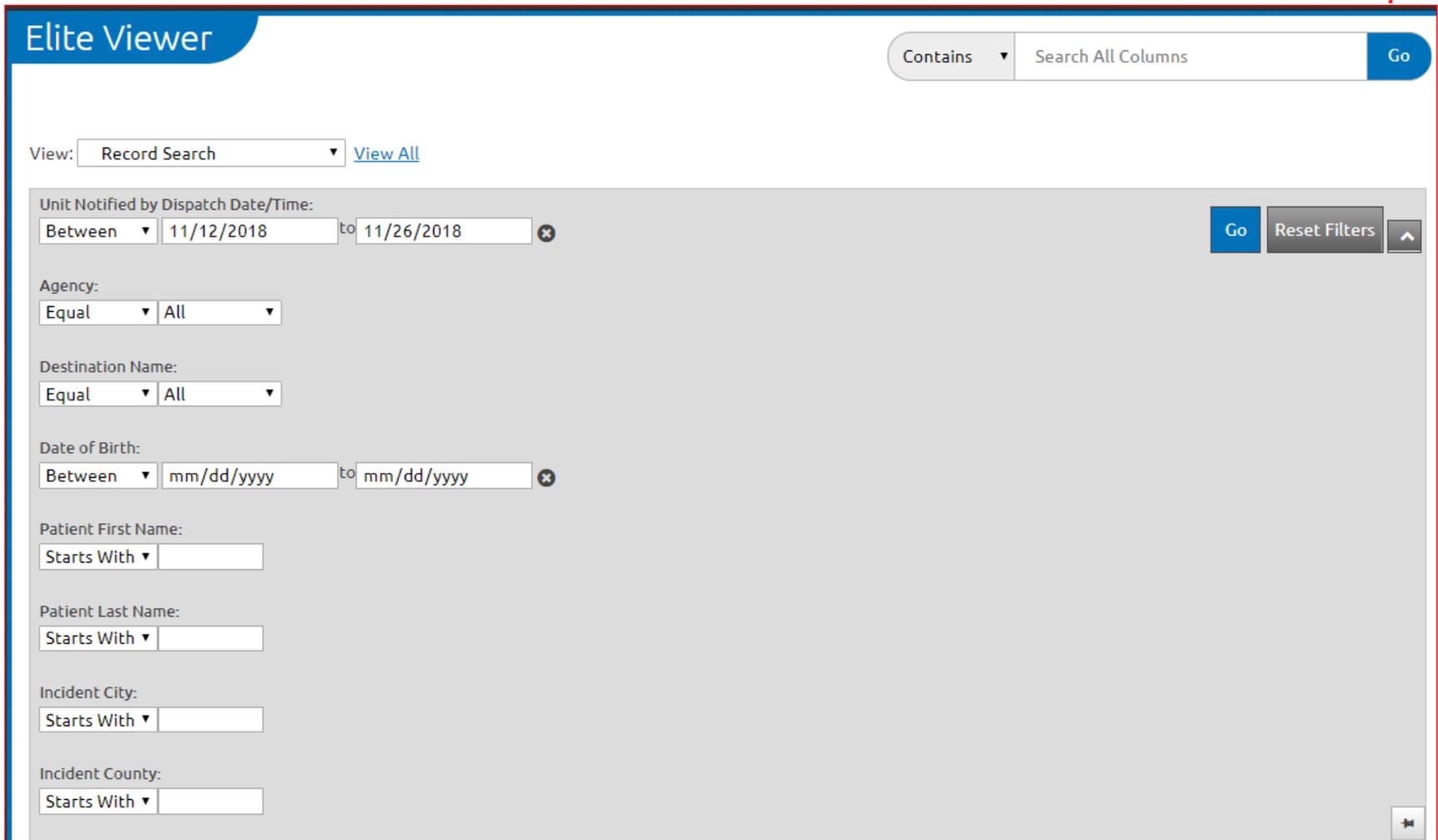
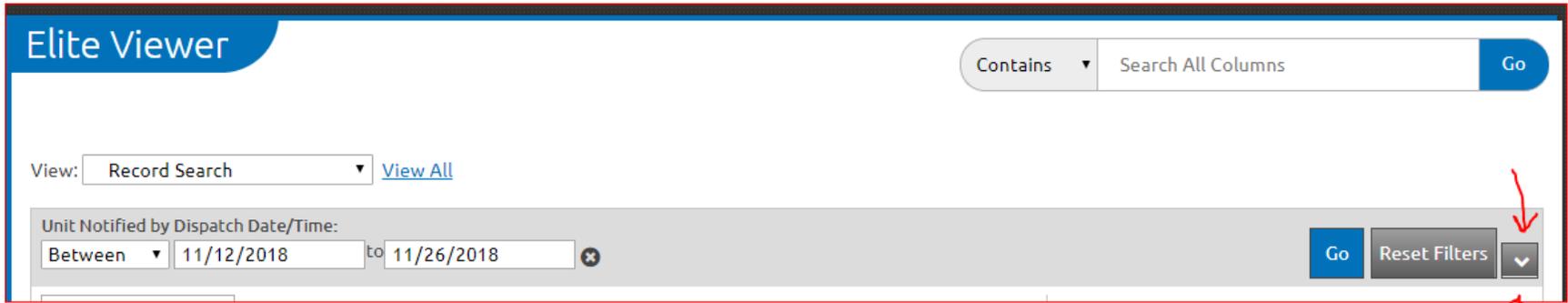
View: Record Search [View All](#)

Unit Notified by Dispatch Date/Time:  
Between  to  Go Reset Filters

Bulk Actions  Select All Records (3) Loaded: 11/26/2018 14:59:29 Results Per Page 25 1 - 3 of 3

Agency	Patient First Name	Patient Last Name	Incident Number	Destination Name	Incident City	Unit Notified by Dispatch Date/Time	
Agency Test - Primary License # 0603L	Joe	Smoe	016	Test Hospital #45	Stone	8/27/2018 10:04:21	
Agency Test - Primary License # 0603L	Joe	Smoe	012	Test Hospital #45	Saint George	11/20/2018 09:32:34	
Agency Test - Primary License # 0603L	oe	smoe	008	Test Hospital #45		7/31/2018 17:34:10	

12. You can also configure individual filter options by clicking on the filter expand button on the far right side.



13. Each filter allows for search logic configuration. Examples include: "Starts With," "Contains," and "Ends With." It is often helpful to use "Starts With" or "Ends With" because the patient name may be misspelled. It may also be helpful to consider nicknames that a person (or family/friend) might use, such as, Mike for Michael.

Unit Notified by Dispatch Date/Time:  
Between  to

Agency:  
Equal

Destination Name:  
Equal

Date of Birth:  
Between  to

Patient First Name:  
Starts With   
Contains   
Ends With   
Equal   
Not Equal   
Starts With

Incident City:  
Starts With

Incident County:  
Starts With