

Steps For Calls: Status Updates

1. Go to Caspio or Fast Field Status Update form and mark yourself **en route** with the run number (R#OFGT5V). If for any reason you receive a notification and can not immediately go enroute (EX: finishing up another call) you will mark **copy** with the run number.
2. Look up the protocol for the company in Fast Field under Technician Protocol Viewer (if you cannot find a protocol, reach out to your supervisor to have them double check - if no protocol exists, complete a Protocol Change Request form under the Customer Service section of Fast Field after you complete the call and confirm the service with the DER.
3. Go to Caspio or Fast Field Status Update form and mark yourself **on scene** with the reference number (R#OFGT5V).
4. Call DER/contact if unable to immediately find them upon arriving on scene.
5. Grab appropriate bag(s) - injury bag, drug screen bag, BA machine, etc.
6. Open and complete paperwork under the appropriate category below.
** NOTE ** - Make sure you contact DER for any shy bladder, out of temp, etc.
** NOTE ** - Make sure you have signal before submitting paperwork on Fast Field otherwise it may say it submitted, but it gets lost in space.
7. Go to Caspio or Fast Field Status Update form and mark yourself **clear** with the reference number (R#OFGT5V) and what services you provided (example: 2 immediate, 2 BA, 1 respiratory package).
8. Go to Caspio or Fast Field Status Update form and mark yourself **Ready**.

Paperwork You Will Need for each Call:

Wellness Exam

- Daily Shift Summary
- Service Record General (Under General Forms)
- Wellness Screen Sign In Sheet
- Health Screening Questionnaire Form 01
- Health Screening Questionnaire Form 02
- ROM Values
- With Audio:
 - Audiometry Sign In Sheet
 - Audiometry Result Form

Audiometry:

- Daily Shift Summary
 - Service Record General (Under General Forms)
 - Audiometry Sign In Sheet
 - Audiometry Result Form
- Covid:

- Daily Shift Summary
 - Service Record General (Under General Forms, mark Wellness Exam)
 - COVID Hazard Pay Log (one running log for all covid calls in one day, submitted at end of shift)
 - Covid Rapid Antigen Sign In Sheet (one for each run number)
 - Coronavirus Antigen Rapid Surveillance Test Result Form (one for each person tested)
 - Exposure Questionnaire (only if company requests to have it done)
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Injury:

- Daily Shift Summary
 - Service Record General (Under General Forms)
 - First Aid Packet
 - Incident Response Report
 - With a post accident?
 - Drug & Alcohol Completion Form (for each person tested)
 - Drug Screen Sign in Sheet
 - Immediate Result Drug Screen or DOT/NON-DOT COC/CCF (for each person tested)
 - Non-DOT Breath Alcohol Form or DOT BA paper form (for each person tested)
 - Problem Collection Forms (if needed) - Shy Bladder, Refusal, Direct Observation
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Drug Screen:

- Daily Shift Summary
 - Service Record General (Under General Forms)
 - Drug & Alcohol Completion Form (for each person tested)
 - Drug Screen Sign in Sheet
 - Immediate Result Drug Screen or DOT/NON-DOT COC/CCF (for each person tested)
 - Non-DOT Breath Alcohol Form or DOT BA paper form (for each person tested)
 - Problem Collection Forms (if needed) - Shy Bladder, Refusal, Direct Observation
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Respiratory:

- Daily Shift Summary
- Service Record General (Under General Forms)
- Qual/Quant Form (if doing a fit test only)
- Respirator forms in this order:
 1. Respiratory Sign In Sheet
 2. PFT Clearance Form
 3. PFT Printout
 4. Medical History Evaluation (4 pages)
 5. Respirator Training (Passage with their name at the top if doing paper forms)
 6. Respirator Quiz

Temperature Screenings:

- Daily Shift Summary
- Service Record General (Under General Forms, mark Wellness Exam)
- Temperature Screening form (If contact is not available for signature, write an X and make note in the comments section that the contact was not available for a signature)