

RescueNet

12-Lead Administration

Guide

Software version 2.0
Manual 1.0 revision

ZOLL[®]

© 2011 by ZOLL. All rights reserved.

RescueNet is a registered trademark of ZOLL Data Systems. RescueNet @Work, RescueNet 12-Lead, RescueNet CommCAD, RescueNet Dispatch, RescueNet DispatchPro, RescueNet Billing, RescueNet Tablet-PCR, RescueNet Nomad, RescueNet Crew Scheduler, RescueNet Resource Planner, RescueNet NetTransit.com, RescueNet Web Viewer, RescueNet WebPCR, RescueNet ePCR Suite, RescueNet Navigator, RescueNet Insight, and RescueNet Code Review are trademarks of ZOLL Data Systems.

ZOLL is a registered trademark of ZOLL Medical Corporation. M Series, E Series, AED Plus, and AED Pro are trademarks of ZOLL Medical Corporation.

Other product and company names may be the trademarks of their respective owners.

Welcome to RescueNet 12-Lead, a web-based 12-Lead management system. With RescueNet 12-Lead, you can manage the 12-Leads sent from ZOLL E Series defibrillators anywhere in your system.

Get the Latest Revision of this Book

If you are a registered user of www.zolldata.com, you can access the latest version of this PDF at any time. You must have Adobe Acrobat Reader loaded on your machine to view the PDF. You can download a free copy of Adobe Reader at <http://get.adobe.com/reader>.

1. Enter www.zolldata.com in your browser and login.
2. On the navigation bar, mouse over Resource Library and click Customer Documentation and Resources.
3. On the Resource Library page, select the product from the list of products that appear on the left side of the screen.
4. Point your mouse at the PDF and click. A File Download window opens.
 - To save the file: Click Save and direct the file where you want it on your computer.
 - To open and print the book: Click Open. The PDF appears on your screen. From this point, you can view, save, or print the PDF.

Let Us Know What You Think

Your opinions are very important to us! Please let us know what you think of this guide. Sending comments is easy - just email to documentation@zoll.com.

Please include the document title and release number so we can easily identify the book you are referring to.

Thanks!

Table of Contents

Chapter 1: 12-Lead Administration	1-1
Overview.....	1-1
Using This Guide.....	1-3
Start-up Tasks	1-3
Website Registration.....	1-4
Using RescueNet 12-Lead	1-4
Log On	1-4
12-Lead Screen.....	1-5
Change Your Profile	1-6
Pop-up Windows.....	1-7
Chapter 2: Inbox	2-1
Edit	2-2
Edit Patient	2-2
Edit EMS and Balloon Time	2-3
Distribute.....	2-4
Print or Save the 12-Lead.....	2-5
Archive.....	2-6
Chapter 3: Configuration	3-1
My Account	3-2
DUN Device Settings	3-3
Cooperating RescueNet 12-Lead Customers.....	3-4
Add a Cooperating Customer.....	3-4
Edit Cooperating Customers	3-4
Delete Cooperating Customers	3-5
Automatic Distribution List.....	3-5
Chapter 4: Users	4-1
Add Users	4-2
Edit, Enable/Disable, Change Password.....	4-2
Delete Users.....	4-3
Chapter 5: Distribution	5-1
Contacts	5-1
Add Contacts.....	5-1
Edit Contacts	5-2

Delete Contacts.....	5-3
Distribution Lists.....	5-3
View Distribution Lists.....	5-3
Add Distribution Lists	5-4
Add Members to a Distribution List.....	5-4
Edit Distribution Contacts	5-6
Edit Distribution Lists.....	5-6
Delete Distribution Lists.....	5-6
Chapter 6: Search	6-1
Chapter 7: Reports	7-1
Chapter 8: Configure the E Series Defibrillator	8-1
Index	

12-Lead Administration

Overview

RescueNet® 12-Lead is a web-based management system that uses a web browser to provide quick, easy access to critical 12-leads sent from ZOLL® E Series defibrillators. With RescueNet 12-Lead, users can view, distribute, archive, and print 12-Leads; and search for Inbox and/or archived 12-Leads.

How it works. During registration, ZOLL assigns your company a Company ID. This ID is configured on every transmitting monitor or electrocardiogram (ECG) system and is part of the data when the monitor/defibrillator transmits the 12-Lead. The RescueNet 12-Lead system receives the 12-Lead, identifies that the Customer ID belongs to your company, and displays the 12-Lead in your *Inbox*.

RescueNet 12-Lead is supported on the following browsers:

Name	Version
Microsoft Internet Explorer®	7 or later
Apple Safari®	5 or later
Mozilla Firefox® Web browser	7 or later
Google Chrome®	14.0.835.202 m or later

View 12-Leads - your Inbox. The *Inbox* is the repository of all 12-Leads received by RescueNet 12-Lead. The *Inbox* displays basic 12-Lead information such as the received and acquired date and time, the agency, unit, ETA, status, and interpretation. You click on a 12-Lead to view the actual record. For more information about your *Inbox*, see [Chapter 2: Inbox](#).

Edit 12-Leads. You can edit the patient information, and the E2B (EMS to Balloon time).


Distribute 12-Leads:

- ❑ **Distribution Methods:** In most cases, the system uses either a fax number or an email address to distribute 12-Leads. The system also has the ability to distribute 12-Leads to the **Inbox** of another RescueNet 12-Lead customer. To distribute to the customer's **Inbox**, the customer must be configured as a Cooperating RescueNet 12-Lead Customer. For more information, see [Cooperating RescueNet 12-Lead Customers on page 3-4](#).
- ❑ **Distribution list:** If you need to distribute a 12-Lead to multiple customers and/or contacts at one time, you can speed up the distribution process by creating a distribution list. The system allows you to create multiple distribution lists; possibly one that has contacts/customers who receive every 12-Lead, and several with contacts/customers who receive only specific kinds of 12-Leads. For more information, see [Distribution Lists on page 5-3](#).
- ❑ **Automatic distribution:** For contacts and customers that need to see every 12-Lead; you can create a distribution list and set it for automatic distribution. Once set, RescueNet 12-Lead automatically sends every new 12-Lead to the members of the list. For more information, see [Automatic Distribution List on page 3-5](#).
- ❑ **Manual distribution:** Some customers/contacts need to see every 12-Lead, while others may only need or request to view specific 12-Leads. In this case you can select the distribution link in an opened 12-Lead; type, or select the customer/contact fax or email information from the drop-down menu, and manually distribute the record. For more information, see [Distribute on page 2-4](#).

Archive 12-Leads. 12-Leads can be archived manually or automatically.

- ❑ **Manual:** You can manually archive an opened 12-Lead by clicking the Archive button. Clicking Archive removes the 12-Lead from the **Inbox**.
- ❑ **Automatic Incident Closure:** To reduce clutter, RescueNet 12-Lead automatically removes 12-Leads from the **Inbox** after an administered number of days. The system automatically archives both new and opened 12-Leads that meet the criteria. You can change the number of days at anytime.

Print or save to your PC. When you send a print request to RescueNet 12-Lead, the system takes an image of the 12-Lead as it appeared when it was received by RescueNet 12-Lead and displays it in a PDF on your screen. Since this is the original 12-Lead that was acquired by the defibrillator, it will not show modifications made with RescueNet 12-Lead. To view the PDF you must have Acrobat Reader installed on your computer. In addition to printing the 12-Lead, you can save a copy to your disk.

	Note: 12-Lead patient information contains sensitive patient information and should be treated consistent with your organizations policies for accessing PHI.
-------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Users. Users can be assigned to one of two roles: general user or administrator.

- ❑ General users can manage 12-Leads by performing the following actions:
 - View
 - Archive
 - Manually distribute
 - Print, save, and email

- ❑ In addition to the actions allowed to general users, administrators can:
 - View, add, edit, delete, and disable users
 - View and modify the company account
 - View, add, and delete a Cooperating RescueNet 12-Lead Customer
 - Set the number of days to automatically archive 12-Leads
 - View, add, edit, and delete contacts
 - View, add, edit, delete, and set distribution lists

Using This Guide

This guide contains general information and tasks for each tab as well as instructions on how to configure your system during the initial start-up.

Start-up Tasks

The following start-up tasks should be performed in the order shown below. For task details, click the task or refer to the page number next to the task name.

- ❑ Website Registration on page 1-4
- ❑ Add Users on page 4-2
- ❑ Cooperating RescueNet 12-Lead Customers on page 3-4
- ❑ Add Contacts on page 5-1
- ❑ Add Distribution Lists on page 5-4
- ❑ Configure the E Series Defibrillator on page 8-1

Website Registration

As the first step in the installation process, ZOLL registers your organization with RescueNet 12-Lead. After registration, ZOLL provides you with:

- A Customer ID: This ID is used by RescueNet 12-Lead to identify your company.
- An administrator username and password.
- A Customer ID and administrator account: If you are an organization with multiple services such as Company X with services/facilities in Denver, Boulder, and Colorado Springs, you receive a Customer ID and administrator account for each service/facility.

The above information is critical to the configuration of your system. Record the information in a location where you can easily find it.

Using RescueNet 12-Lead

Log On

1. In a web browser, type <https://12leadanywhere.com>
The RescueNet 12-Lead login screen opens.



Usernames and Passwords: Initially, ZOLL provides you with an administrator username but no password. For security reasons, you will use the **Forget your password?** link on the login page to request a temporary password. The temporary password will be sent to your email address. You will be prompted to change the password when you log in.

2. **Username:** Usernames are in an email format such as `bdavis@zoll.com`.
3. **Password:** Enter your password. If you do not know your password, click **Forget your password?** A temporary password will be sent to you via email. You will be required to enter a new password after you log in.

When you successfully log onto RescueNet 12-Lead, the **12-Lead** screen opens. This screen is the starting point for all the tasks in this guide.

12-Lead Screen

The 12-Lead screen defaults to the **Inbox** when a general user logs in. The top of the 12-Lead screen displays your company name, username, a link to view/edit your profile, and a logout link. The first three menu items on the navigation bar, **Inbox**, **Search**, and **Reports**, display to both administrators and general users. The last three menu items, **Configuration**, **Users**, and **Distribution**, display to administrators only. Under **Distribution**, a sub-menu appears with **Contact** and **Distribution List**.

ZOLL		ZOLL Hospital					
RescueNet 12-Lead		Inbox	Search	Reports	Configuration	Users	Distribution
◀ Prev 1 Next ▶							
Received Date/Time	Acquisition Date/Time	Agency	Unit	ETA	Status	Interpretation	
11/30/2011 12:34	11/22/2011 13:02	ZOLL Hospital	-----	-----	Open	Normal sinus rhythm Normal ECG *** Unconfirmed ***	
11/30/2011 12:34	11/22/2011 13:02	ZOLL Hospital	-----	-----	Open	Normal sinus rhythm Normal ECG *** Unconfirmed ***	
11/30/2011 12:34	11/22/2011 13:02	ZOLL Hospital	-----	-----	New	Normal sinus rhythm Normal ECG *** Unconfirmed ***	
◀ Prev 1 Next ▶							

- ❑ **Inbox:** Displays new and opened 12-Leads in the order they were received. A new/unopened 12-Lead has a red background: once opened the 12-Lead background changes to blue. In an opened state you can view, edit, archive, print, or distribute the record. If you select archive, the system removes the 12-Lead from the **Inbox** and continues to store it in the database where it can be accessed using Search.

For more information, see [Inbox on page 2-1](#).

- ❑ **Search:** Find and view current and archived 12-Leads, records that match a specific criteria such as records received on a given day or time, and individual records.

For more information, see [Search on page 6-1](#).

- ❑ **Reports:** Reports are currently not available.
- ❑ **Configuration (Administrators only):** Configuration contains the following sections:
 - **My Account:** Displays the account information for your company. Click the displayed information to open the **Edit Customer** screen. Use the **Edit Customer** screen to edit your company's information and to set the **Automatic Incident Closure** field.
 - **DUN Device Settings:** The E Series Defibrillators use a Customer ID and a password to authenticate with the RescueNet 12-Lead website when connecting to transfer a

12-Lead. This section displays the Customer ID and allows you to change the Customer ID password.

- **Cooperating RescueNet 12-Lead Customers:** View, add, edit, and delete Cooperating RescueNet 12-Lead Customers. A Cooperating RescueNet 12-Lead Customer is an organization that uses RescueNet 12-Lead and is a registered RescueNet 12-Lead customer. When you associate a Cooperating RescueNet 12-Lead Customer to your account, you enable the distribution of 12-Leads from your RescueNet 12-Lead system into that customer's **Inbox**. This is in addition to any email or fax destinations used to alert their staff of the record.
- **Automatic Distribution List:** Set a distribution list for 12-Leads that arrive in your **Inbox**. Once set, the system automatically sends new 12-Leads to the members in the distribution list. The list must already exist in **Distribution > Distribution Lists**.

For more information, see [Configuration on page 3-1](#).

- **Users (Administrators only):** Displays the configured users. You can add new users; edit, enable/disable, or delete existing users; and change user passwords.

For more information, see [Users on page 4-1](#).

- **Distribution (Administrators only):** There are two tabs under Distribution:
 - **Contacts:** View, add, edit or remove a contact. Contacts receive 12-Leads via email or fax. For more information, see [Contacts on page 5-1](#).
 - **Distribution Lists:** View, add, edit, or remove distribution lists. You can create multiple distribution lists that contain Cooperating RescueNet 12-Lead customers and/or contacts. If your organization is transmitting 12-Leads into the system, you will configure the monitor/defibrillator to use these distribution lists to designate the appropriate distribution for each 12-Lead report your organization transmits. A distribution list can also be used when you manually distribute a 12-Lead and/or can be configured as your Automatic Distribution List.

For more information, see [Distribution Lists on page 5-3](#).

Change Your Profile

A profile link appears in the right hand corner of all RescueNet 12-Lead windows. Click the profile link to open the Edit User Profile window. Use this window to change your name, and email address, and password. Click **Save** to save the changes.

Edit User Profile

First Name:

Last Name:

Email:

Email Policy : This Email will be used as user name.

Role: Administrator

Change Password:

Password Policy: Minimum of 8 characters in length, include 1 uppercase alpha character; 1 lower case alpha character; 1 numeric character or 1 special character. The password is case sensitive and must not contain spaces.

Password:

Confirm Password:

Pop-up Windows

RescueNet 12-Lead is equipped with pop-up windows that contain additional information or administration fields. Each window displays a Save and Cancel button on the bottom of the window. In addition to the Cancel button, you can cancel out of the window by clicking the X in the right hand corner.

Add New Contact

First Name:

Last Name:

Email:

Fax:

CHAPTER

2

Inbox

The *Inbox* defaults to the first screen that displays when you log onto RescueNet 12-Lead. To minimize redundancy, there is only one *Inbox* per account that all users access. An action of a single user impacts the *Inbox* of all users. For example, when a user clicks a new 12-Lead, all users see the status change to open. Likewise, when a user archives a 12-Lead, the record is removed from the view of all *Inbox* users.

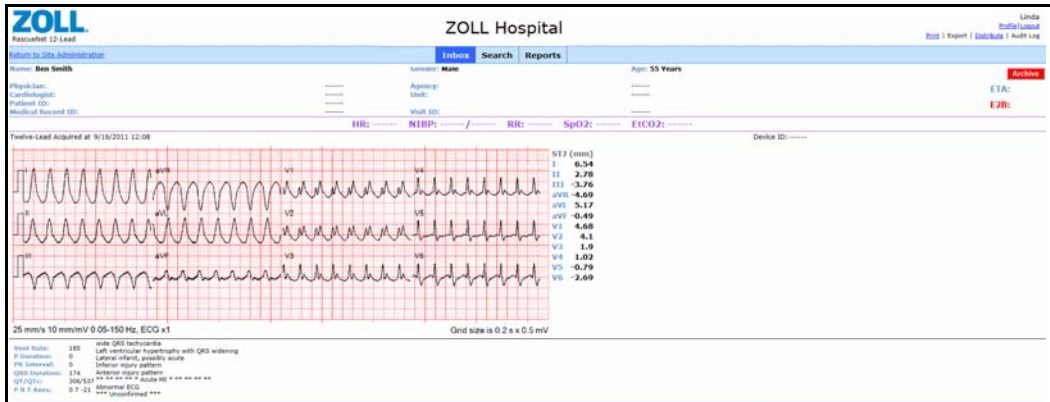
ZOLL		ZOLL Ho		A new 12-Lead has arrived Show *									
rescueNet 12-Lead		Inbox		Search		Reports		Configuration		Users		Distribution	
Received Date/Time	Acquisition Date/Time	Agency	Unit	ETA	Status	Interpretation							
10/28/2011 11:12	10/25/2011 14:04	Metro EMS	-----	-----	New	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/28/2011 11:08	10/25/2011 14:04	SW Service	-----	-----	Open	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/28/2011 09:23	10/25/2011 14:04	SW Service	-----	-----	Open	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/27/2011 12:34	10/18/2011 13:55	South Side EMS	-----	-----	Open	** * * * * * Pediatric ECG analysis * * * * * Normal sinus rhythm with 2nd degree AV block (Mobitz II) with occasional premature ventricular complexes Left axis deviation Left bundle branch block *** Unconfirmed ***							
10/27/2011 10:13	10/25/2011 14:04	Metro EMS	-----	-----	New	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/26/2011 17:16	10/25/2011 14:04	South Side EMS	-----	-----	Open	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/26/2011 16:48	10/25/2011 14:04	SW Service	-----	-----	Open	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/26/2011 16:40	10/25/2011 14:04	South Side EMS	-----	-----	Open	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/26/2011 16:38	10/25/2011 14:04	Metro EMS	-----	-----	New	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							
10/26/2011 15:50	10/25/2011 14:04	Metro EMS	-----	-----	New	*** Poor data quality, interpretation may be adversely affected *** Unconfirmed ***							

The *Inbox*:

- Displays most recent 12-Lead first. The order is based on received time, not acquired time.
- Displays a red background for new 12-Leads; once opened the background changes to blue.
- Allows you to view and distribute a 12-Lead without archiving it. In this case, the 12-lead remains in the *Inbox* until it is automatically or manually archived

- ❑ Provides an audible alert and an alert banner with the arrival of a new 12-Lead. Alerts display when you are in the **Inbox** and 12-Lead details screen; **Search** and **Search Results** screen; and the **Reports** and **Reports Results** screen. In the **Inbox**, the alert banner provides a Show link that displays the 12-Lead details screen. In the **Search**, **Reports**, or 12-Lead details screen the alert banner provides links to the **Inbox** and the 12-Lead details screen.

In the **Inbox**, click a 12-Lead to open it.



In an opened 12-Lead, you can:

- ❑ Edit Patient - page 2-2
- ❑ Edit EMS and Balloon Time - page 2-3
- ❑ Distribute - page 2-4
- ❑ Print or Save the 12-Lead - page 2-5
- ❑ Archive - page 2-6

Edit

You can edit the record's patient information, EMS Time, and Balloon Time.

Edit Patient

1. Roll your mouse over the upper section of the 12-Lead record to highlight.

- The E2B value is derived from the time difference between Balloon Time and EMS Time. In the figure to the right, the E2B value would be 00:11:00. You can enter the day and time for the EMS and Balloon manually or you can select a date from the pop-up calendar and a time from the slide bar.

- **EMS Time:** The EMS Time field defaults to the time the 12-Lead was acquired. If RescueNet 12-Lead receives multiple 12-Leads for a single incident, the field displays the EMS time of the earliest acquired 12-Lead.
- **Balloon Time:** Enter the balloon time.

- Click **Save**. The E2B displays in red.

Distribute

You can manually distribute a 12-Lead to a contact, a distribution list, a Cooperating RescueNet 12-Lead Customer, or any valid email address or fax number.

- Click **Distribute** in the upper right hand corner.


The *Distribute 12-Lead* screen opens.

- In the **To** box: Enter the email address, fax number, or distribution list name. If the contact, company, or distribution list exists in the system, type the first letter and select the name from the drop-down list.
- Click **Send**.

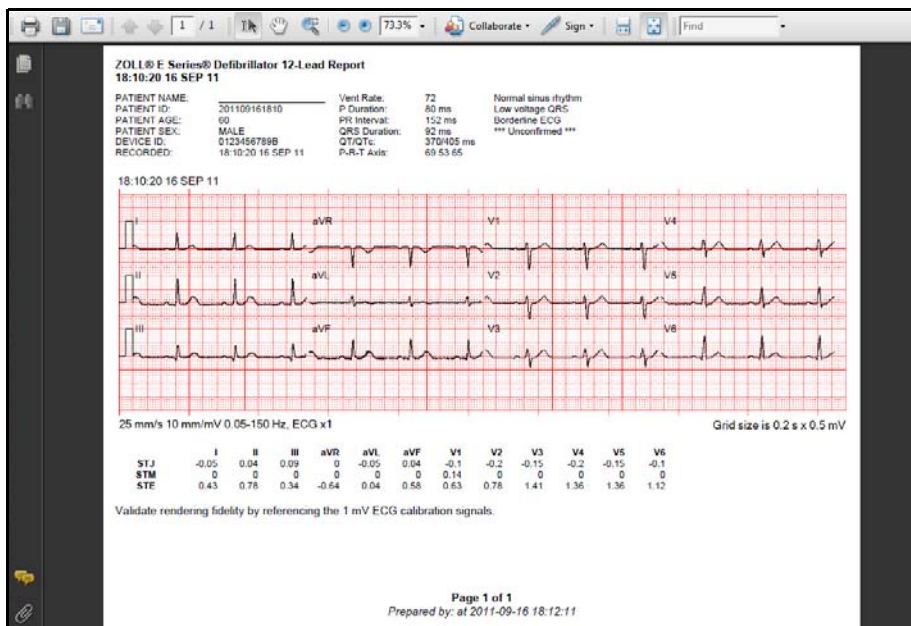
If you distribute to the **Inbox** of a Cooperating RescueNet 12-Lead Customer, the 12-Lead reflects any patient information modifications that you may have using RescueNet 12-Lead. If you distribute using email or fax, the 12-Lead reflects the image of the original 12-Lead sent by the transmitting monitor/defibrillator will not show the patient information modifications you made.

Print or Save the 12-Lead

You can select **Print** to print or save an open 12-Lead. The system makes an image of the 12-Lead that was sent by the transmitting monitor/defibrillator displays the image in a PDF on your screen. Because this image is created from the original transmitted record, it will not reflect any patient information changes you may have made with RescueNet 12-Lead.

 **Note:** You must install Adobe Reader on your computer to print a 12-Lead. You can download a free copy of Adobe Reader at <http://get.adobe.com/reader>.

1. In the **Inbox**, click the 12-Lead to open it.
2. In the right hand corner, click **Print**. The system generates a PDF of the 12-Lead and displays the PDF on your monitor/defibrillator.



3. Use the menu bar at the top of the screen to print and/or save the PDF.

Archive

Manual archive:

1. In the *Inbox*, click the 12-Lead to open it.
2. Click **Archive**. The system closes the record, removes it from the *Inbox* and sets the balloon time (if it has not previously been set). Use *Search* to view archived records.

Automatic archive:

1. Click *Configuration*.
2. Move your mouse over your company's configuration information to highlight. Click the highlighted area to open the *Edit Customer* screen.
3. In the *Automatic Incident Closure* field: Enter the number of days that the system allows 12-Leads to remain in the *Inbox* before they are automatically archived.
4. Click **Save**.

Configuration

The *Configuration* screen is divided into the following sections:

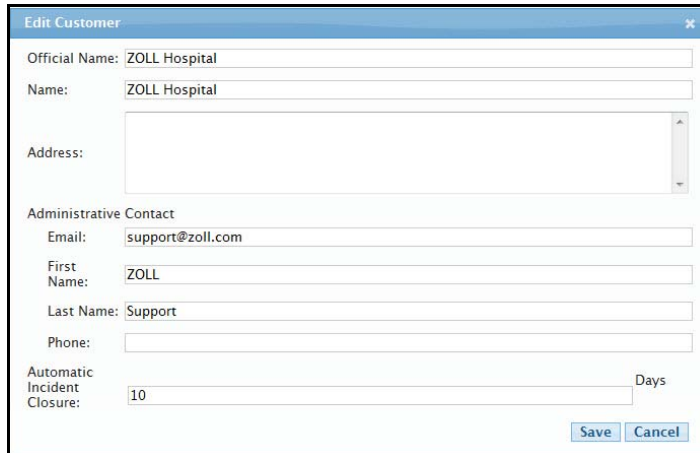
- My Account on page 3-2
- DUN Device Settings on page 3-3
- Cooperating RescueNet 12-Lead Customers on page 3-4
- Automatic Distribution List on page 3-5

ZOLL RescueNet 12-Lead		ZOLL Hospital					
		Inbox	Search	Reports	Configuration	Users	Distribution
My Account							
Official Name:	ZOLL Hospital						
Name:	ZOLL Hospital						
Administrative Contact:							
First Name:	Bob						
Last Name:	Cook						
Phone:							
Email:	bcook@zoll.com						
Automatic Incident Closure: 1 Days							
DUN Device Settings							
Customer ID:	1111222141038						
Password:	*****						
Cooperating RescueNet 12-Lead Customers							
No Cooperating Customer has been created							
Automatic Distribution List							
No list selected							

My Account

The information for your account displays under the *My Account* heading. You can edit this information using the following steps:

1. Move your mouse over *My Account* to highlight. Click the highlighted area to open the *Edit Customer* screen.



The screenshot shows a web form titled "Edit Customer". It has several input fields: "Official Name" with "ZOLL Hospital", "Name" with "ZOLL Hospital", "Address" (empty), "Administrative Contact" section with "Email" as "support@zoll.com", "First Name" as "ZOLL", "Last Name" as "Support", and "Phone" (empty). Below that is "Automatic Incident Closure" set to "10" with "Days" to its right. At the bottom right are "Save" and "Cancel" buttons.

2. Edit the fields as needed:

- a) **Official Name:** Enter the official name of the company such as AA Incorporated.
- b) **Name:** Enter a display name, i.e., a name commonly used for the company such as AA.
- c) **Address**
- d) **Administrative Contact:**
 1. **Email**
 2. **First Name**
 3. **Last Name**
 4. **Phone:** In the Configuration screen, this number displays as the phone number. In **Distribution > Contacts**, the phone number displays as the fax number.
 5. **Email**
- e) **Automatic Incident Closure:** Enter the number of days the system waits before it automatically archives a 12-Lead. The system closes the record, removes it from the **Inbox** and sets the balloon time (if it has not previously been set).
- f) Click **Save**.

DUN Device Settings

Your system's E Series Defibrillators use a Customer ID and a password to authenticate with the RescueNet 12-Lead website when connecting to transfer a 12-Lead. Because the system uses the Customer ID to identify your company, you cannot modify it. When you configure your system for the first time, you administer the Customer ID password. After the system is in place, you can change the password anytime a security issue dictates the need for a change.



Note: If you change the password in the Configuration screen, you must change the password in every E Series that transmits to RescueNet 12-Lead.

To change the password:

1. Click *Configuration*.
2. Point to the area under the **DUN Device Settings** heading to highlight. Click the highlighted area to open the *Device*.

The screenshot shows the ZOLL Hospital RescueNet 12-Lead Configuration page. The page has a navigation bar with tabs for Inbox, Search, Reports, Configuration (highlighted), Users, and Distribution. The main content area is divided into sections:

- My Account:** Official Name: ZOLL Hospital, Name: ZOLL Hospital, Administrative Contact: First Name: Bob, Last Name: Cook, Phone: , Email: bcook@zoll.com, Automatic Incident Closure: 1 Days.
- DUN Device Settings:** Customer ID: 1111222141038, Password: ***** (highlighted with a red arrow).
- Cooperating RescueNet 12-Lead Customers:** No Cooperating Customer has been created.
- Automatic Distribution List:** No list selected.

3. Read the password policy.
4. **Password:** Enter a password that conforms to the password policy.
5. **Confirm Password:** Repeat the password.
6. Click **Save**.

Cooperating RescueNet 12-Lead Customers


You can send new 12-Leads from your company's *Inbox* to the *Inbox* of a customer that you work closely with. To do this, the customer must use RescueNet 12-Lead (be a registered RescueNet 12-Lead customer) and be administered as a Cooperating RescueNet 12-Lead Customer on your system. Use this section to add, edit, and delete a Cooperating RescueNet 12-Lead Customer.

Add a Cooperating Customer

1. Click *Configuration*.
2. To add:
 - The first customer: Move your mouse over **No Cooperating Customer has been created**. Click the highlighted area to open the *Add Cooperating Customer* window.
 - Additional customers: Click **Add** to open the *Add Cooperating Customer* window.



3. Enter the customer's name and alias. You can enter anything you wish in the Alias field.



Note: The *Name* field does not accept customers that are not a registered RescueNet 12-Lead customer. To register the customer, inform the organization of the availability of the *free* RescueNet 12-Lead service and tell them to contact their ZOLL sales representative.

4. Click **Save**. The Cooperating Customer name appears under the *Cooperating RescueNet 12-Lead Customer* heading.

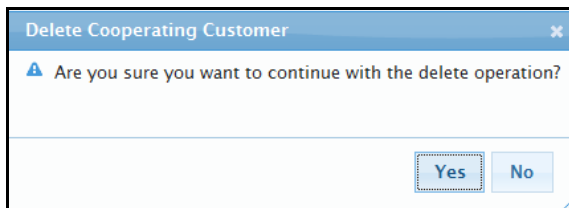
Edit Cooperating Customers

1. Click *Configuration*.
2. Under the *Cooperating RescueNet 12-Lead Customer* heading, click the Cooperating Customer name. The *Edit Cooperating Customer* window opens.
3. Modify the *Alias* field.
4. Click **Save**. The modified Cooperating Customer name appears on the screen.

Delete Cooperating Customers

1. Click *Configuration*.
2. Under the *Cooperating RescueNet 12-Lead Customer* heading, check the box on the line of the customer you wish to delete and then click **Delete**.

A warning box appears.



3. Click **Yes**.

Automatic Distribution List

You can automatically distribute all new 12-Leads that arrive in your *Inbox* to a distribution list. To do this, you must set one list as your automatic distribution list using the following steps:

1. Click *Configuration*. Under the Automatic Distribution List heading:
 - If an automatic distribution list has already been set, you see the name of the list.
 - If no automatic distribution list has been set, you see **No List Selected**.
2. To select a the name of a distribution list, move your mouse under the **Automatic Distribution List** heading to highlight. Click the highlighted area.

The *Set Automatic Distribution List* window opens.



3. Click the down arrow to select the distribution list name from the menu.
4. Click **Save**.
 - The distribution list name appears under the **Automatic Distribution List** heading.

- In Distribution > Distribution Lists, Auto appears to the left of the distribution list name. You cannot remove a distribution list that has been set as an automatic distribution list. You must first go to *Configuration* and change the designated automatic distribution list to either No Automatic Distribution or another distribution list name.

Users

There are two roles in RescueNet 12-Lead; administrator and general user. Both user types can access 12-Leads and patient information through *Inbox*, *Search*, and *Reports*. Only an administrator has access to *Configuration*, *Users*, and *Distribution*. An administrator and a general user can be disabled or enabled as needed. For example, you may want to disable a user if they are taking an extended leave of absence and enable them upon return.



Important!: As an administrator, it is your responsibility to ensure that your system users access patient information in a manner that is consistent with your organizations policies for accessing PHI.

The *Users* screen is used to view, add, enable/disable, and delete users.

ZOLL RescueNet 12-Lead		ZOLL Hospital						Linda Profile Logout
		Inbox	Search	Reports	Configuration	Users	Distribution	
		◀ Prev Next ▶						
Add Delete	Name	Username		Role	Enabled			
<input type="checkbox"/>	Linda Harvey	lharvey@zoll.com		Administrator	Yes			
<input type="checkbox"/>	Bob Cook	BC@zoll.com		User	Yes			
<input type="checkbox"/>	James T. Kirk	jkirk@zoll.com		User	Yes			
		◀ Prev Next ▶						

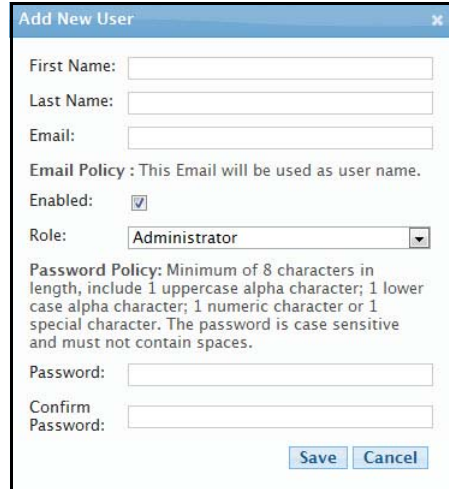
Add Users

1. Click **Add** in the column header.



The *Add New User* dialog box opens.

2. Enter:
 - a) *First Name* (required)
 - b) *Last Name* (required)
 - c) *Email*
 - d) *Enabled*: Check the enabled box. A user can be enabled or disabled. A disabled user cannot login but remains in the system and can be enabled at anytime.
 - e) *Role*: Select **Administrator** or **User**.
 - f) *Password*:
 - g) *Confirm Password*
3. Click **Save**. The new user displays on the *Users* screen.



Edit, Enable/Disable, Change Password

1. Click the users name. The *Edit User* window opens.
2. Edit the fields as needed.
3. To change the password: Check the *Change Password* box to enable the *Password* and *Confirm Password* fields. Enter the new password.
4. To disable/enable a user: Check the Enabled box to enable the user. Uncheck the Enabled box to disable the user.
5. Click **Save**.

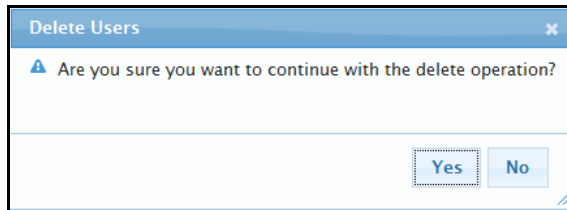


Delete Users

1. Check the check box under the Delete header then click **Delete**.



A confirmation box opens.



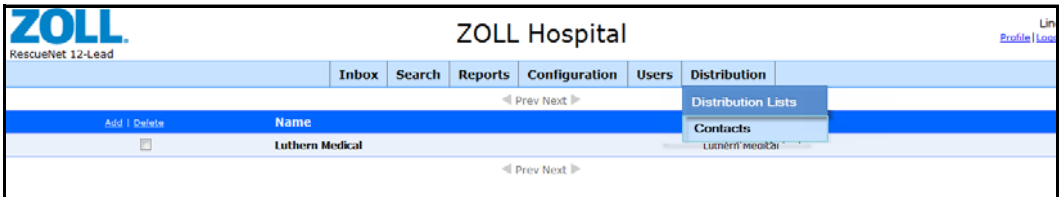
2. Click **Yes**.

CHAPTER

5

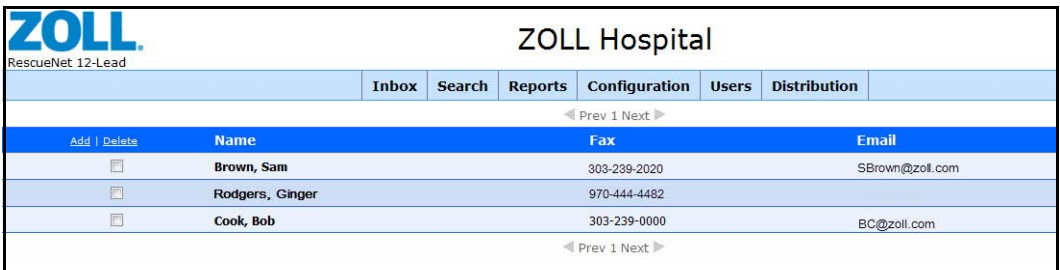
Distribution

There are two menu items under *Distribution*; *Contacts*, and *Distribution Lists*. You will find instructions for both menu items in this chapter.



Contacts

A contact is a person or place that receives 12-Leads. Click *Contacts* to view, add, edit, and delete contacts.



Add Contacts

1. Click *Distribution* and select *Contacts*.
2. Click **Add** in the column header.

Add | Delete

The *Add New Contact* dialog box opens.



3. The *Add New Contact* box contains fields for both email and fax. You are required to enter data in one of these fields. Entering data in both fields does not mean that you have to use both methods. You can choose which method to use when you add the contact to a distribution list.

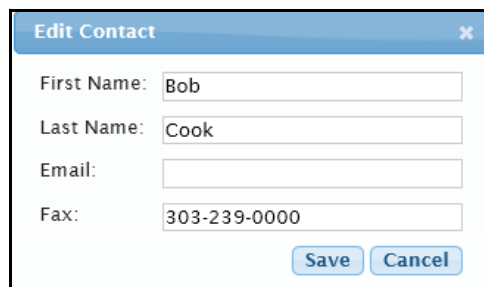
Enter:

- *First Name*
- *Last Name*
- *Email*: Must be a valid email address
- *Fax*: You can use any format for fax numbers

4. Click **Save**. For each contact, repeat steps 2 - 4.

Edit Contacts

1. Click *Distribution* and select *Contacts*.
2. Click the contact name. The *Edit Contact* dialog box opens.



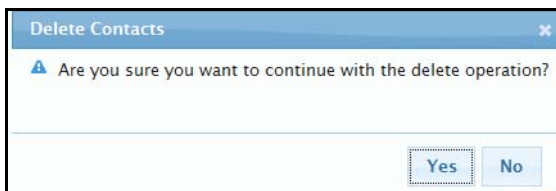
3. Edit the fields as needed.
4. Click **Save**.

Delete Contacts

1. Click *Distribution* and select *Contacts*.
2. Check the checkbox under the Delete header then click **Delete**.



A confirmation box opens.



3. Click **Yes**.

Distribution Lists

Distribution lists provides an easy way to send a 12-Lead to multiple email addresses, fax numbers, and *Inbox* destinations at one time. Multiple entries in a distribution list are separated by a coma. You can view, add, edit, and delete distribution lists.

View Distribution Lists

1. Click *Distribution* and select *Distribution Lists*.

ZOLL		ZOLL Hospital						
RescueNet 12-Lead		Return to Site Administration	Inbox	Search	Reports	Configuration	Users	Distribution
Add Delete					◀ Prev Next ▶			
	Name	Description						
<input type="checkbox"/>	Luthern Hospital	Sam Early, Jane Grove, Den Smith						
Auto	Primary							
		◀ Prev Next ▶						

Add Distribution Lists

1. Click *Distribution* and select *Distribution Lists*.
2. Check **Add** in the column header.

Add | Delete

The *Add Distribution List* window opens.



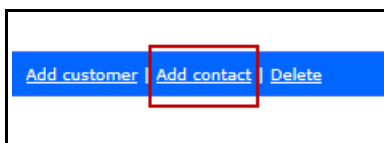
3. Enter a name and description (optional).
4. Click **Save**. The name appears on the screen.

Add Members to a Distribution List

1. Click *Distribution* and select *Distribution Lists*.
2. Click the list name. A screen opens that contains the list name and description.



3. To add a:
 - *Contact*:
 - a) Click **Add contact**.



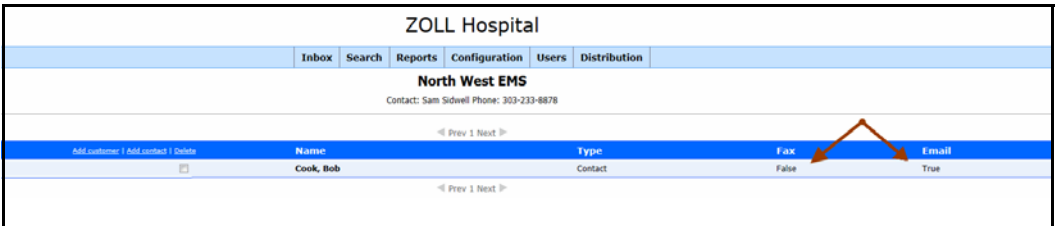
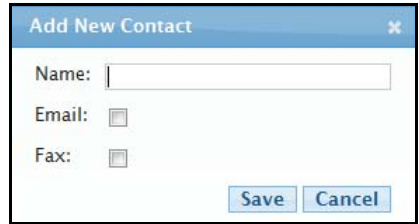
The *Add New Contact* window opens.

b) **Name:** You can manually enter a name or type the first letter and select a name from the drop-down menu.

c) **Email and/or Fax:** Check the box for email, fax or check both email and fax. The type of distribution method that you select depends on the information that you

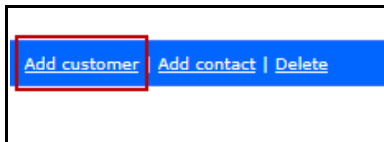
enter when you create the contact. If you enter information for both email and fax, you can select one or both distribution methods. If you enter only one distribution method, only check the box for that method.

d) Click **Save**. The contact name appears in the member list. In the Fax and Email column, the system displays "True" if that distribution method was selected. If the distribution method was not selected, the system displays "False".

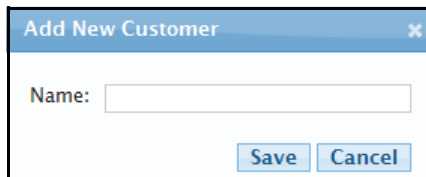


- **Customer:**

a) Click **Add customer**.



The *Add New Customer* window opens.



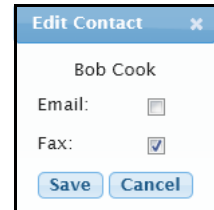
b) Type the first letter of the RescueNet 12-Lead Cooperating Customer name and select the name from the drop-down menu. The cooperating customer must be defined in Configuration before the name will appear in the drop-down menu.

- c) Click **Save**.

Edit Distribution Contacts

You can edit the distribution method for a contact.

1. In the distribution list, click the contact name you wish to modify. The *Edit Contact* window opens.
2. Choose the distribution method(s) that are enabled for this contact. If both email and fax are enabled, you can choose one or both methods.
3. Click **Save**.



Edit Contact [X]

Bob Cook

Email:

Fax:

Save **Cancel**

Edit Distribution Lists

1. Click *Distribution* and select *Distribution Lists*.
2. Click the name of the list you want to modify.
3. Under the distribution name, roll your mouse over the list details and click the highlighted area. The *Edit Distribution List* window opens.
4. Modify the name and/or description.
5. Click **Save**.

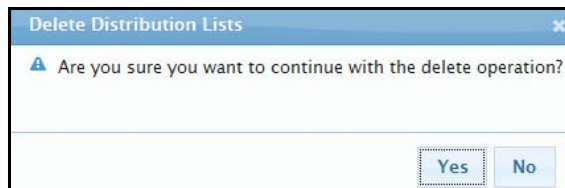
Delete Distribution Lists

1. Click *Distribution* and select *Distribution Lists*.
2. Check the checkbox under the Delete header then click **Delete**



Add Delete	Name
<input type="checkbox"/>	Metro EMS

A confirmation box opens.




Delete Distribution Lists [X]

⚠ Are you sure you want to continue with the delete operation?

Yes **No**

3. Click **Yes**.

Add Delete		Name
<input type="checkbox"/>		Metro EMS
	Auto	Primary



If a list displays Auto under the Delete column, this list has been configured as the automatic distribution list. You cannot delete a list that is set as an automatic distribution list. If you want to delete this list you must remove it from the automatic distribution setting in the *Configuration* tab. For information on how to change the automatic distribution setting, see [Automatic Distribution List](#) on page 3-5.

Search

Use *Search* to find and view the 12-Lead records (*Inbox* and archived), the records that match a specific criteria such as records received on a given day or time, and individual records. Except for age and date of birth (DOB), you can search using any combination of fields at one time and optionally include either an age or DOB. You can also use the wildcard % to do a generic search on all the fields with the exception of the date fields.

ZOLL Hospital

	Inbox	Search	Reports	Configuration	Users	Distribution		
Acquired Date Range:	From	<input type="text"/>	To	<input type="text"/>				
Received Date Range:	From	<input type="text"/>	To	<input type="text"/>				
Unit:	<input type="text"/>							
Patient Name:	First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>		
<input checked="" type="radio"/> DOB	From	<input type="text"/>	To	<input type="text"/>				
<input type="radio"/> Age	<input type="text"/>							
Patient ID:	<input type="text"/>							
Medical Record ID:	<input type="text"/>							
Visit ID:	<input type="text"/>							
Physician:	First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>		
Cardiologist:	First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>		
		<input type="button" value="Reset"/>						<input type="button" value="Search"/>

1. To view all the 12-Leads, leave the fields blank and click **Search**.
2. To search for a specific record, enter data in one or more of the following fields. The more detail you can provide the more exact the search results become.

- **Acquired Date Range and Received Date Range:**
 - **Acquired:** This is the date and time the 12-Lead was acquired as it was recorded on the monitor/defibrillator.
 - **Received:** This is the date RescueNet 12-Lead received the 12-Lead.

Enter dates and times in the To and From fields. You can select the date and time from the pop-up calendar or manually enter the information in the following format: mm/dd/yyyy hh:mm.

The screenshot shows a search form with the following fields and options:


- Acquired Date Range:** To and From text input fields.
- Received Date Range:** To and From text input fields.
- Unit:** Text input field.
- Patient Name:** Text input field with "First" and "Last" labels.
- DOB/Age:** Radio buttons for "DOB" (selected) and "Age".
- Patient ID:** Text input field.
- Medical Record ID:** Text input field.
- Visit ID:** Text input field.
- Physician:** Text input field with "First" and "Last" labels.
- Cardiologist:** Text input field with "First" and "Last" labels.
- Time:** "Hour" and "Minute" text input fields, with "00:00" displayed.
- Buttons:** "Now", "Done", "Reset", and "Search".

A calendar pop-up is visible, showing "October 2011" with the 11th highlighted in yellow.

- **Unit**
 - **Patient Name**
 - **DOB and Age:** Select either date of birth (DOB) or the age. When you select DOB, a pop-up calendar appears. Select the month and the year before you select the day. If you select the day first, the current year will be selected.
 - **Patient ID**
 - **Medical Record ID**
 - **Visit ID**
 - **Physician**
 - **Cardiologist**
3. Click **Search**. A results screen displays. If the number of matches exceeds the amount that can display on the screen, page numbers appear on the top and bottom of the screen. You can page forward or backward using the page numbers or the arrows to the right or the left of the numbers.

ZOLL RescueNet 12-Lead		ZOLL Hospital		Linda Profile Logout	
		Inbox	Search	Reports	
02/15/2011 16:24:53	Name: John A Doe Physician: ----- Cardiologist: ----- Patient ID: -----	DOB: 04/01/1980 Agency: ----- Unit: ----- Visit ID: -----	Medical Record ID: -----	◀ Prev 1 2 3 4 5 Next ▶	
02/15/2011 16:24:53	Name: ----- Physician: ----- Cardiologist: ----- Patient ID: -----	DOB: ----- Agency: ----- Unit: ----- Visit ID: -----	Medical Record ID: -----		
02/15/2011 16:24:53	Name: ----- Physician: ----- Cardiologist: ----- Patient ID: -----	DOB: ----- Agency: ----- Unit: ----- Visit ID: -----	Medical Record ID: -----		
02/15/2011 23:24:53	Name: ----- Physician: -----	DOB: ----- Agency: -----			

4. Click a record to view the 12-Lead details.

 **Note:** The Archive button will not appear if the 12-Lead is already archived.

CHAPTER

7

Reports

Reports are currently not available. For more information, contact your ZOLL representative.

Configure the E Series Defibrillator

As the last step of the installation process, you configure the E Series Defibrillators that transmit to RescueNet 12-Lead. The E Series must be running load 7.43 or higher. If the software is not in compliance, upgrade it before proceeding. After ensuring that the E Series is running the correct software load, use the following table as a reference to configure the E Series.

Customer ID	Enter the ZOLL provided Customer ID. You can find the Customer ID in RescueNet 12-Lead on the Configuration Page under the Dun Settings heading.
Bluetooth Net Server List:	Name: This can be any name such as RN 12-Lead
	IP Address: 173.252.150.53
	Port Number: 3780
	Password: Enter the password you configured in RescueNet 12-Lead on the Configuration page under the DUN Settings heading. This password is case sensitive and must match exactly.
Recipient Contact List:	Name: Any name you choose such as the hospital destination.
	Xmit type: ZDR Server Dist. List
	Distribution List ID: Distribution List Name configured in RescueNet 12-Lead. This name is case sensitive and must match exactly.
	Server: Enter the name that you created under the Bluetooth Net Server List to reference the RescueNet 12-Lead server.

Add a Recipient Contact fore each distribution list you would like the E Series to have access to.

For more information on how to configure the E Series, see *E Series Configuration Guide*, 9650-1201-01 Rev. K.

Index

Numerics

12-Lead

- Archive 2-6
- Distribute 2-4
- Edit 2-2
- Email 2-5
- Print 2-5
- Save 2-5

12-Lead Screen 1-5

A

Add Contacts 5-1

Archive 2-6

Automatic Distribution List

1-6

C

Change Password 4-2

Configuration 1-5, 3-1

Contacts 1-6, 5-1

Add 5-1

Delete 5-3

Edit 5-2

Cooperating RescueNet 12-Lead

Customers 1-6, 3-4

Customer ID 1-4

D

Delete Users 4-3

Distribute 2-4–2-5

Distribution 1-6, 5-1

Distribution Lists 1-6, 5-3

Add 5-4

Delete 5-6

Edit 5-6

DUN Device Settings 3-3

E

Edit Contacts 5-6

Edit Patient 2-2

Edit Record 2-3

Edit Users 4-2

Enable/Disable 4-2

I

Inbox 1-5, 2-1

L

Log On 1-4

M

My Account 3-2

R

Reports 1-5

S

Search 1-5, 6-1

U

Users 1-6

Add 4-2

Change Password 4-2

Delete 4-3

Enable/Disable 4-2

W

Website Registration 1-4