**Section 400 – Emergency Operations**

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| Emergency Medical Response – 402.00 | | | |
| S.O.P # 402.06 | **Importing Information to Image Trend from ZOLL Monitors** | | Page: 1 of 2 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**402.06.01 Purpose**

To provide instruction on how to import ECG/Vital Signs information to the Image Trend Elite patient reporting system from the ZOLL monitors.

**402.06.02 General**

**Reminder**: The Zoll will only store 12 Leads Automatically; if you need to import 4 leads and CPR Pad leads, you must push the “***SNAP SHOT***” button during your call; just hitting the print button **does not** store to the Zoll

Also, the monitor you are importing from needs to be turned on during this procedure; you will notice that all the Zolls are labeled with an AR #, this will be important later.

**402.06.3 Instructions**

1. Open a new Incident on Image Trend
2. Click the ***EKG*** tab at the top center of the Image Trend Program. An ***EKG Incidents*** window will open
3. In this window click the ***Load From Device*** button; a ***Choose Vendor*** window opens next; click the ***Zoll***…button
4. Next is **a Zoll: Choose Transfer Method** screen: click the ***Wifi*** button
5. At this point the program will **Search for Monitors via Wifi**. You will notice the **AR#** will populate from the Zoll you left on; select the appropriate AR# (there should only be one unless another Zoll is left on); confirm that the **AR#** matches the Zoll you are importing from before you select it; here is an example of what the button says:
   1. **AR15F013917.X-Series.device.ZOLL.local** (this is 2170’s monitor)
6. The next screen populates all the cases available for importing from the Zoll. Select the case you want. They are labeled with the date and time of the call in chronological order Example:
   1. **2016-10-26 09:11:42**
7. Once a case is selected it will **Transfer Case over Wifi** and return you to the **EKG Incidents** screen with your case ready to be imported.
8. Again, select the appropriate case and push the ***Import Selected*** button
9. The **Parsing Case File** screen will open and begin importing your case; this may take some time so be patient
10. You will know it has worked when Image Trend opens the **Timeline** with all your stored events; Your case is now imported to Image Trend and you can review/edit as needed
11. To Edit/Review your rhythm strips you can find it in the **Activities→Medical Device Data** tab
12. **Note**: You will not be able to view/edit you strips or vital signs until you complete the first two tabs on Image Trend where you input **“Dispatch and Response”** and **“Scene”** descriptions eg: **Patient Treated and Transported by this EMS Unit**.