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eMEDS® BULLETIN

Incident Status Definition & Workflow

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Overview

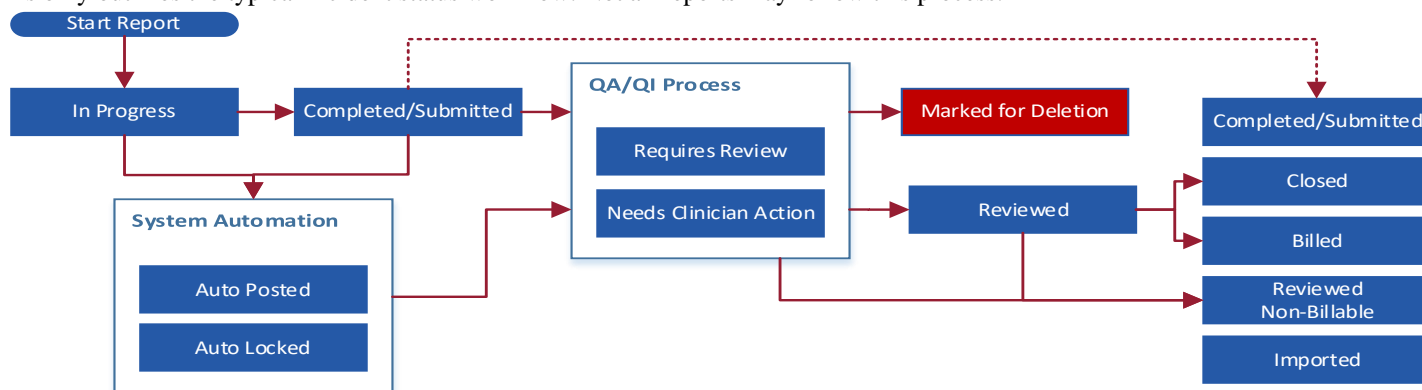
Incident statuses are assigned to EMS and Community Health reports to monitor their progression. These statuses guide the workflow of incidents from creation through review, billing, and export.

Incident Status Definition

1	In Progress (Default)	A report has been initiated but is incomplete, with a clinician(s) actively working on it.
2	Completed/Submitted	The clinician has finished and submitted the report, as per COMAR guidelines. Report may not have been reviewed by EMSOP/Company for QA/QI.
3	Under Review	An administrator or QA/QI Officer has reviewed the report and requested further review, potentially by higher-level personnel for input on documentation issues.
4	Needs Clinician Action	A reviewer has returned the report to the clinician for updates or clarifications. If unlocked, it remains so indefinitely.
5	Reviewed	The report has been reviewed. May be used to trigger an export to billing company for "Ready to Bill".
6	Reviewed - Non-Billable	The report has been reviewed & is determined as Non-Billable.
7	Closed	The report is complete, with no further edits or actions required.
8	Billed	The report has been forwarded (or exported) to a billing company by the EMSOP or EMS Service.
9	Imported (Import Default)	The report was entered by a commercial service not using eMEDS directly. <i>Note: Public Safety/911 Services should not have reports in this status.</i>
10	Marked for Deletion	The EMSOP or EMS Service has flagged the report for deletion. <i>Tip: Exclude these reports when creating reports in Report Writer. These are not automatically deleted.</i>
11	Auto Locked	The system automatically locked the report based on specified criteria.
12	Auto Posted	The report was automatically posted from Elite Field to Elite Online after meeting system criteria.

Incident Status Workflow Guidance

This only outlines the typical incident status workflow. Not all reports may follow this process.



Hospital Hub Printing Guidance

<u>Incident Status</u>	<u>Ready for Hospital</u>	<u>Justification</u>
In Progress	No	The report is incomplete and may contain limited or no information.
Completed/Submitted	Yes	The clinician has completed the report.
Under Review	Use Discretion¹	The report is complete, but the QA/QI Office may need more information or clarification, which could lead to changes.
Needs Clinician Action	Use Discretion¹	
Reviewed	Yes	The report has been reviewed and may be in the billing process by the EMSOP/EMS Service.
Reviewed - Non-Billable	Yes	
Closed	Yes	
Billed	Yes	
Imported	Use Discretion¹	The report was imported from a commercial service not directly using eMEDS, so the information may be limited.
Marked for Deletion	No	The EMSOP/EMS Service has voided the report from the system.
Auto Locked	Use Discretion¹	The completion status of these reports is uncertain; the system locked them automatically.
Auto Posted	No	The completion status of these reports is uncertain; the system automatically posted the report after 24hrs from being created or updated.

¹ Receiving facilities require timely access to a report, at the time of the call. Facilities need not wait for EMSOP's QA/QI processes to be done in order treat a patient, and pull a report for inclusion into their medical record system.