

Overview

When you are done documenting and there is nothing else you need to do, mark the report as Finished.

Finishing an incident will **lock the incident** and update the incident's status to **Completed/Submitted**. This will move the record into the next step of your agency's incident workflow; this is likely the review stage.

❌ DO NOT LEAVE A REPORT UNFINISHED ❌

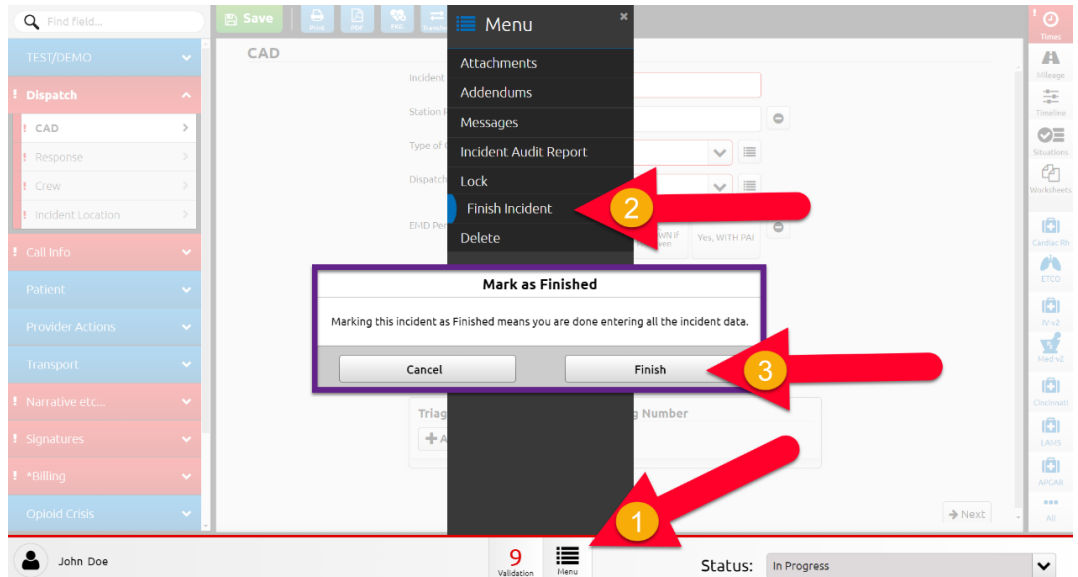
This will auto-lock the report, making it unclear if it has been **completed and submitted**.

HOW TO MARK REPORT FINISHED

Elite Online

From inside the eMEDS report,

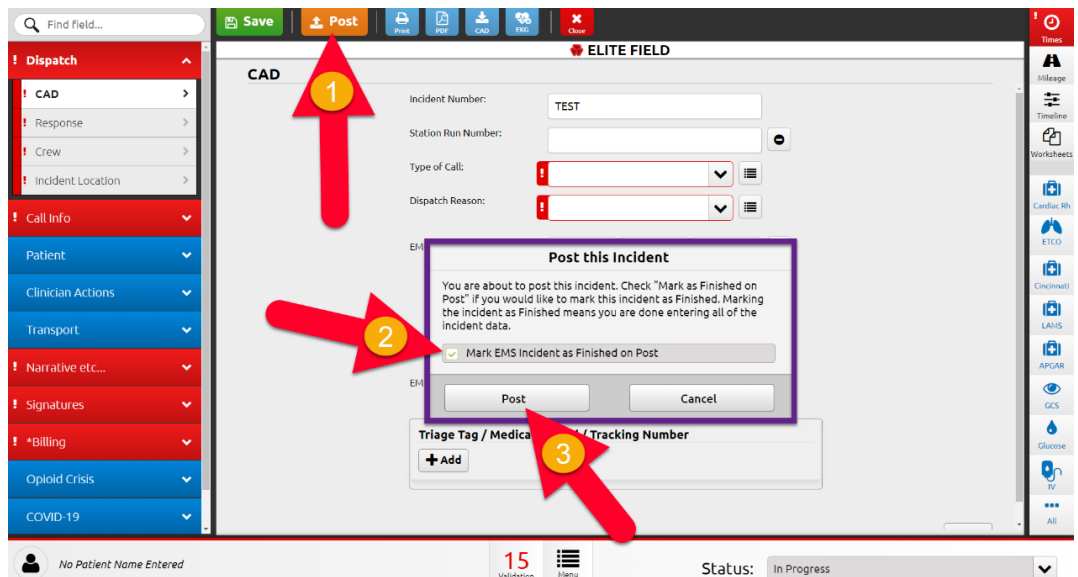
- (1) Click **Menu**, located at the bottom of the screen.
- (2) Select **Finish Incident**.
- (3) Select **Finish** inside the confirmation window.



Elite Field - Option 1

From inside the eMEDS report,

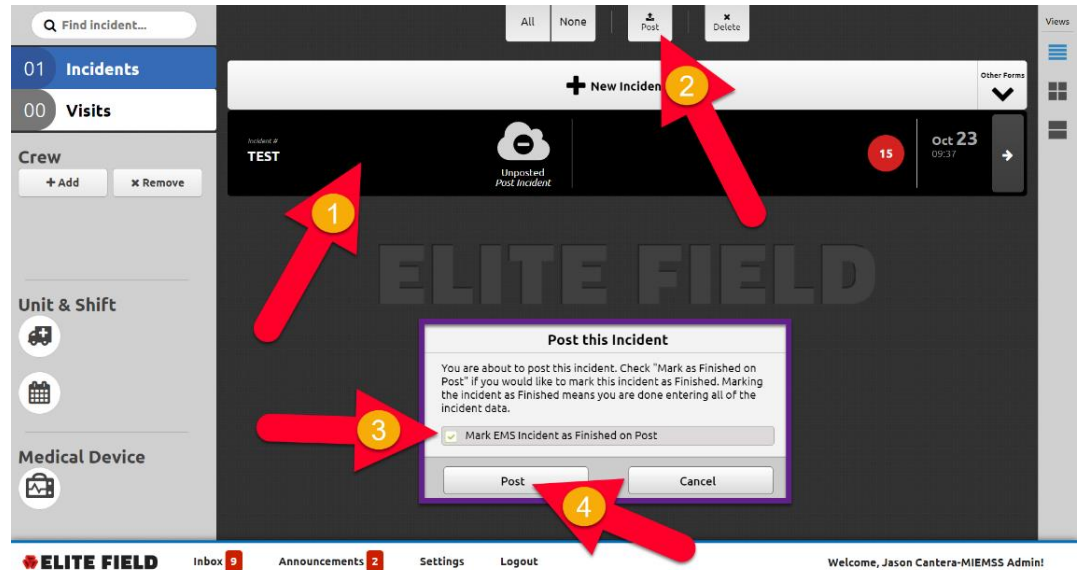
- (1) Click **Post**, located at the top of the screen.
- (2) Select **checkbox**, "Mark EMS Incident as Finished on Post".
- (3) Click **Post**.



Elite Field - Option 2

From the Elite Field Dashboard,

- (1) Select the **Incident Row**.
- (2) Select **Post**.
- (3) Select **checkbox**,
"Mark EMS Incident as Finished on Post".
- (4) Click **Post**.



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Reference: COMAR 30.03.04.04

.04 - Maryland Ambulance Information System.

A. Each jurisdictional EMS operational program shall, within 24 hours of a call's dispatch, ensure the **COMPLETION AND SUBMISSION** of an eMEDS® patient care report for each unit:

- (1) That responds to a call within the State;
- (2) That responds to a call from within the State;
- (3) That provides EMS care;
- (4) That provides EMS transport; or
- (5) That applies the Maryland Medical Protocols...