Intended Audience: Warren County Fire/EMS Agencies

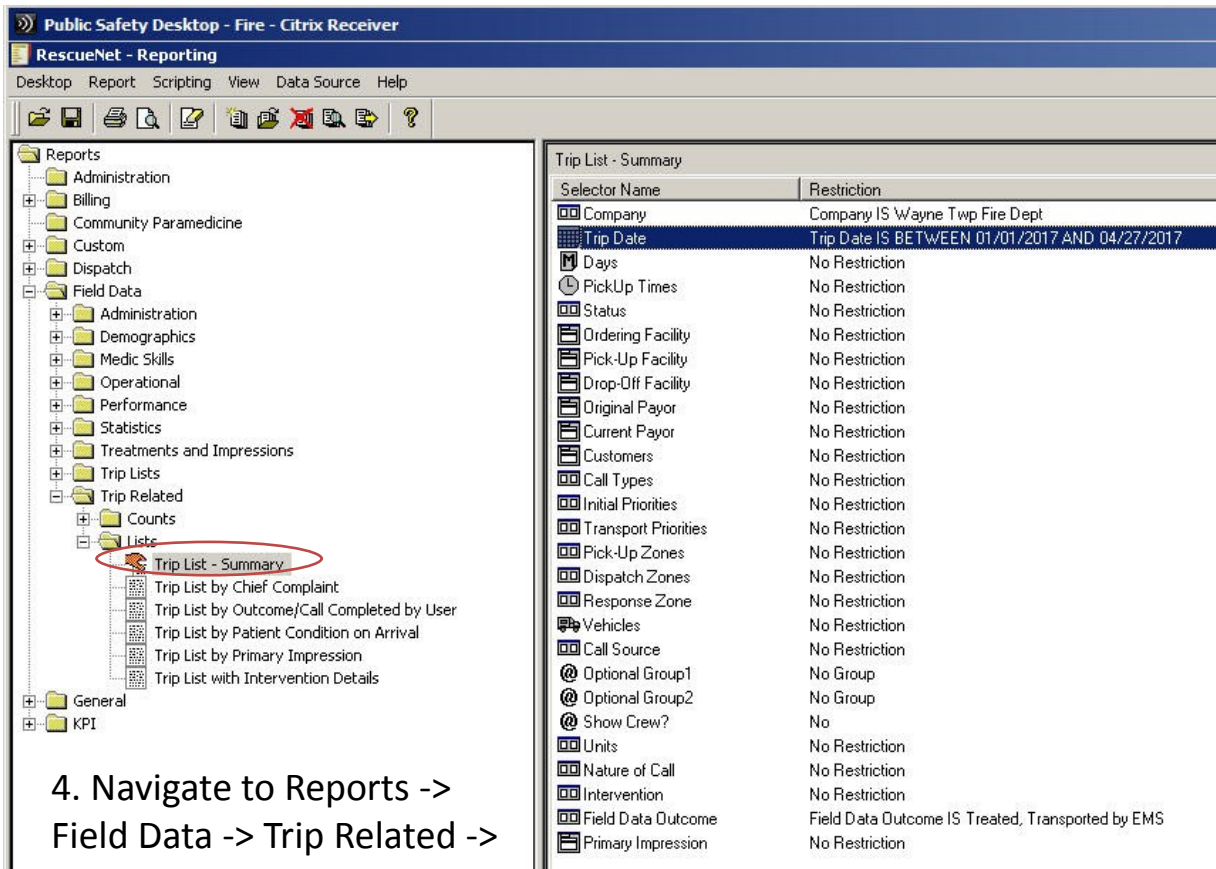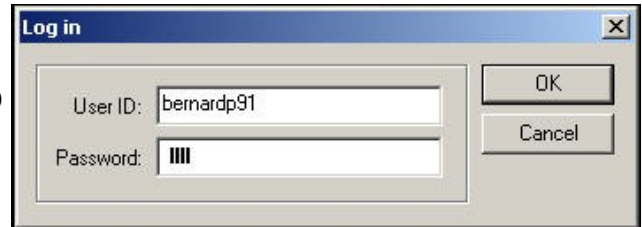# HOW TO: Verify PCRs are Sent to Billing

1. Log into a PSD.

2. Click on RescueNet Web Reporting on the desktop.

3. Enter your network username and password. This is the same username and password you use to log in to WebPCR. You must request access to Web Reporting if you have not already.
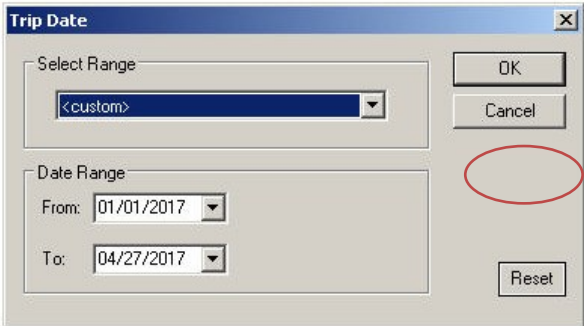
The Company should default to only your agency.

4. Navigate to Reports -> Field Data -> Trip Related -> Lists -> Trip List – Summary.
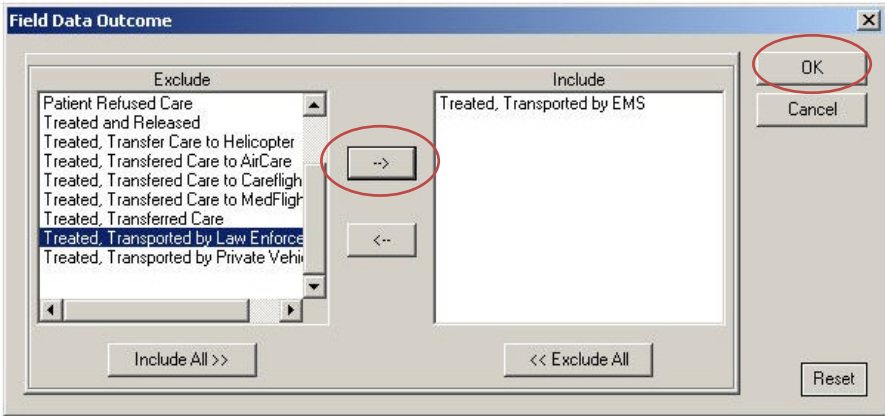
5. Right click or double click on Trip Date. Then click on Configure. Set the date range to the range you wish to view.

6. Right click or double click on Field Data Outcome, click Configure, then select Treated, Transported by EMS and move it to the Include box and select OK.

7. At the top of the page on the menu bar click on Preview Report or Ctrl+D to view the report.

8a. Go to your agency's "O" Drive (station #).

8b. Double click "ZollExtract" folder.

8c. Double click "Billing" folder to view the PDF's and XML files that were extracted to Medicount's FTP server for each billing cycle. (See Joe for the definition of the file

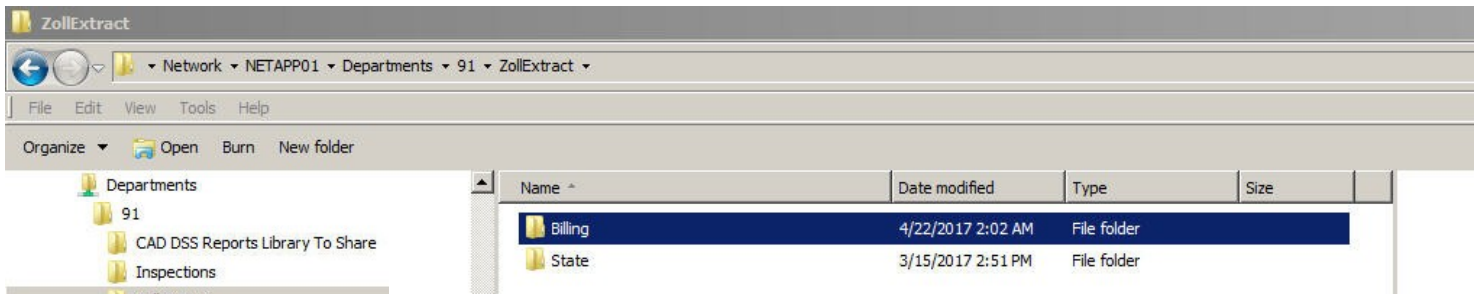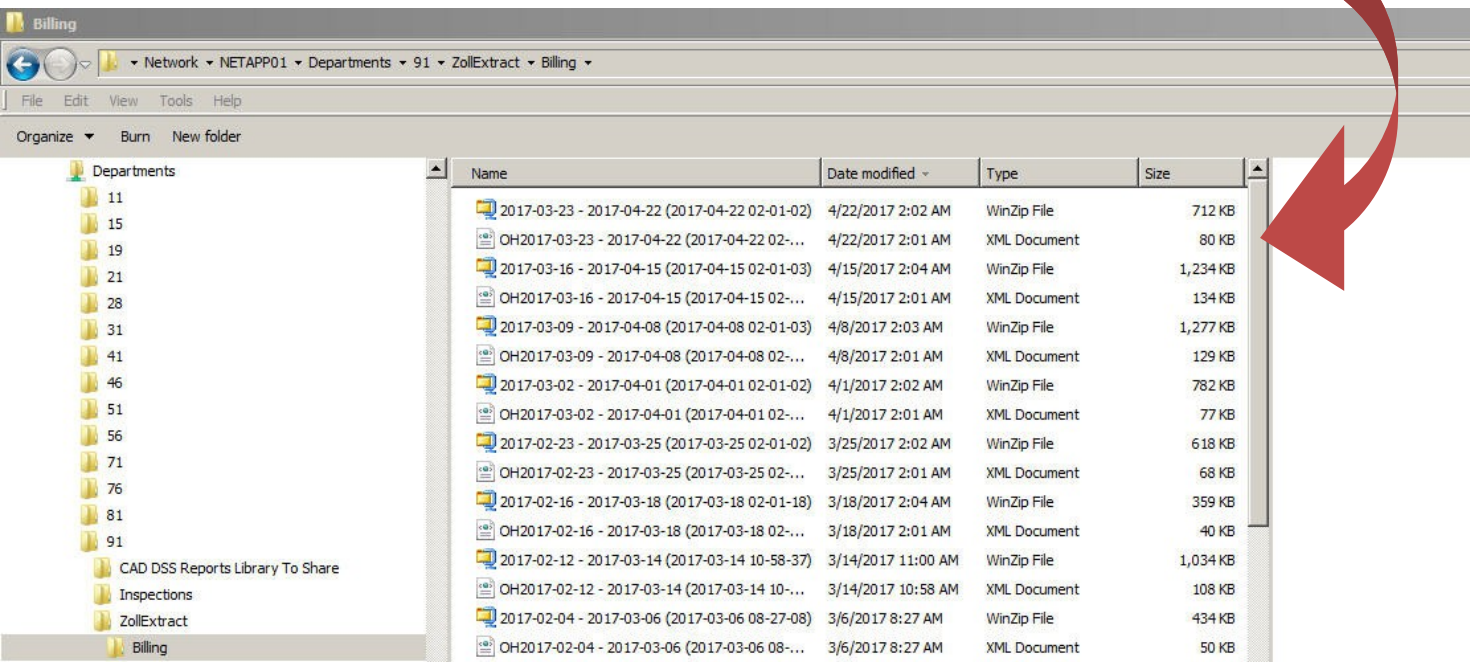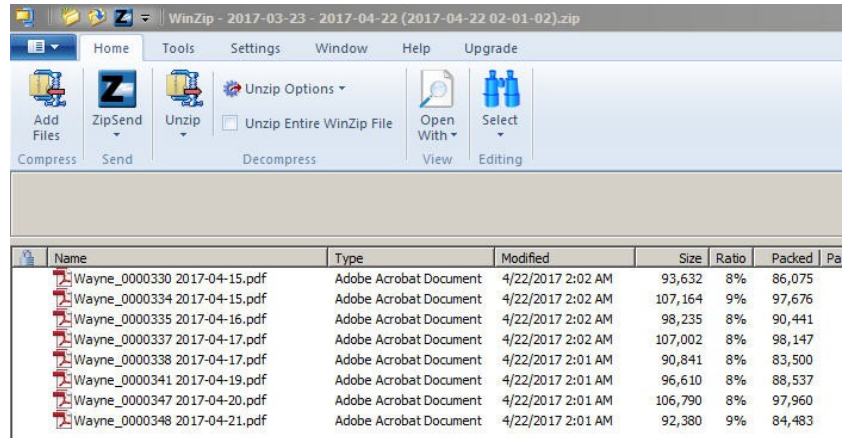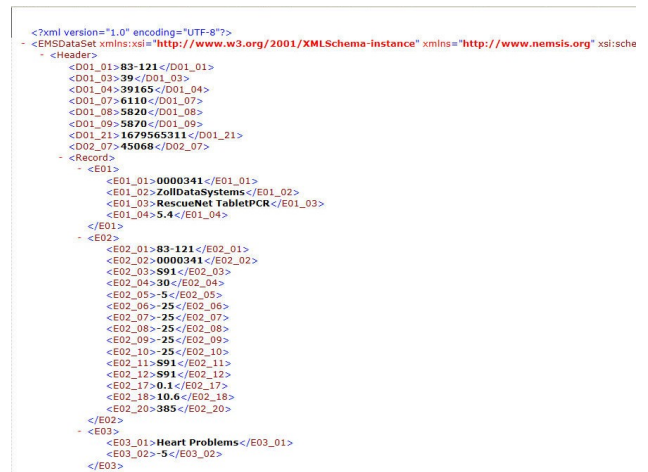9. Double click a Zip file to see the PDFs for each PCR that was extracted to Medicount's FTP server. You can then upzip the files and view the PCR in PDF format.

10. Double click the XML document file to open the XML file that was extracted to Medicount's FTP server.

11. This is a side by side view of (top left) PCRs on the server that were "transports to a hospital" and (bottom right) PCRs that were sent to Medicount's FTP server.

12. Sign into your MEDL Account to verify that Medicount has uploaded what Telecom extracted to them *(Allow 24-48 hours after the extract before doing this step.)*