Medical Command Call Identifier Lookup

Purpose: To provide field staff with a quick and easy way of retrieving the Medical Command Call identifier for a Medical Command Call, so they could use this to enter into the run sheet, to link the Medical Command system to the run sheet.

Scope: The Medical Command System only records the provider ID (i.e. the WV Number) of the tech who is placing the call. Therefore, the tech can use the lookup system to see the calls he or she has placed to Medical Command, but not all calls for which he or she worked. The Tech must log in using his or her CIS credentials, and provide a date range for the call.

Location: The Medical Command Call Identifier Lookup is located at https://www.wvoems.org/medical-direction/medical-command/medcomnumlookup, but you can navigate to it from the wvoems.org homepage.

Getting to the page from the homepage

1. Go to www.wvoems.org
2. Click on Medical Direction
3. Click on Medical Command
4. At the bottom of the page, under "See Also" click "MedcomNumLookup"

Logging In

Provide your CIS username and password and click "login"

The Search Screen

The search screen has several components

A. Start Date and Time- Use these boxes to enter the starting date (and the optional time) from which to search for calls.

B. End Date and Time – Use these boxes to enter the ending date (and the optional time) to which to search for calls

C. Click the search button when you have entered the date range to search

D. Your search results will be here.

Entering Dates

Using the calendar

To make entering dates easier, a popup calendar will appear when you click inside the Start Date or End Date boxes. To use the popup calendar, click the date you want to select. To move to the next month, click the right–facing arrow to the right of the month name. To move to the previous month, click on the left-facing arrow to the left of the month name.

Direct Entry

You do not have to use the calendar control to enter the data. You can just type the date in month/day/year format.

Entering Time

Using the Clock

To entering time easier, a popup clock will appear when you click on inside the start time or end time boxes. To use the popup clock, you first click on the hour. Please note that the clock displays all 24 hours in a day in military format, with midnight listed as "00" and noon listed as "12."

After entering the hour, another clock will pop up with the minutes from 00 to 59. Click on the minute.

Direct Entry

You do not have to use the clock control to enter the time. You can just type in the time, in military format.

Search

Click the search button once you have entered the date/time range to search for calls.

Note

The system will display an error message if the end date and time is before the start date and time, the starting or ending date and times are in the future, or there are more than 48 hours separating the starting date and time from the ending date and time.

Output

The system will display all calls that have you listed as the provider (i.e. the person who had communicated to Medical Command.) that fall between the start and ending dates in a table below the search button. The Call ID column has the Medical Command call number.

To aid in locating specific call, the look up screen provides call date and time, along with some basic call information such as patient age, sex, and complaint type. In addition, the look up screen provides the agency, since some techs may work for more than one agency.