

EMTrack™ Quick Reference Guide

Form Fields and Field Elements

Overview

Client forms consist of questions that are used to collect data and create records in EMTrack. The questions that appear on forms are selected in the design process, when Regional Administrators configure the forms by adding and/or removing instructions, sections, and fields.

When added to forms, fields appear in their default format. Administrators are able to edit fields and adjust field elements to add optional components, as well as specify whether field components are shown, required, labeled, and/or include tooltips. Fields and field elements are described here to help you plan for and construct forms that provide the information users need to successfully create records.

Fields and Field Elements

Address

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Country	Country in which the person's residence is located.	List of countries	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip • Default
Address 1, Address 2	Street name and number of the person's residence.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
City	City in which the person's residence is located.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
State	State in which the person's residence is located.	Free text or list of US state abbreviations	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
ZIP/Postal Code	ZIP Code™ in which the person's residence is located.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Field	Description	Format	Configuration
Temporary Address	Is this address temporary in nature?	Yes, No	<ul style="list-style-type: none"> Show Label Tooltip

Age

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Age	Number that represents the person's age in the selected units.	Number between 0-120; used in conjunction with a selected unit	<ul style="list-style-type: none"> Show Required Label Tooltip Approximate
(Unit)	Quantity of time used as a measure of age.	<ul style="list-style-type: none"> Years Months Days Hours 	--
Approximate Age (appears if selected in configuration)	Indicates the age entered is an estimate that could not be verified.	Check box	--
Date of Birth	Day, month, and year the person was born. If entered, the person's age is calculated automatically.	mm/dd/yyyy	<ul style="list-style-type: none"> Show Required Label Tooltip

Allergies

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Medication Allergies	Indicates any abnormal reaction the person experiences in response to medications.	Configurable list and/or free text	<ul style="list-style-type: none"> Show Required Label Tooltip
Environmental or Food Allergies	Indicates any abnormal reaction the person experiences in response to natural or synthetic materials or foods.	Configurable list and/or free text	<ul style="list-style-type: none"> Show Required Label Tooltip

Alternate ID

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Alternate ID	Information about a secondary identification.	--	<ul style="list-style-type: none"> • Label • Tooltip
Name	Name of alternate identification.	Free text	--
Description	Description of alternate identification.	Free text	--
+ Add	Option to add another alternate identification.	Button	--

Appliances

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Appliances	Functional or therapeutic devices located on or with the person.	Free text and/or configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

Backboard

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Backboard	Was a backboard used to move the person?	Yes, No	<ul style="list-style-type: none"> • Label • Tooltip

Chief Complaint

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Complaint Category	Category that best describes the person's primary complaint.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip
Complaint Description	More information about the person's primary complaint.	Free text	<ul style="list-style-type: none"> • Show • Required • Placeholder

Clothing

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Shirt	Color, type, and/or style of shirt on the person.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Pants/Skirt	Color, type, and/or style of pants or skirt on the person.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Field	Description	Format	Configuration
Shoes	Color, type, and/or style of shoes on the person.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Contaminated

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Contaminated	Was the person exposed to some type of contaminant?	Unknown, Yes, No	<ul style="list-style-type: none"> • Required • Label • Tooltip
Description (only appears if Contaminated = Yes)	Additional information about the contamination.	Free text	<ul style="list-style-type: none"> • Required • Label
Decontaminated (only appears if Contaminated = Yes)	Was a decontamination process completed on the person?	Yes, No	<ul style="list-style-type: none"> • Show • Label • Tooltip
When (only appears if Decontaminated = Yes)	When was the decontamination process performed?	mm/dd/yyyy hh:mm	<ul style="list-style-type: none"> • Required • Label • Tooltip

Current Location

Available on *Web - Add* and *Mobile* forms.

Field	Description	Format	Configuration
Current Location	Site or facility where the person is located.	Configurable list	<ul style="list-style-type: none"> • Required • Label
Sub Location	Subsite where the person is located.	Configurable list	<ul style="list-style-type: none"> • Show • Label
Comment	Additional information the user feels would be helpful to document.	Free text	<ul style="list-style-type: none"> • Show • Label

Destination Location

Available on *Web - Add* and *Mobile* forms.

Field	Description	Format	Configuration
Destination Location	Site or facility to which the person is being transported.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip
Sub Location	Subsite to which the person is being transported.	Configurable list	<ul style="list-style-type: none"> • Show • Label
Comment	Additional information the user feels would be helpful to document.	Free text	<ul style="list-style-type: none"> • Show • Label
Provider	Agency responsible for transporting the person.	Configurable list	Label
Provider Unit	Agency unit responsible for transporting the person.	Free text	<ul style="list-style-type: none"> • Required • Label
ETA	Estimated time of arrival at the destination.	Configurable list or free text	<ul style="list-style-type: none"> • Show • Label

Disposition

Available on *Mobile* forms.

Field	Description	Format	Configuration
Disposition	Result of the encounter (for example, <i>transported, bandaged and released, or admitted to hospital</i>).	Configurable list	<ul style="list-style-type: none"> • Required • Label

Driver License

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Driver License	Opens a function that scans barcodes on driver license identification cards.	Button	<ul style="list-style-type: none"> • Label • Tooltip
Driver License Number	Unique license number assigned to the driver.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Driver License State	State that issued the driver license.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Email

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Email	Electronic address at which the person can be contacted.	Email address format. For example, name@domain.com	<ul style="list-style-type: none"> • Required • Label • Tooltip

Equipment

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Type	Equipment used on or transported with the person.	Configurable list	<ul style="list-style-type: none"> • Label • Tooltip
Description	Description of the equipment.	Free text	--
+ Add	Option to add another piece of equipment.	Button	--

Ethnic Background

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Ethnic Background	Category of people that the person identifies with, usually based on a shared social, cultural or national heritage.	Free text and/or configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

Files

Available on *Web - Edit* forms.

Field	Description	Format	Configuration
Type	Type of file.	Button	Label
File	File name.	--	<ul style="list-style-type: none"> • Label • Tooltip
Label	Relevant labels or tags that might help users identify files.	Button	<ul style="list-style-type: none"> • Label • Tooltip
Primary	Indicates if it is the main file associated with the person.	Check box	<ul style="list-style-type: none"> • Label • Tooltip
Description	Description of the file.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Added By	Person who added the file.	--	Label
Added At	Location at which the person added the file.	--	Label
Actions	Indicates if action is required related to the file.	--	--
+ Add	Option to add another piece of equipment.	Button	--

Found with Objects

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Found with Objects	Objects found with the person, such as glasses, jewelry, or a wallet.	Free text	<ul style="list-style-type: none"> • Label • Tooltip

Gender

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Gender	Whether the person is male or female.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

GPS

Available on *Web - Add* and *Mobile* forms.

Field	Description	Format	Configuration
GPS	Global positioning system that determines location.	--	<ul style="list-style-type: none"> • Label • Tooltip
Lat.	North-south position used to geocode the person's location.	Free text	--
Long.	East-west position used to geocode the person's location.	Free text	--
Acquire	Opens a function that identifies the latitude and longitude of your current location.	Button	--

Height

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Height	Measurement of the person from head to foot while standing.	Free text; in Imperial and US Customary units of feet (ft) and inches (in)	<ul style="list-style-type: none"> • Required • Label • Tooltip

Housing

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Housing Type	Type of shelter or lodging in which the person resides.	Free text and/or configurable list	<ul style="list-style-type: none"> • Show • Label • Tooltip

Field	Description	Format	Configuration
Permanent Home Destroyed	Was the person's permanent home destroyed?	Yes, No	<ul style="list-style-type: none"> • Show • Label • Tooltip

Identifying Marks

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Description	Information about marks and/or features on the person that might help to identify or distinguish them.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
+ Add	Option to add another identifying mark.	Button	--

Incident Involvement

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Incident Involvement	Incident with which the person is associated.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

Insurance

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Provider Name	Name of the insurance provider.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Subscriber Number	Number of the insurance policy or membership through which the person is covered.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Primary Card Holder	Name of the primary card holder of the insurance under which the person is covered.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Field	Description	Format	Configuration
Group Number	Number of the insurance group through which the person is covered.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Isolation Status

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Isolation Status	Types of isolation that might be used during triage and transport of the person.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip
Reason	Explanation as to why isolation is needed for the person.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Labels

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Labels	Conditions, treatments, or other commonly used ways to identify a person or person's status.	Configurable list	<ul style="list-style-type: none"> • Required • Multi-select • Label • Tooltip

Languages

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Languages Spoken	What languages does the person speak?	Free text and/or configurable list	<ul style="list-style-type: none"> • Show • Label • Tooltip
Translation Required	Is a translator necessary for communication?	Free text and/or configurable list	<ul style="list-style-type: none"> • Show • Label • Tooltip

Location on Body

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Location on Body	Site on the person's body that is affected.	Configurable list	<ul style="list-style-type: none"> Label Tooltip

Medical History

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Medical History	Information about previous medical conditions and procedures.	Configurable list	<ul style="list-style-type: none"> Required Label Tooltip

Medication Supply

Available on *Web - Add* and *Web - Edit* forms.

Field	Description	Format	Configuration
Description	Name of and information about medications the person uses.	Free text	<ul style="list-style-type: none"> Label Tooltip
Supply	Number of doses, in days, that are being transported with the person.	Free text	--
+ Add	Option to add another medication.	Button	--

Medications Administered

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Updated Time	Time the medication was administered.	mm/dd/yyyy hh:mm	<ul style="list-style-type: none"> Label Tooltip
Medication	Name of medication administered.	Configurable list	--
More	Opens a window with the following fields: Dose, Amount, Route, Sites, Administered By, Ordered By, Reaction, State Administered, Lot #, Manufacturer, Expiration Date, Comment	Free text	--

Field	Description	Format	Configuration
+ Add	Option to add another medication.	Button	--

Name

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
First Name	Given name of the person.	Free text	<ul style="list-style-type: none"> • Required • Label • Tooltip
Middle Name	Additional given name of the person.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Last Name	Family name of the person.	Free text	<ul style="list-style-type: none"> • Required • Label • Tooltip

Nationality

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Nationality	Country in which the person has citizenship.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

Occupation

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Occupation	Type of employment or work in which the person is engaged.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Uniform	Distinctive clothing associated with the person's occupation.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Field	Description	Format	Configuration
Badge Number	Emblem and assigned number that identifies the person's occupation, membership and office.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Assigned Unit	Group to which the person is assigned.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Rank	Relative standing or position of membership.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Personal Characteristics

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Eye Color	Color of the person's iris.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Hair Color	Color of hair on the person's head.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Hair Length	Length of hair on the person's head.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Facial Hair	Whether the person has some type of hair on their face, chin, and/or neck.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Skin Color	Color of the person's skin.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Phone Number

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Phone Number	Phone number associated with the person.	Free text	<ul style="list-style-type: none"> • Required • Label • Tooltip
Phone Type	Type of phone the number is associated with.	Free text	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Photos

Available on *Mobile* forms.

Field	Description	Format	Configuration
Photos	Allows user to take and upload photos associated with the person, location, or situation.	Button	--

Pre-Screening Questions

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Pre-Screening Question	Questions asked to help identify exposure to diseases, contaminants, or other diagnostics.	Configurable list	<ul style="list-style-type: none"> • Label • Tooltip

Procedures Performed

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Updated Time	Time at which the procedure was performed.	mm/dd/yyyy hh:mm	<ul style="list-style-type: none"> • Label • Tooltip
Procedure	Name of procedure performed.	Configurable list	--
More	Opens a window with the following fields: Results, Administered By, Ordered By, Reaction, State Administered	Free text	--

Field	Description	Format	Configuration
+ Add	Option to add another procedure.	Button	--

Property

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
ID #	Number or code that identifies property in the person's possession.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Contact	Main person responsible for the property.	Free text	<ul style="list-style-type: none"> • Show • Label
Description	Description of the property.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Location	Property source or home location.	Configurable list	<ul style="list-style-type: none"> • Label • Tooltip
Location Comment	Additional information provided at the source or home location.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Destination	Property destination location.	Configurable list	<ul style="list-style-type: none"> • Show • Label • Tooltip
Destination Comment	Additional information provided at the destination location.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Destination Contact	Person responsible for the property at the destination location.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Returned to Owner	Was the item successfully returned to its owner?	Check box	<ul style="list-style-type: none"> • Show • Label • Tooltip

Relatives

Available on *Web - Edit* forms.

Field	Description	Format	Configuration
ID#	Unique identification number that is generated when the person's triage tag is scanned.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip

Field	Description	Format	Configuration
Relationship	Description of the familial relationship between the relative and the person.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
First Name	Given name of the relative.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Middle Name	Additional given name of the relative.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Last Name	Family name of the relative.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Country	Country in which the relative's residence is located.	List of countries	<ul style="list-style-type: none"> • Show • Label • Tooltip
Address	Primary street name and number of the relative's residence.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
City	City in which the relative's residence is located.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
State	State in which the relative's residence is located.	Free text and/or list of US state abbreviations	<ul style="list-style-type: none"> • Show • Label • Tooltip
ZIP/Postal Code	ZIP Code™ in which the relative's residence is located.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Phone Number	Phone number associated with the relative.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip
Field	Description	Format	Configuration
Email	Electronic mail address at which the person can be contacted.	Email address format. For example, name@domain.com	<ul style="list-style-type: none"> • Show • Label • Tooltip
Comments	Additional information the user feels would be helpful to document.	Free text	<ul style="list-style-type: none"> • Show • Label • Tooltip

Screening Questions

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Screening Question	Questions asked to further identify exposure to diseases, contaminants, or other diagnostics.	Configurable list	<ul style="list-style-type: none"> • Label • Tooltip

Signature

Available on *Mobile* forms.

Field	Description	Format	Configuration
Signature	Allows the user to collect written consent from the patient by creating a signature on the mobile device.	Button	<ul style="list-style-type: none"> • Label • Tooltip

Symptoms

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Symptoms	Physical or mental features regarded as a condition of disease.	Free text and/or configurable list	<ul style="list-style-type: none"> • Label • Tooltip
Comments	Additional information the user feels would be helpful to document.	Free text	<ul style="list-style-type: none"> • Show • Label

Tracking Number

Available on *Web - Add* and *Mobile* forms.

Field	Description	Format	Configuration
ID #	Unique identification number that is generated when the person's triage tag is scanned.	Free text	<ul style="list-style-type: none"> • Label • Tooltip
Tracking Number	Unique identification number that is generated when a record is created. Usually reserved for situations in which triage tags are not used.	List	<ul style="list-style-type: none"> • Do not generate • Generate and hide • Generate and show

Treatment Level

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Treatment Level	Level of care provided (Basic Life Saving or Advanced Life Saving).	BLS, ALS	<ul style="list-style-type: none"> • Required • Label • Tooltip
Comment	Additional information the user feels would be helpful to document.	Free text	<ul style="list-style-type: none"> • Show • Required • Placeholder

Triage Category

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Triage Category	Standard medical triage categories that identify the priority of care required by the person.	Configurable list	<ul style="list-style-type: none"> • Required • Label • Tooltip

Vital Signs

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Vital Signs	Clinical measurements that indicate the relative stability of a person's health.	Configurable list	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Blood Pressure	Pressure of the blood in the circulatory system.	2 numbers between 0-500, one over the other (systolic/diastolic). For example, 120/80	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Pulse	Heart rate per minute.	Number between 0-500	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Respiratory Rate	Breaths per minute.	Number between 0-300	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Field	Description	Format	Configuration
SpO2	Blood oxygen saturation level.	Number between 0-100	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Temperature	Body temperature.	Number between 0-122, with one decimal place. For example, 98.7	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
End Tidal CO2	Concentration of carbon dioxide in an exhaled breath.	Number between 0-200	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip
Date & Time Measured	Time at which vitals were measured.	mm/dd/yyyy hh:mm	<ul style="list-style-type: none"> • Show • Required • Label • Tooltip

Weight

Available on *Web - Add*, *Web - Edit*, and *Mobile* forms.

Field	Description	Format	Configuration
Weight	Amount the person weighs.	Number between 0-2000	<ul style="list-style-type: none"> • Required • Label • Tooltip

Juvare envisions a future where communities are resilient in the face of danger. Offering precise, vigilant, and connected solutions, Juvare fosters networks of mutual assistance to help organizations bounce forward. For more information about Juvare solutions, contact the Juvare Support Center, support@juvare.com or 877-771-0911.