



Officer quick start

Your first 15 minutes with CodeScribe EMS for departments.

1. Join in the app as the officer

Install CodeScribe EMS on your phone. In Settings, then Department account, sign in with the email we have for you (Sign in with Apple works too if you let Apple share your email). Enter the join code from your welcome email. You come in as the department's officer.

2. Sign in to the dashboard

Go to app.codescribeems.org on any computer and sign in with the same email. We email you a 6-digit code each time.

3. Set your protocol and publish it

- Open the Protocol tab. Start from the app's defaults, or if you already set up the buttons on a phone and shared them as a file, use Load a file from the app.
- Rename, reorder or hide buttons, add your own, set the rhythm and epi clocks, and edit the airway and medication lists. Extra medications are added after the built-in weight-based list.
- Tick Lock it if members shouldn't change their buttons. Check the list of changes, then Publish. Phones pick it up the next time the app opens with a signal, never during a code.

4. Get your crews in

- Department tab: Print a join flyer. It has the code, the steps and a QR code for the App Store. Post it at each station.
- Crews can follow codescribeems.org/join on their own.
- Roster tab: leave automatic approval on to let people in while seats remain, or turn it off and approve each person. Make a second officer so you're not the only one.
- If the code ends up somewhere it shouldn't, make a new one on the Department tab. Everyone already in stays in.

5. Read your codes

- Each code a member scribes shows up on the Codes tab 12 to 72 hours later. The delay is on purpose, so a summary can't be matched to a call by when it arrived.
- Use the filters to look at one scribe, pediatric codes, shockable rhythms or codes with something left blank. Every number follows the filter.
- Click a code for its timeline, and tick Reviewed when you're done with it. Filter by Not reviewed yet for your to-do list. To talk about the actual call, give the medic the share code; their app shows which call it was.
- Print report gives you a QA page for your medical director. Download CSV gives you every code in a spreadsheet.

Good to know

- Summaries never include dates, times, incident numbers, notes or patient details. The full record stays on the medic's phone.
- Codes run for training can be marked "Training, don't count this" on the phone and aren't counted.
- A roster entry marked behind or 30+ days means that phone hasn't opened the app with a signal lately. It still scribes, with the last protocol it got.
- CodeScribe EMS is a documentation aid. It never tells anyone what to give or when.

Questions or something not working: support@codescribeems.org. Please don't include patient information.