MIAMI-DADE FIRE RESCUE

CONTROLLED SUBSTANCE eLOG

CHEATSHEET

This Controlled Substance eLog (CS eLog) Cheatsheet is a guide governed by and is subordinate to Procedure 37 and at no time supersedes its authority or its direction.

EMS Captain / Administrative - Functions of the eLog

Administer Override: Used to input an Administrative entry into a units CS eLog to correct any situation where there is an inaccurate CS eLog count.

- OIC forgets to enter a drug administration into the CS eLog and is not present at OIC exchange to make the correction.

- OIC is unable to complete an OIC exchange because of missing narcotics or has declared drugs Lost, Missing or Stolen. An entry must be entered to update the CS eLog's count.

Things to Know !

Where to Access eLog?
On the Tablet → Home Screen → CS eLog, or

MDFRnet →
Controlled Drugs eLog
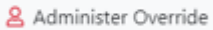
Login & Witness Signatures?
MDC: (User name / password)

Problem…Who to call?
ePCR: 786-258-0088

Administrative Overrides

Where is Admin. Override?

1. Log into the **UNITS** CS eLog.
2. Click, ☰ Menu ▾ Menu (top left).
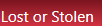3. Click, 👤 Administer Override

Admin. Overrides Report Found

1. Click, ⬇ Add – next to the pre-populated ePCR medication entry, auto-fills fields.

- Enter an explanation for the override in comments.
- Complete any remaining required info.

Who Witnesses / Signs?

- Unit OIC, reporting the discrepancy or you can witness yourself.

Damaged and Lost, Missing or Stolen.

1. Login to **UNITS** CS eLog.
2. Click, 👤 Administer Override
3. Select Med and then Select, either; **Damaged** or **LMS**
   `Disabled` `Damaged` `Lost or Stolen`
4. IF **LMS** enter Police Agency and case number, if available or Click, `Click for No Police Report information available at this time` then Click Accept.
5. Enter an explanation for the **Damaged** or **LMS** override in comments.
6. Entries can be Deleted as well as the Agency info/ Addendum can be added later in View eLog as well.

Who Witnesses / Signs?

- Unit OIC, reporting the **LMS** or you can for **Damaged**

CS eLog Admin Access.

1. From MDFRnet click **Controlled Drugs eLog**
2. Click ⚙ Admin Login
3. Once in the Admin Site you can view;

- All MDFR units CS eLog's
- Units low on medications
- Medications used
- Damaged, L.M.S
- OIC Exchange Status
- Run searches