



# HOW TO USE THE ePRF ACS ACCESS SCREEN



We are the ones. 111

To access the Ambulance Care Summary (ACS) for Wellington Free Ambulance patients visit: <https://acs.wfa.org.nz>  
 For patients who present with a St John ACS advice sheet visit: <https://acs.stjohn.org.nz>

Enter the unique access code written on the ACS advice sheet and enter the patients' date of birth (DOB). DOB will need to be provided by the patient. DOB is the security key to access the ACS and ensures patient privacy.

Once the ACS has been used to access the complete report for the patient, ensure that you have printed it off or saved electronically.

After this is complete there is no further need for the ACS so it can be discarded or filed. If you decide to file it you will need to write either the patients DOB or NHI on the form to allow you to find the record at a later date. **Please note the ACS code is valid for clinicians to access for 21 days from date written. It states 7 days on the ACS purely to encourage patients to follow up with their GP earlier.**

## TESTING ACS ACCESS

To test the ACS access you can use this example job below:

Master incident number - Job number = 9000  
 Date of job = 01/04/2017  
 Time of recording info on ACS advice sheet = 08:00 AM  
 ACS code = 99 2BB B9E 34  
 Date of Birth = 25/04/1992

DOB is not recorded on advice sheet as it is the security code and needs to be obtained by the patient to access the record.

See example ACS form on next page.

**Ambulance Care Summary**  
Advice Sheet

**WELLINGTON FREE AMBULANCE**  
kia ora te tangata  
We are the ones. 111

Incident number: 9,0,0,0  
Patient name: Mr Test Tester

Day: 01, Month: 04, Year: 2017, Time: 08:00

Accessing your ambulance record  
You can access a copy of your ambulance care summary within the next 7 days of the date and time above, using the unique access code below at <https://acs.wfa.org.nz>

Access code: 9,9, 2,B,B, B,9,E, 3,4

If you have any questions please contact us on: 0800 WFA PRF (0800 932 773)

**Privacy and your health information**

Wellington Free Ambulance recognises the importance of protecting an individual's privacy and is fully committed to following the regulations set out by the Privacy Act 1993, Health Information Code 1994 and related privacy legislation.

Go to <http://www.wfa.org.nz/privacy>:

- To learn more about information collected by Wellington Free Ambulance
- For access to your personal and health information
- To make corrections to your personal and health information

Or contact us in writing at: Clinical Services, c/o Wellington Free Ambulance, PO Box 601, WELLINGTON 6140

Or email us at: [clinicalservices@wfa.org.nz](mailto:clinicalservices@wfa.org.nz)

**Advice to patient**

**WELLINGTON FREE AMBULANCE**  
kia ora te tangata  
We are the ones. 111

Clinical Impression: mild asthma/chest infection

Advice / Plan:

- see GP today at 10:30am for new ventolin prescription and get reassessed for chest infection
- If your condition worsens, or you have concerns please contact 111 or seek medical advice.

- If your condition changes, but it is not an emergency, please contact your doctor or freephone Healthline on 0800 611 116.
- In the event of an emergency always call 111.
- If you see another healthcare provider (for example, a doctor or nurse) in the next 7 days, please give them this form: they can use the code overleaf to find out more about the treatment you received from Wellington Free Ambulance.

Tick appropriate box below:

I understand and I am happy with the advice provided above.

I accept responsibility for my refusal to accept treatment and / or transport to hospital.

Patient signature: Mr. Tester

Paramedic signature: Paramedic PIN: 14111

Note: These details may be completed and photographed by the paramedic, then attached to your electronic patient report form.

Once correct details are entered the next screen will appear:

**Close**  **PDF**

1 of 1 Find | Next

**Ambulance Care Summary**  
Ambulance Master Incident Number 9000-1-2017/04/01 **DRAFT**

**Incident Information**

Date and Time of Call:	Dispatch Time:	Responding:	At Scene:	At Patient:	Depart Scene:	At Destination:
01/04/2017 08:00	01/04/2017 08:01	01/04/2017 08:02	01/04/2017 08:10	01/04/2017 08:12	11/04/2017 08:45	

Final Patient Status: 3-Unlikely threat to life Disposition: Treat and Refer Ambulance call sign: NAT7

Destination: Referral Pathway: GP surgery appointment

ACC Claim Number:

Incident Location: Home Location Type: Home

Clinicians Attending: 136345 Christopher George  
600855 Paul Malcolm

**Patient Information**

NHI Number: Name: Mr Test Tester

Sex: Male DoB: 25/04/1992 Age: 24 Year(s)

Address: 2 Harrison Road, Mount Wellington, Auckland, 1060, New Zealand

Home Phone: Work phone: Mobile phone: 0210123456

**Note: DRAFT is shown at the top of this case because it is an example. Real cases will be submitted and will not be shown as DRAFT**

Select PDF and the ePRF system will format the ACS into a printable format which will allow you to print the record off or save it on your patient record system.

## NEED HELP?

Any ACS queries please the relevant helpdesk: Wellington Free Ambulance 0800 932 773  
St John 0800 473 876