

Med-Media WebCUR 2.0

User Manual

Med-Media WebCUR Module

System Overview

Med-Media's web based solution, provides a web solution for data warehousing and report generation. Data backups and disaster recovery are significant issues for EMS units that are not equipped to be data centers. The simple ability to be able to store critical data on a remote website via a secure Internet connection will provide important backup and disaster recovery functionality to these remote operations. Though the ability to archive data on the WebCUR.com website is important, this is only one of the many features that will be available to the customers that subscribe to this service. WebCUR will provide full reporting capabilities to authorized clients and over time, will provide the ability for electronic reporting instead of the labor-intensive paper process.

WebCUR is integrated with current Med-Media EMStat and Med-Media R-EMStat clients, as well as offering possibilities for next generation EMStat thin clients. The current plan is to provide the functionality suite provided by the host based EDCUR software solution. The client to server communications will be done via standards based, 128-bit SSL and the web based application client is fully integrated into the WebCUR Data Link desktop client.

WebCUR Features

- Client software provides easy to use interface for secure upload patient records.
- Will enable a distributed solution for multiple remote stations as well as statewide reporting capabilities.
- Seamless integration with Med-Media EMStat clients.
- Integrated web browser allows for secure access to the WebCUR Web based service.
- WebCUR is compatible with Netscape Navigator 4.x, Microsoft Internet Explorer 4.x or compatible browser.
- All security provided via 128-Bit Secure Sockets Layer (SSL) connections.

System Hardware Requirements

Recommended System Hardware: A Pentium III based processor with 128 megs of RAM, 17" SVGA monitor, 2 gigabyte or larger hard drive, 56k data/fax modem, tape back up system and an Internet browser with 128 Cipher Strength.

Software: The computer will need to have a Microsoft Windows 98 Second Edition, ME, 2000 or XP operating system. Med-Media does not recommend Windows XP Home version for this software.

Important: Use of Software Product for High Risk Activities and Back-up. The Software is not fault-tolerant and is not designed, manufactured or intended for use in conjunction with any activity requiring fail-safe performance, including, but not limited to communication systems or direct life support machines, or other activities that directly affect risk of death or personal injury ("High Risk Activities") in which the failure of the Software could lead directly to death, personal injury, or severe physical or other damage. Med-Media and its licensors specifically disclaim any express or implied warranty of fitness for High Risk Activities. Furthermore, data that is lost due to theft or failure of any other system upon which or with which the Software operates is not the responsibility of Med-Media, Inc. Med-Media strongly recommends that license owners save their work often and store data regularly to off-site backup media.

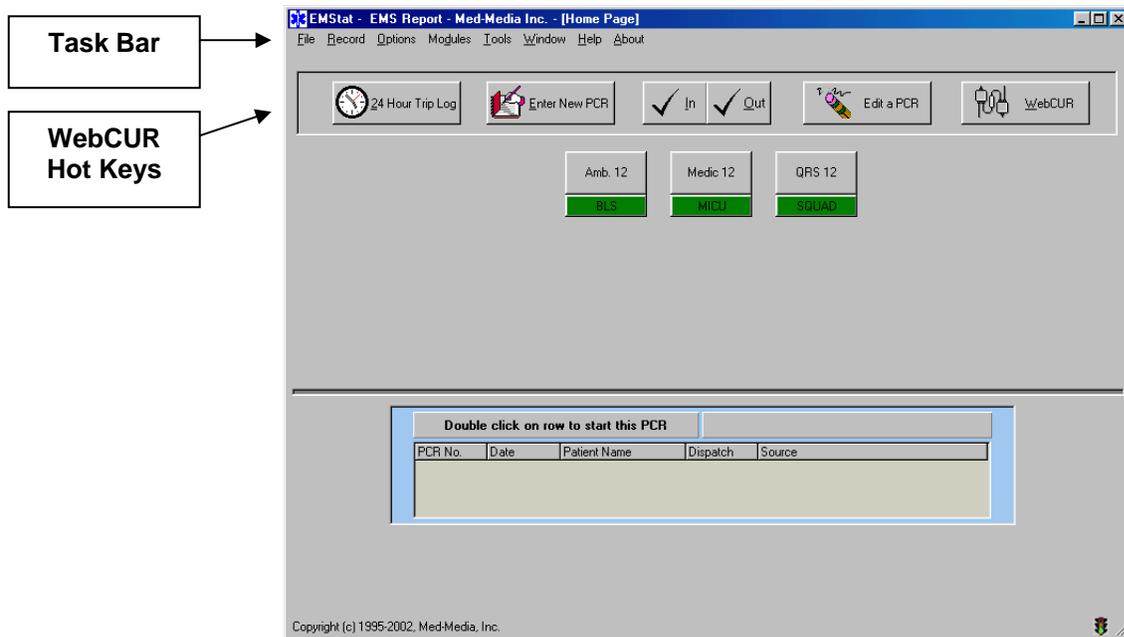
Starting WebCUR

Once your computer power is on and Windows is loaded, double click on the *Med-Media EMStat icon*. This will start the program and display the **Home Page** of the Med-Media EMStat program.

If the Med-Media EMStat icon does not display on your computers desktop, place your cursor on the **Start** button and click Start, select Programs, select Med-Media, and then click on the Med-Media EMStat icon. The program will open and display the Home Page of the EMStat program.

Med-Media EMStat Home Page – WebCUR Items

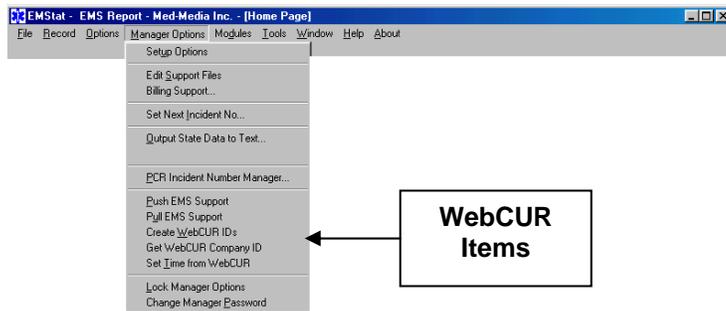
The **Med-Media EMStat Home Page** is displayed below.



Menu Bar

The **Menu Bar** contains the *File, Records, Options, Manager Options, Modules, Tools, Windows, Help* and the *About* tabs, which are displayed below. The Administrator must enter the **Manager Options** area to setup the WebCUR module for each computer. Select the **Options** tab then the **Manager Options** tab. Enter the Managers **Password** in the field provided and select the **Ok** button. The *Manager Options* tab will display to the screen.

The **Manager Options** tab is displayed below.



The **Manager Options** tab contains the following WebCUR related items; *Push EMS Support, Pull EMS Support, Create WebCUR ID's, Get WebCUR Company ID, Set Time from WebCUR, Lock Manager Options* and *Change Manager Password* sub-tabs.

This section of the Help Manual will only be dealing with the WebCUR sub-tabs, please refer to the Med-Media EMStat User Manual for the detailed descriptions on the items not discussed in this section.

- **Edit Support Files:** Select this sub-tab to enter the *Support* tables for the Med-Media EMStat module. The Administrator will need to enter the providers in the **Crew** tab prior to creating WebCUR ID's for the members. *Please refer to the Med-Media EMStat User Manual for detailed instructions for entering providers in the Crew tab.*
- **Get WebCUR Company ID:** This feature only needs to be done once, but will need to be run on each computer that is running the Med-Media WebCUR Module. ***This tab must be done before any WebCUR ID's are created.*** This function establishes your company on the WebCUR database.

After Med-Media has created a **WebCUR User** account for your organization, you will be provided with a **WebCUR User Name** and **Password** to activate this feature. The manager will be required to enter the User Name and Password to execute this feature. *Please contact Med-Media Inc if your WebCUR User Name or Password is rejected.*

- **Create WebCUR ID's:** The *WebCUR ID* (aka **WID**) must be created after any new crewmember is entered into the Med-Media EMStat Module. Without a **WID**, the crewmember is not able to upload or check out trips from WebCUR. You **Must** click on **Get WebCUR Company ID** before creating any WebCUR ID's. The WebCUR ID is made of three items – the *Initials* of the crewmember, the *Certification Level* of the crewmember (using a number scheme) and the *Certification Number* of the crewmember. When uploading or checking out, the **WID** is entered along with a **Password**. *The Password is the same as the password that you use to edit your Med-Media EMStat PCRs.*

Note: if you change your EMStat password after your WID has been created, the WebCUR password will not change.

Creating WebCUR ID WID's for EMS Providers

A “**WID**” is a unique **WebCUR Identification Number** generated for each EMS Provider within your organization.

WID's must be created before the user enters a PCR in the Med-Media EMStat Module. A WID will be created for the all providers unless they are an *Attendant* or *Other*. It is not important for the EMS provider or the Company Manager to know every providers WID. What is important is that each EMS Provider must know their **Username** and **Password** to be able to **Upload Records**, **Check Out Records** and **Check In Records** to Med-Media's WebCUR Module. The EMS provider must also know their **Username** and **Password** to be able to enter the **WebCUR Web Page**.

The **Username** is created from 3 different items from the provider's information; their *Initials*, (first and last name) their *Certification Level*, and their *Certification Number*.

The **Password** is the same password that the EMS Provider uses in the **Med-Media EMStat Module** for editing and printing PCR's.

Note: if you change your EMStat password after your WID has been created, the WebCUR password will not change.

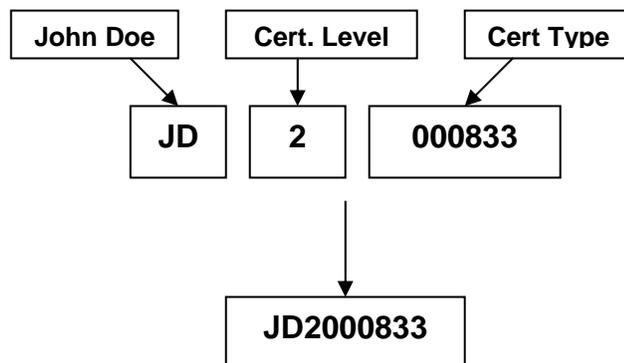
Example: An example of how the WID is created is displayed below.

Provider Name: **John Doe**

Certification Level: **EMT-P**

Certification Number: **000833**

EMStat Password: **1234**



The **Certification Level** codes are as follows:

- | | |
|-----------------|----------|
| 1) HP | 8) EMT-C |
| 2) EMT-P | 9) EMT-I |
| 3) EMT | 10) RN |
| 4) FR | 11) MD |
| 7) EMT-ST | |

The **Username** for John Doe will be **JD2000833** and the **Password** will be **1234**.

- **Push EMS Support:** This tab is used to send your Support database up to the main Med-Media WebCUR server for back up purpose, or if you have multiple stations, you can **Pull** the database back down using the **Pull EMS Support** feature so you do not have to reenter the crew information at your other station. *Please refer to the WebCUR Push and Pull section of this manual for a detailed description for this feature.*
- **Pull EMS Support:** If you have used the **Push EMS Support** to place your Support database on the main Med-Media server, you can use this feature to **Pull** the database back down to a different location. This feature allows the manager to keep one support database current and then have the ability to update each station with a simply pull down feature. *Please refer to the WebCUR Push and Pull section of this manual for a detailed description for this feature.*
- **Set Time from WebCUR:** The Med-Media WebCUR module will be set to an Atomic clock; so clicking on this tab will coordinate your systems clock with the accurate WebCUR clock.

WebCUR Hot Keys

The **WebCUR Hot Keys** screen is displayed below.



The WebCUR Hot keys contain the *24 Hour Trip Log*, *Enter New PCR*, *Check IN*, *Check Out*, *Edit a PCR* and the *WebCUR* button. *Please refer to the Med-Media EMStat User Manual for detailed descriptions on the 24-Hour Trip Log, Enter a New PCR and Edit a PCR tabs.*

WebCUR Button - Uploading PCR's

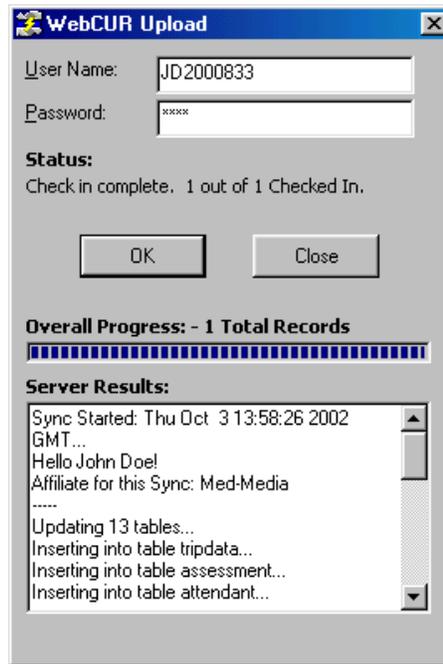


After a PCR has been started and saved in the **Med-Media EMStat module**, the user can now *Upload* that PCR to the Med-Media WebCUR server. Select the **WebCUR** button to **Upload** the PCR to *WebCUR*. When this tab is selected, a **Med-Media WebCUR box** will display to the screen. Enter the **WebCUR Username** and the **Password** in the fields provided. Select the **Ok** button upload the PCR's to the WebCUR server or click on the **Close** button to exit your request and close this box.

The **Med-Media WebCUR Box** is displayed below.

When the user selects the **Ok** button, the Med-Media WebCUR box will connect to WebCUR and verify the **Username** and **Password**. Once the User information has been verified, the **WebCUR Upload box** will display to the screen. Select the **Ok** button to upload to WebCUR all PCR's that have not been uploaded or have been modified. This box will display the *Status* for how many PCR's were uploaded to the WebCUR server and the *Overall status* of the upload. Once the upload is complete, select the **Close** button to exit this tab. The user will return to the *Med-Media EMStat module Home page*.

The **WebCUR Upload box** is displayed below.



Checking Out PCR's from WebCUR

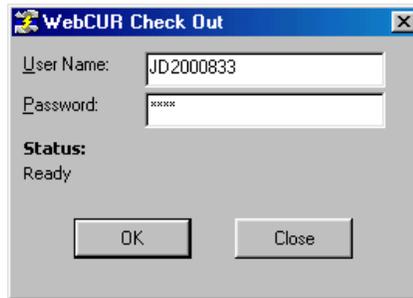


After a PCR has been successfully uploaded to the WebCUR server, the providers may now **Check Out** their PCR's. Select the **Out** button to **Check Out** your PCR's from the *WebCUR* server. The user can *Check Out* the PCR's from any computer that is running the Med-Media WebCUR Module on it.

Note: Once the PCR has been uploaded to the WebCUR server, the user has 24-Hours to Check Out that PCR and make any modifications to it. Once the 24-Hour time has elapsed, that user cannot Check Out the PCR any more. If the PCR needs to be Checked Out after 24 Hour time has elapsed, the PCR can be Checked Out by an Administrator. The Administrator has a 2-Week period to check the PCR out. Once the Administrator time has elapsed, the PCR cannot be Checked Out from the WebCUR server.

Select the **Out** button and a **WebCUR Check Out** box will appear. Enter the **WebCUR User Name** and the **Password** in the fields provided. Select the **Ok** button to connect to the WebCUR server or click on the **Close** button to exit your request and close this box.

The **WebCUR Check Out** box is displayed below.



The **WebCUR Check Out box** will connect to the WebCUR server and verify the **Username** and **Password**, then display all the PCR's uploaded *within 24 Hours* that are owned by that user. The PCR's will be displayed in the **WebCUR Check Out box**. Select the PCR's that you want to *Check Out* by clicking on the box associated with the PCR. Select the **Ok** button to download the PCR's onto the **Med-Media EMStat Module desktop** or select the **Close** button to exit this area.

The **WebCUR Check Out** box is displayed below.



When the user Checks Out **One** PCR, the PCR will automatically display to the screen for the provider to edit. When a user selects more then one PCR to Check Out, the PCR's will be saved in the EMStat database. The user will need to select the **Edit a PCR** tab or the **24 Hour Log** tab to edit and make any changes to the PCR.

Checking In PCR's from WebCUR



Select the **WebCUR** button to **Check In** your PCR from the Med-Media EMStat Module. After a PCR has been Checked Out and saved on the **Med-Media EMStat Module**, the user may now *Check In* the PCR's. Select the **WebCUR** button and follow the same instructions as before to *Check In* the PCR back into the WebCUR server.



Note: The *In* button displayed on the Menu Bar is disabled and is for future use. Please refer to the WebCUR button for Checking In your PCR's.

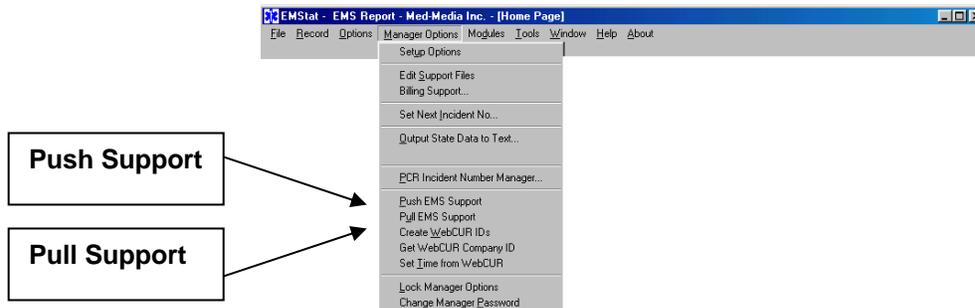
WebCUR Push and Pull

One of the other features that the Med-Media WebCUR program provides is the ability to **Push** and **Pull** the **EMS Support database** across from one station to another sub-station. The EMS database contains files such as EMS Provider Information, County MCD Codes, Hospitals, ICD-9 Codes, Insurance Companies, Pharmacy items, Stocks, Research Codes, Medical Doctors and Unit information. This feature enables the Manager to *Edit* and *Add* new information into the EMS database on one computer. Once the information is saved, the Manager can now **Push** that database up to the Med-Media WebCUR server. From another sub-station the manager can **Pull** down that same EMS database onto that computer. This process allows all the companies EMS databases to be synchronized throughout all stations.

To **Push** the *EMS database* to the Med-Media WebCUR server, the Manager must open the Med-Media EMStat Module. Once the Module is open, select the **Options** tab, **Manager Options** tab and enter the **Manager Password** in the field provided. In the **Manager Options** tab select the **Push Support** tab. This will send the EMS database to the Med-Media WebCUR server.

To **Pull** the *EMS database* from the Med-Media WebCUR server, the manager must open the Med-Media EMStat Module. Once the Module is open, select the **Options**, **Manager Options** tab and enter the **Manager Password** in the field provided. In the **Manager Options**, select **Pull Support** tab. This will pull the EMS database from the Med-Media WebCUR server and replace the current EMS database that is presently on the computer. The Manager will get a confirmation that the EMS database Pull has been successfully completed.

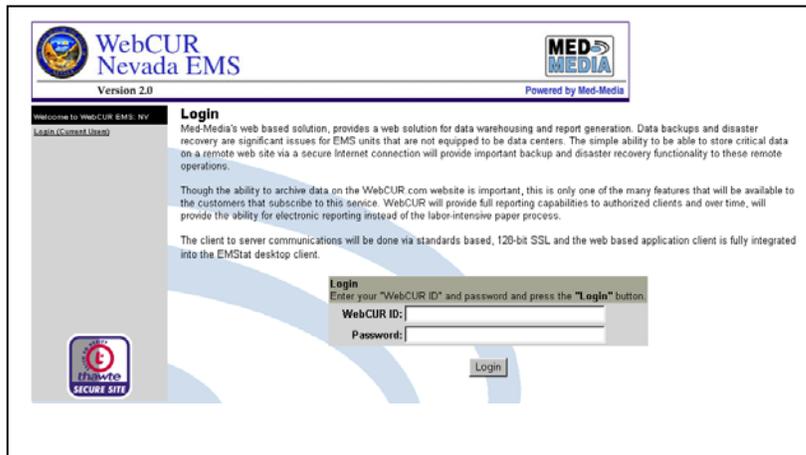
The **Push** and **Pull location** on the Med-Media EMStat Module is displayed below.



Med-Media WebCUR – Main Report

The user can view their PCR's and run reports for the all the PCR's that they *uploaded* to the **Med-Media WebCUR** server. After connecting to the Internet, go to the Med-Media WebCUR Website Home Page located at <http://www2.webcur.com>. Once at the website, select the **State** or **Country** that your company is located in. When the **Login Page** displays to the screen, enter your **WebCUR ID** and **Password** in the fields provided and then select the **Login** box, the **Med-Media WebCUR Home page** will verify your account and then display to the screen.

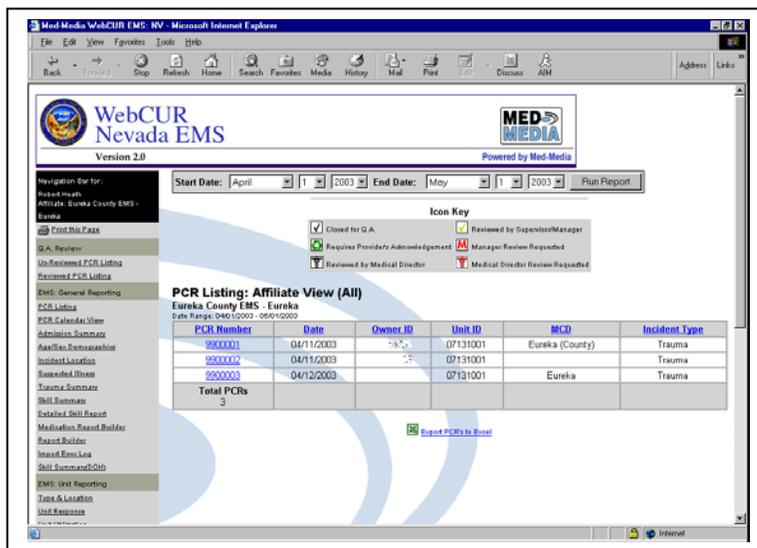
The **Med-Media WebCUR Login Page** is displayed below.



WebCUR Main Reporting Home Page

The Med-Media WebCUR Website Home Page contains the **Start** and **Ending Reports**, **Print this page**, **Main Reporting screen**, **General Reporting**, **Unit Reporting**, **Affiliation Operation**, **Account Maintenance** and the **Session Control** section.

The **Main Report Page** is displayed below.



- **Start and End Dates:** Select a *Starting Date* and an *Ending Date* from the drop down pick boxes. Click on the **Run Report** button to start to the report.
- **Print this page:** Click the *Print this page* button to **Print** the report that is currently displayed on the screen.
- **Main Report screen:** This area displays the report information that is select from the *Reports* tab between the *Starting* and *Ending Date ranges*. The *Main Screens* date range defaults to the present date and then one-month back. This area also displays the **Icon Key** information for *Quality Assurance* reference.
- **Q.A. Review:** This area will only display when a provider is logged in as a *Doctor, Manager* or *Supervisor*.
 - **Un-Reviewed PCR Listing:** Select this tab to display all PCR's that have not been reviewed for QA.
 - **Reviewed PCR List:** Select this tab to display all PCR's that have been reviewed for QA.
- **EMS General Reporting:** The *EMS General Reporting* area has several categories to choose from for a provider to create specific reports. The provider can create the report by clicking on the specific report that is located in the Reports list area.
 - **PCR Listing:** Select this tab to display all PCR's for the date range selected. Click on the **Print this page** button to print the display. *Please refer to the Manager QA section below for details about the Quality Assurance features of the WebCUR module that display with the PCR List.*
 - **PCR Calendar:** Select this tab to display a *Calendar View* for all the PCR's. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.
 - **Admissions Summary:** Select this tab to display a report for *Admissions*. This report displays a summary count of all Facilities you transported patients to and the *Frequency* for each of the institutes. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.
 - **Age / Sex Demographics:** Select this tab to display a report for *Age / Sex Demographics*. This report displays the *Age* and *Sex Demographics* breakdown of the PCR's entered into WebCUR along with a percentage breakdown. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.
 - **Incident Location:** Select this tab to display a report for *Incident Location*. This report displays a breakdown of the Incident Location by *Municipalities* and *Frequency* for each Incident Location for the PCR's entered into WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.

- **Suspected Illness:** Select this tab to display a report for *Suspected Illness*. This report displays a breakdown of a **Medical Summary** for **All** the Suspected Illnesses by *Total Numbers* and *Frequency* for each suspected illness for the PCR's entered into WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.
- **Trauma Summary:** Select this tab to display a report for *Trauma Summary*. This report displays a breakdown of *Trauma Summary by Injury Sites* and *Injury Types* for the PCR's entered into WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range. Click on the **Print this page** button to print the report.
- **Skill Summary:** Select this tab to display a *Skill Count* report. This report will display all ALS and BLS skill information from the items selected in the *Skill Count Generator* for the PCR's entered into WebCUR. Click on the drop down arrowed boxes in the date range area to change the date range. Select the **Generate** button to create your report. Click on the **Print this page** button to print the report.
- **Detailed Skill Report:** Select this tab to display a *Detailed Skill Count* report. This report will display all PCR's that the provider was on showing the detailed ALS and BLS skill information from the items selected in the *Skill Count Generator* for the PCR's entered into WebCUR. Click on the drop down arrowed boxes in the date range area to change the date range. Select the **Generate** button to create your report. Click on the **Print this page** button to print the report.
- **Medication Report Builder:** Select this tab to create a *Medication Report*. Once this tab displays, type the *Name* of the report and select the *Medication Name* for the report you want to create. After selecting the date range for the report, select the **Run Report** button to create the report. Click on the **Print this page** button to print the report.
- **Report Builder:** Select this tab to *Build a Queried* report. This *Query Builder* page will display all the information from the items selected in the *Query Builder* for the PCR's entered into WebCUR. Click on the drop down arrowed boxes in the date range area to change the date range. Select the item from the list for your query. Select the **Run Report** button to create your report. Click on the **Print this page** button to print the report.
- **Import Error Log:** Select this tab to view any WebCUR Import errors. The report will display the *Date*, *Lithocode Number*, *Trip Number* and *Error Description* for the date range selected.
- **Skill Summary (DOH):** Select this tab to display a *Skill DOH Summary* for the PCR's uploaded to WebCUR. The report will display the *Crew Certification Number*, *Crew Certification Type*, *Skill Type* and *Total Count* for the date range selected.

- **EMS Unit Reporting:** *This Reporting area will only display when a user is logged in as a WebCUR Administrator.* The *Unit Reporting* area has several categories to choose from for an Administrator to create specific reports. The Administrator can create the report by clicking on the specific report that is located in the Reports list area.
 - **Type & Incident:** Select this tab to display a report for *Incident Location and Type*. This report displays a breakdown of Incident Types and Locations by number of call and percentages for all incidents within the date range selected.
 - **Unit Response:** Select this tab to display a report for *Unit Response*. This report displays a breakdown of *Unit Utilization Summary* by *Unit Response Outcomes*, *Unit Response Transport Modes* and *Unit Response Time Averages* for the PCR's entered into WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range.
 - **Unit Utilization:** Select this tab to display a report for *Unit Utilization by Hour / Day of Week*. This report displays a breakdown of **All** of the calls that occurred during a specific *Hour* and *Day* of the week for the PCR's entered into WebCUR. The reports date range will default from the current day and back one-month. Click on the drop down arrowed boxes in the date range area to change the date range.
 - **Unit Utilization (Fractile):** Select this tab to display a report for *Unit Utilization* in a *Fractile* format. This report displays a Fractile break down for *Dispatch-Enroute*, *To Scene*, *At Scene-Medical*, *At Scene Trauma*, *To Destination*, *At Destination* and *Total Time* for all Units within the company for the date range selected.

- **WebCUR Virtual Office:** This section has several categories to choose from for a provider to setup the there Virtual Office for WebCUR.
 - **Virtual Office Home:** Select this tab to enter the *Virtual Office Home* for WebCUR. This area displays the *Task List*, *Calendar* and the *Message board*. This area allows the user to edit all the office options from one page.
 - **Calendar:** Select this tab to display the *Calendar* events for the company. The Calendar feature gives your affiliate the ability to manage schedules of any type for your organization. The user has the ability to *View*, *Create*, *Edit* or *Delete* the calendar.
 - **Task Management:** Select this tab to display the *Task Management* list. The user has the ability to *Manage* tasks, *Report* or *Search* for tasks.
 - **Message Board:** Select this tab to display the *Message Board*. The Message Boards give your affiliate the ability to post questions and answers to that are of particular interest to your organization. This area displays the *Message Title*, *Author*, *Replies* and *Last Post* time. The user also has the ability to create a new message by selecting the *Post New Message* button.
 - **File Vault:** The **Storage Vault** is a repository for files, information, etc. that you may want to keep on the server to be shared with others. Below is the list of the current contents of the Vault. Just click on a link to view/download a file or click on the paperclip to add a file to the Vault.

- **Chat Rooms:** Select this tab to display the *Chat Rooms* in WebCUR. The Chat Room feature gives your affiliate the ability to have real-time conversations online with just a web browser. Click on the icon to *Create a New Chat Room*.
 - **Text Pager Gateway:** Select this tab to display the *Text Pager Gateway*. The WebCUR Virtual Office Text Pager Gateway allows you to broadcast messages to WebCUR users with a text pager email address in their profile. Recipients must have a device that allows for text paging (*i.e. pager, cell phone, etc.*) and this device must be able to receive messages via an email address.
 - **Welcome Message:** This area allows the user to set a message the will be seen by all members of your affiliate the next time they login to their WebCUR EMS: account. If you would like to remove the message from the system, simply press the "*Delete Affiliate Message*" button.
- **Account /System Maintenance:** This section has several categories to choose from for a provider to edit specific affiliation operations. The provider can click on the specific operation that is located in the list area. ***Some of the selections will only display if a user is logged in as a WebCUR Administrator.***
 - **Personal Account Settings:** Select this tab to display the logins *Personal Account Setting* tab. This tab gives the user the ability to update their account as well as their *Active Affiliation*. Select the *Save Changes* button to save any changes made to this tab.
 - **User Contact List:** Select this tab to view all the Affiliation Contact List. The affiliate roster gives you the ability to build your organization in the WebCUR EMS system. Placing individuals on your affiliate roster allows individuals to access services for your affiliate.
 - **Edit Affiliation Roster:** Select this tab to *Edit* all the Affiliation providers Contact List. The manager has the ability to update user permissions or delete the user from the company WebCUR roster.
 - **Create / Edit User Accounts:** Select this tab to *Create* or *Edit* any provider within your organization. This field displays the *Permissions* box, *User ID*, *User Name* and *User Login* fields for all the providers within the company. Select the **Add a New User to System** to create a new account for WebCUR users. Editing a user allows you to set various permissions and access rights for individuals. Select the permissions you want to enable and press the "**Update User**" button. To return to the system roster, press the button below.

Note: The Administrator must contact the Med-Media Technical Support Department to set any of the users as Administrators permissions.

 - **Change Your Active Company:** This tab allows you to be a member of multiple affiliate rosters. Your PCR view will be relative to your current affiliate assignment. To change your current assignment, simply select from the list below and press the "*Change Affiliate*" button.

- **Manager QA:** When a provider is logged in as a **Doctor, Manager** or **Supervisor** and then selects the **PCR listing** menu, the login will allow these individuals to use the QA feature for WebCUR. All PCR's uploaded to WebCUR will display for the current Date and back 30 days. Select the **PCR Number** from the list to QA. After editing the PCR, the QA Officer has the ability to check the following boxes.
 - **Request Manager Review of PCR:** Select this box to display an icon beside the PCR to alert the **Manager** to review this PCR. *Please refer to the Icon Key Chart on the PCR Listings page for icon reference.*
 - **Request Medical Director Review of PCR:** Select this box to display an icon beside the PCR to alert the **Medical Director** to review this PCR. *Please refer to the Icon Key Chart on the PCR Listings page for icon reference.*
 - **PCR Requires Provider's Acknowledgement:** Select this box to display an icon beside the PCR that alerts the **Author** to review the PCR QA area. *Please refer to the Icon Key Chart on the PCR Listings page for reference.* When the Author logs into WebCUR, the icon will display, notifying them that QA Acknowledgement is required.
 - **PCR is Closed for QA:** Select this box to **Close** this PCR for review.
 - **Make these new comments Private:** Select this box to make comments private from the PCR author. This box will prevent the author from viewing any comments entered by the QA Officer.

- **Session Controls:** Select the **Logout** tab when you are finished with Med-Media WebCUR module. Your account will be secured and you will be logged out of the program. Click on the Back to Med-Media WebCUR to log back into to the program.