NEMSIS 3.5 Checklist

For Agencies Using Oregon's ImageTrend Elite EMS Data System

This checklist details the steps for agencies using the Oregon ImageTrend Elite system to switch from NEMSIS 3.4 to NEMSIS 3.5 for EMS reporting.

1. If your agency has any integrations (CAD, billing, hospital, etc.), contact them to ensure they can support NEMSIS 3.5.

2. Double-check your agency demographic information and update where necessary:

    1. (Agency Menu) → Agency Information

        1. Details

        2. Service Area (use nemsis.org/media/ServiceAreaBuilder)

        3. Statistical Year Info (for last year)

    2. (Agency Menu) → Users

        1. Demographics: First Name, Last Name

        2. Certifications → State Licensure Group: State licensure ID and Level for Oregon

        3. Employment: Employment Status, Primary Job Role

        4. Designate at least one personnel as "EMS IT/Data Specialist" and one as "Medical Director" in Employment → Other Duties as Assigned → Contact Type

    3. Resources → Agency Locations: Address, City, State, ZIP Code

    4. Resources → Facilities: Inactivate facilities not used by your agency (if your agency doesn't transport, inactivate all facilities)

    5. Resources → Supporting Agencies & Units: Inactivate agencies that you don't work with

    6. Resources → Vehicles & Call Signs: Vehicle Number, Default Call Sign, Vehicle Type, Year, VIN (for ambulances), Mileage (for last year)

3. Notify the State when you have completed agency demographic information.

4. In Tools → Form Manager, activate one of the System-level "3.5" EMS forms, or create your own "3.5" EMS form by copying an existing form or starting from scratch. If you create your own form, be sure the elements listed in Oregon's State Collected Elements are included on your form. In particular, these elements are being newly collected by Oregon in NEMSIS 3.5:

eResponse.20	On-Scene Odometer Reading of Responding Vehicle
eResponse.21	Patient Destination Odometer Reading of Responding Vehicle
ePatient.22	Alternate Home Residence
eScene.10	Incident Facility Code
eSituation.18	Date/Time Last Known Well
eSituation.20	Reason for Interfacility Transfer/Medical Transport
eArrest.20	Who First Initiated CPR
eArrest.21	Who First Applied the AED
eArrest.22	Who First Defibrillated the Patient
eHistory.05	Advance Directives
eVitals.16/ETCO2Type	ETCO2 Type
eVitals.17	Carbon Monoxide (CO)
eVitals.28	Pain Scale Type
eExam.22	Lung Assessment Finding Location
eExam.23	Lung Assessment
eExam.24	Chest Assessment Finding Location
eExam.25	Chest Assessment
eAirway.09	Suspected Reasons for Failed Airway Management
eDisposition.27	Unit Disposition
eDisposition.28	Patient Evaluation/Care
eDisposition.29	Crew Disposition
eDisposition.30	Transport Disposition
eDisposition.32	Level of Care Provided per Protocol

5. If you created your own "3.5" EMS form, notify the state to verify that it contains the required data elements.

6. Train your personnel on the new data entry form, particularly the areas that changed, such as the new disposition elements.

7. In (Agency menu) → Configuration → Configurable List Views, update any views you have built that are affected by elements that were added or removed in NEMSIS 3.5.

8. If you use CQI features, update your configuration using the "CQI" items in the Resources and Tools menus to account for elements that were added or removed in NEMSIS 3.5.

9. In Tools → Report Writer, update any reports that you have built that are affected by elements that were added or removed in NEMSIS 3.5.

10. Notify the state when you have finished the first few PCRs.