

EMS Reporting Checklist

For Agencies Using Their Own EMS Reporting Software

- I. Request a web services account and access to Oregon's ImageTrend Elite system:
OSH.EMSData@state.or.us
- II. Access Oregon's implementation tools: nemsis.org/maps/v3/oregon/
- III. Install Oregon's Schematron Validation Rules
- IV. Configure your web services connection using Oregon's Web Services Configuration File and the web services credentials provided by the state
- V. Set up agency demographic data
 - I. Refer to the information in the Oregon State Data Set to configure the following:
 - I. State Certification/Licensure Levels: inactivate the levels not recognized by Oregon and the levels not utilized by your agency
 - II. Procedures Permitted by the State: configure the procedure list for the licensure levels utilized by your agency
 - III. Medications Permitted by the State: configure the medication list for the licensure levels utilized by your agency; Oregon does not regulate Paramedic medications, but you should list the medications used by your Paramedics, if applicable
 - IV. Facilities: set up the hospitals utilized by your agency, matching the information provided in the State Data Set; do not set up hospitals not utilized by your agency; you may set up additional non-hospital facilities using local information
 - II. Refer to the "State Required Elements" list in the Oregon State Data Set to ensure that you record information for all remaining agency demographic elements requested by Oregon (demographic elements have numbers that start with "d"), including the following:
 - I. Service Area: use nemsis.org/media/ServiceAreaBuilder
 - II. Statistical Year Info: record information for last year (additional past years can also be recorded)
 - III. Contacts: Designate at least one agency contact person as the EMS IT/DataSpecialist
 - IV. Locations: Address, City, State, ZIP Code
 - V. Vehicles: VIN, Type, Model Year

- VI. Personnel: Record First Name, Last Name, State Licensure ID and Level for Oregon, Employment Status, Primary Job Role
- III. Notify the State when you have completed and submitted agency demographics
- IV. Configure your system to automatically submit agency demographic data to the Oregon EMS data system
- VI. Set up patient care reporting
 - I. Refer to the “State Required Elements” list in the Oregon State Data Set to ensure that your PCR data entry form includes all patient care report elements requested by Oregon (patient care report elements have numbers that start with “e”)
 - II. Create and submit a test PCR that demonstrates support for all patient care report elements requested by Oregon
 - III. Notify the State when you have submitted the test PCR
 - IV. Configure your system to automatically submit patient care report data to the Oregon EMS data system