EMS Reporting Checklist

For Agencies Using Oregon’s ImageTrend Elite EMS Data System

I. Watch Agency Administrator training videos:
youtube.com/playlist?list=PL-ETikINw-MnrTZtU8H7h-3BOLT9Vg2-8

II. Request access to Oregon’s ImageTrend Elite system: OSH.EMSData@state.or.us

III. Log in: imagetrendelite.com/Elite/?organizationId=oregon

IV. Complete the following areas:
   I. (Agency Menu) → Agency Information
      I. Details
      II. Service Area (use nemsis.org/media/ServiceAreaBuilder)
      III. Statistical Year Info (for last year)
   II. (Agency Menu) → Users
      I. Demographics: First Name, Last Name
      II. Certifications → State Licensure Group: State licensure ID and Level for Oregon
      III. Employment: Employment Status, Primary Job Role
      IV. Designate at least one personnel as “EMS IT/Data Specialist” in Employment → Other Duties as Assigned → Contact Type
   III. Resources → Agency Locations: Address, City, State, ZIP Code
   IV. Resources → Facilities: Inactivate facilities not used by your agency (if your agency doesn’t transport, inactivate all facilities)
   V. Resources → Supporting Agencies & Units: Inactivate agencies that you don’t work with
   VI. Resources → Vehicles & Call Signs: Vehicle Number, Default Call Sign, Vehicle Type, Year, VIN

V. Notify the State when you have completed agency setup

VI. Watch Patient Care Report training videos:
youtube.com/playlist?list=PL-ETikINw-MlWzjm36VAGwg9hGCbLD8i

VII. Notify the state when you have completed the first few PCRs