

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-MIWzjm36VAGwg9hGCbLD8il
- VII. Notify the state when you have completed the first few PCRs