

# First Responders – How to Get Started with CIS

1. Make sure that every First Responder in your agency has a State ID. The process detailed here should be followed for each First Responder in your agency:

<http://www.emspic.org/documents/HTML/stateidsearchandregistration.html>

This is an Adobe Flash training video with sound. If a First Responder in your agency already has their State ID because they work at another agency already set up in CIS, that State ID should be used for them. Under no circumstances should a new State ID be created for anyone who already has one.

2. Choose an Agency Primary Contact. This person will be the primary contact between the North Carolina Office of Emergency Medical Services and your agency. This is usually, but not always, the Chief, CEO or primary leader of your agency. Make sure this person also has a State ID if they do not have one from Step 1.
3. Contact the System Administrator for the System that will oversee your Agency. The System Administrator will notify you of local EMS System requirements. Provide them the contact information including the State ID for your Agency Primary Contact. Follow their instructions as to what information may be needed to complete the setup of your agency in CIS. If you do not know the name or contact information for your System Administrator, follow these directions:

<http://www.emspic.org/documents/HTML/HowtoFindYourSystemAdministrator.html>

4. Your System Administrator will contact the Regional Specialist with the North Carolina Office of Emergency Medical Services (NC OEMS) (<http://www.ncdhhs.gov/dhsr/EMS/ems.htm>) and let them know your agency wishes to be set up in CIS. The NC OEMS Regional Specialist will then set up your Agency's account in CIS.
5. Once the Regional Specialist with the North Carolina Office of Emergency Medical Services has set up your agency in CIS, the Agency Primary Contact for your agency needs to watch these training videos on how to log in to CIS and how to manage rosters in CIS:

<http://www.emspic.org/documents/HTML/howtologintocis.html>

<http://www.emspic.org/documents/HTML/manageagencyroster.html>

The Agency Primary Contact should add all First Responders in the agency to their roster per the instructions. This should be easy as all First Responders in the agency should have a State ID from Step 1.

6. Vehicles should be added to CIS by the Agency Primary Contact per the instructions located here:

<http://www.emspic.org/documents/HTML/HowtoAddaVehicleforFirstResponders.html>

7. If your agency wishes to report patient care reports to PreMIS (the Prehospital Medical Information System), your Agency Primary Contact should call the Emergency Medical Services Performance Improvement Center (EMSPIC) at (866) 773-6477 for assistance. A list of individuals who should be granted access to PreMIS along with their State IDs will be required to complete the request.
8. If you have questions on any Step in these instructions, please call the EMSPIC at (866) 773-6477.