



CIS

*agency + professional
credentialing*

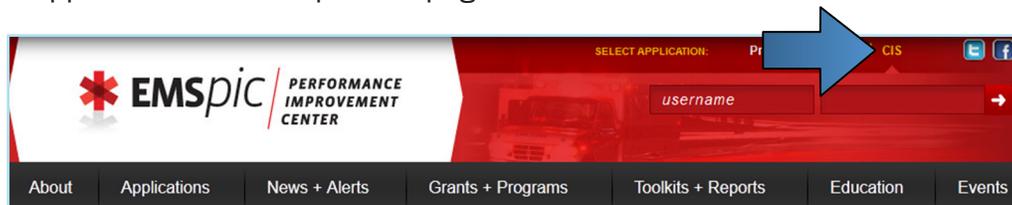
User Manual

Version 1.0

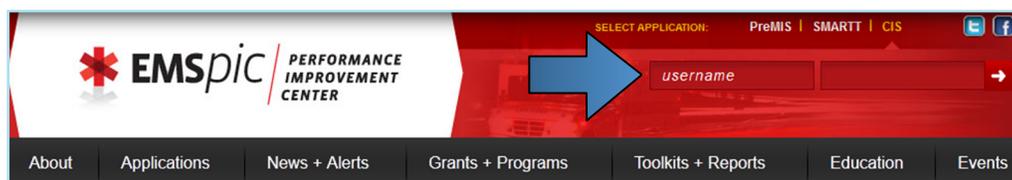
How do I log in to CIS?

To log in the CIS, follow these instructions:

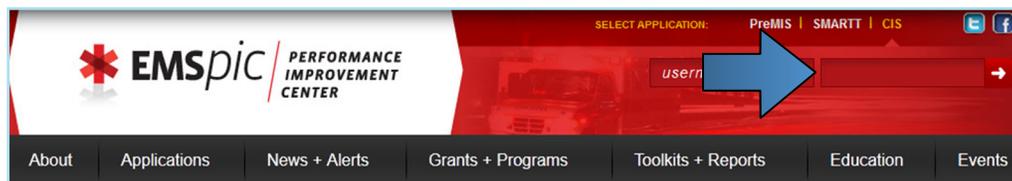
- 1) Type www.emspic.org in the address bar of your web browser.
- 2) Press Enter on your keyboard.
- 3) Click CIS under Select Applications at the top of the page.



- 4) Enter your State ID number as your User ID. (Make sure you use upper-case letters.)



- 5) Type your password where indicated.



- 6) Click the arrow on the screen or press the return key on your computer keyboard.



Where do I change my password?

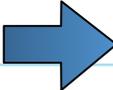
You can then change your password by clicking Edit in the lower right hand corner of the My Profile screen, the first screen that shows when you log in to CIS. Your password must be at least 6 characters long, a maximum of 11 characters long, and contain at least one number or special character like @ or #.

Distribution List Subscriptions

One item found. 1

List Name	Description
NC Paramedics	NC Paramedics News Group

 **MANAGE SUBSCRIPTIONS**

 **EDIT** **NEW**

I forgot my password; what should I do?

If you forget your password, click on the password link at the CIS log in screen. Enter your user ID and the e-mail address recognized by CIS and your password will be e-mailed to you. If you have trouble, call EMSPIC and ask for your password to be reset.

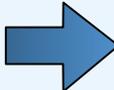
CIS Credentiaing Information System

Please enter your user id and password.

User Id:

Password:

If you have forgotten your password, click below



What is my User Id?

Your User Id is your State ID (sometimes called a P-number or Cert-number). All credentialed personnel in North Carolina have a State ID - it appears on most credential cards. *If you are credentialed in West Virginia or South Carolina, please follow the directions under "I am an EMT in another state. How do I become one in North Carolina?" on page 12 of this FAQ.* If you are not yet credentialed as an EMT in North Carolina, you can follow these steps to register for a State ID:

- 1) With your browser navigate to the [Public Access](#) site.

CIS Credentialed Information System

Please enter your user id and password.

User Id:

Password:

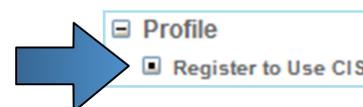
[Login to CIS](#)

If you have forgotten your password, click below

[Get Password](#)

This system is restricted to authorized individuals. Unauthorized access or use is a criminal violation subject to prosecution. [Click here for the Public Access site](#)

- 2) Create a new profile by selecting Profile and then Register to Use CIS from the menu on the left on the Public Access Site. Do not register for a new State ID if you are already a credentialed EMT in North Carolina as all credentialed EMTs in North Carolina already have a State ID.



- 3) When you first sign in to CIS with your State ID, you will receive a prompt asking you to sign the Confidentiality Agreement. Use the password you created in the registration process to sign the agreement.

What is a P-Number?

A P-number is another name for your State ID.

When I try to log in to CIS I receive an error message telling me to try again. What should I do?

Make sure that you are using capital P in the User Id. If you still receive an error message when you try to log in, click on Get Password at the CIS log-in screen and try logging in again after following that process. If that doesn't work, call the EMSPIC Toll Free at (866) 773-6477.



CIS Credentialing Information System

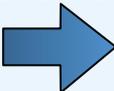
Please enter your user id and password.

User Id:

Password:

[Login to CIS](#)

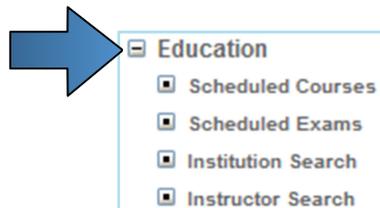
If you have forgotten your password, click below

 [Get Password](#)

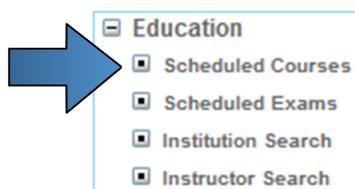
Where do I find a list of upcoming courses?

To find a list of upcoming courses, follow these instructions:

- 1) Click Education in the main menu.



- 2) Click Scheduled Courses in the sub-menu.



- 3) Enter at least one criterion to perform the course search.

A screenshot of the 'Course Search' form. It contains several input fields and dropdown menus: 'Course Number', 'Course Name', 'Institution Number', 'Institution Name', 'Instructor Last Name', 'Course Type', 'Course Level', 'Delivery Type', 'Region', and 'County'. At the bottom right, there are two buttons: 'SEARCH' and 'CLEAR'.

- 4) Click Search.

A screenshot of the 'Course Search' form, identical to the previous one. A blue arrow points from the bottom center to the 'SEARCH' button.

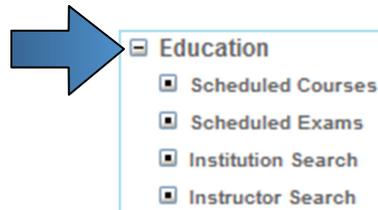
- 5) A list of scheduled courses will appear.

How do I register for a course?

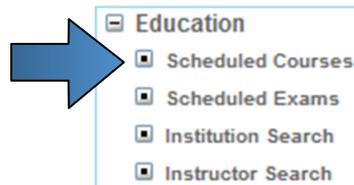
The Registration Info screen allows you to sign up for a selected course. CIS will notify you on-screen if you do not meet course requirements for registration.

To find the Registration Info screen, follow these instructions:

- 1) Click Education in the main menu.



- 2) Click Scheduled Courses in the sub-menu.



- 3) Enter at least one criterion for the course search.

A screenshot of the 'Course Search' form. It contains several input fields and dropdown menus: Course Number, Course Name, Institution Number, Institution Name, Instructor Last Name, Course Type, Course Level, Delivery Type, Region, and County. At the bottom right, there are 'SEARCH' and 'CLEAR' buttons.

- 4) Click Search.

A screenshot of the 'Course Search' form, identical to the previous one, but with a blue arrow pointing to the 'SEARCH' button.

(Continued on Page 7)

How do I register for a course? (continued from page 6)

- 5) When you see the course you wish to register for, click View to its right to see course details.

Search Results							
Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type
103950	Initial EMT-Basic	Initial	EMT-Basic	Coastal Carolina CC	07/19/2012 - 12/15/2012	Sara Sample	View

- 6) At the bottom of the page, click Registration Info.



- 7) To complete your registration, you must receive the Course Code from the instructor (usually at the first class meeting), and enter it in the blank at the bottom of the Registration Instructions page.

- 8) Click Register. After you have properly registered for a course, it should appear on your My Profile page.

The course I need is full and I cannot register. What should I do?

Contact the State Office at (919) 855-3935.

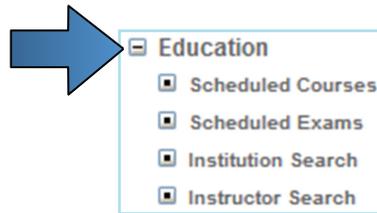
The course I need is not available. What should I do?

Contact the State Office at (919) 855-3935.

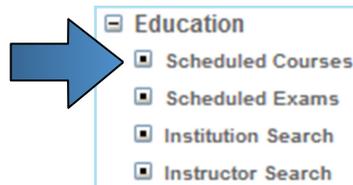
Who is the instructor for my course?

The Instructor's name is first shown in the search results on the Scheduled Courses screen. To find that screen, follow these instructions:

- 1) Click Education in the main menu.



- 2) Click Scheduled Courses in the sub-menu.



- 3) Enter at least one criterion for the course search.

A screenshot of the 'Course Search' form. It contains several input fields and dropdown menus: Course Number, Course Name, Institution Number, Institution Name, Instructor Last Name, Course Type, Course Level, Delivery Type, Region, and County. At the bottom, there are 'SEARCH' and 'CLEAR' buttons.

- 4) Click Search.

A screenshot of the 'Course Search' form, identical to the previous one, but with a blue arrow pointing to the 'SEARCH' button.

- 5) The instructor's name is beside the course in the search results.

A screenshot of the 'Search Results' table. The table has columns for Number, Name, Type, Level, Location, Dates, Instructor, and Delivery Type. A blue arrow points to the 'Instructor' column in the first row.

Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type
103950	Initial EMT-Basic	Initial	EMT-Basic	Coastal Carolina CC	07/12	Sara Sample	Traditional

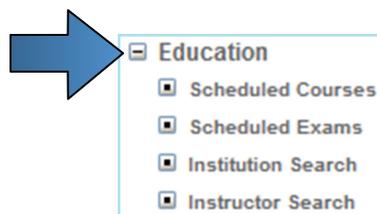
Who do I pay for my course?

Check with the institution that is facilitating your course. If they are not accepting payments, call the State Office at (919) 855-3935.

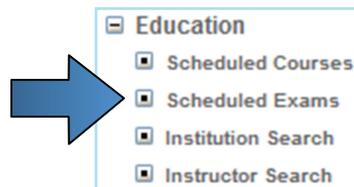
How do I register for an exam?

To register for an exam, go to the Exam Registration Screen. To find the Exam Registration Screen, follow these instructions:

- 1) Click Education in the main menu.



- 2) Click Scheduled Exams in the sub-menu.



- 3) Enter at least one criterion for the exam search.

A screenshot of the 'Course Search' form. It contains several input fields and dropdown menus: 'Course Number', 'Course Name', 'Institution Number', 'Institution Name', 'Instructor Last Name', 'Course Type', 'Course Level', 'Delivery Type', 'Region', and 'County'. Each dropdown menu is currently set to '(Any)'. At the bottom right, there are 'SEARCH' and 'CLEAR' buttons.

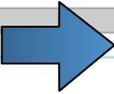
- 4) Click Search.

A screenshot of the 'Course Search' form, identical to the previous one. A blue arrow points from the bottom center to the 'SEARCH' button.

(Continued on Page 10)

How do I register for an exam? (continued from page 9)

5) Click View to the right of an exam to see the View Exam Screen.

Exam Code	Exam Date	Exam Type	Location	
0001473	11/10/2012	Regional	Forsyth Tech CC (Greene Hall)	 View

6) Click Registration at the bottom right of the page. CIS will immediately let you know if you do not meet the requirements to register for the exam. After you successfully register for the exam, you will see confirmation on your My Profile page.

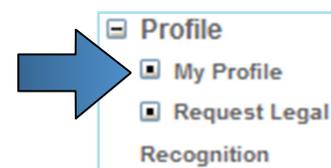


I missed my exam. What should I do?

If you miss your exam, contact the State Office at (919) 855-3935.

Where do I find my exam or course grade?

Your grade will appear on your My Profile page under Courses or Exams. Your My Profile page is the first page that appears when you log in to CIS. To get to it any time from the menu, select Profile and then My Profile. Note that an exam grade can take up to 30 days to post to your CIS profile.



There is a mistake on my My Profile page. How do I correct it?

You can correct some information on your My Profile page by clicking Edit in the lower right hand corner of the page. However, you must call the State Office to correct some information (your name, address, birthdate and/or social security number).

Distribution List Subscriptions

One item found. 1

List Name	Description
NC Paramedics	NC Paramedics News Group

 **MANAGE SUBSCRIPTIONS**

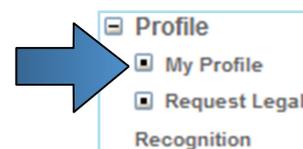
 **EDIT** **NEW**

I just got married (divorced). How do I change my name in CIS?

When your name changes, you must notify the State Office at (919) 855-3935.

How can I see my personnel record?

Your personnel record is the same as the My Profile screen. Your My Profile page is the first page that appears when you log in to CIS. To get to it any time from the menu, select Profile and then My Profile.



Who can see my personal information such as address and phone number?

The State Office and your employer (if you work for an agency or a system) can see your personal information.

Who can change my personnel record?

You can change parts of your personnel record including your phone number and address. The remainder must be changed by the State Office as those fields deal with information that appears on or relates to credentials.

I am an EMT in another state. How do I become one in North Carolina?

If you are an EMT in South Carolina or West Virginia, the first step to requesting legal recognition of your credential in North Carolina is creating a North Carolina profile. To create a new profile for North Carolina, log in to CIS in your current state. Click New in the bottom right corner and check the North Carolina box. Click Save.

Distribution List Subscriptions

One item found. 1

List Name	Description
NC Paramedics	NC Paramedics News Group

 **MANAGE SUBSCRIPTIONS**

 **NEW**



If you are an EMT in a state other than South Carolina or West Virginia, you must create a new profile on the **Public Access** site by clicking on “Click Here for the Public Access Site.”

CIS Credentialing Information System

Please enter your user id and password.

User Id:

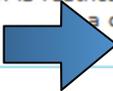
Password:

Login to CIS

If you have forgotten your password, click below

Get Password

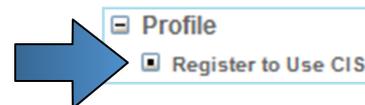
This system is restricted to authorized individuals. Unauthorized access or use is a criminal violation subject to prosecution.
[Click here for the Public Access site](#)



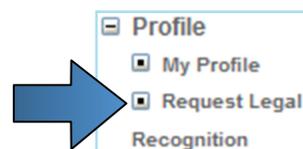
(Continued on Page 13)

I am an EMT in another state. How do I become one in North Carolina? (continued from Page 12)

Create a new profile by selecting Profile and then Register to Use CIS from the menu on the left on the Public Access Site. EMTs in South Carolina and West Virginia should never attempt to create a new profile for North Carolina using this registration process.

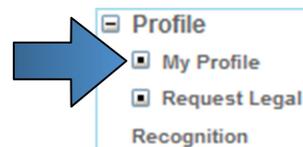


The last step for all EMTs seeking legal recognition is to log in to CIS with their new North Carolina account, select Profile and then select Request Legal Recognition from the menu on the left. Follow the instructions on the screen to complete your request. The State Office will then review your request and will instruct you on the next steps. To check the status of a legal recognition request, call the State Office at (919) 855-3935.



When does my certification expire?

Check your My Profile page to see when your certifications expire. Your My Profile page is the first page that appears when you log in to CIS. To get to it any time from the menu, select Profile and then My Profile.

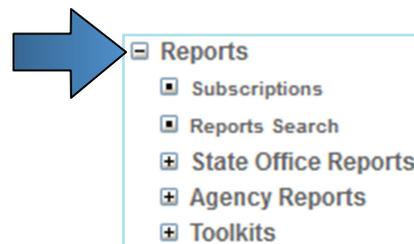


How do I run a report?

To generate a report, follow these instructions:

- 1) Log in to CIS.

- 2) Click Reports in the main menu. The reports that are available to you are listed in the submenus. If you do not see the Reports menu, you do not have permission to view reports in CIS.

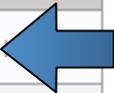


- 3) Click on one of the reports under State Office Reports or Agency Reports to run those directly or click Reports Search in the submenu to search for reports by keyword.
- 4) If you select Reports Search, you can select a keyword describing the report you want then select Search.

(Continued on Page 15)

How do I run a report? (continued from Page 14)

5) A list of the reports you may run is then displayed and you can select Run beside the one you want.

Search Results		
Name	Description	
Data Quality by PCR	For a given date range, view data quality errors for all PCRs	Run 
Data Quality PCR List	Report that, for a given EMS agency and date range, lists the Top25 PCR data quality errors and then lists the PCR numbers linked to each of those Top25 data quality errors for the given date range.	Run Subscribe

Export options: [CSV](#) | [Excel](#) | [XML](#)

What does it mean to subscribe to a report?

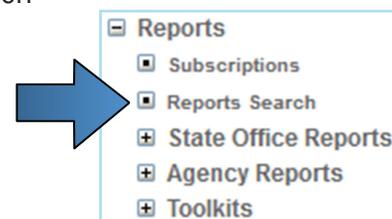
Subscribing to a report makes it more accessible by attaching it to a special screen in CIS. All report subscriptions are posted on the Current Report Subscriptions screen.



How do I subscribe to a report?

To subscribe to a report, follow these instructions:

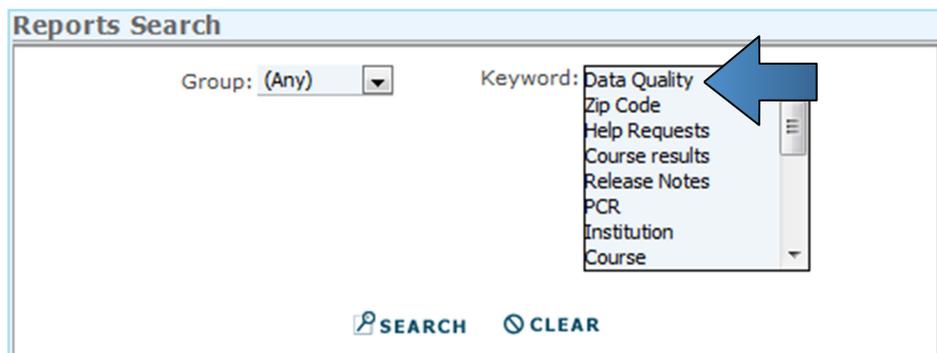
1) Click Reports in the menu on the left and then select Reports Search



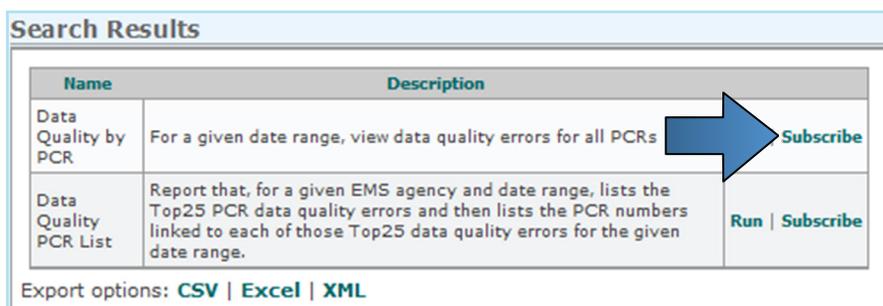
(Continued on Page 16)

How do I subscribe to a report? (continued from Page 15)

- 2) Select a keyword describing the report you want then select Search.



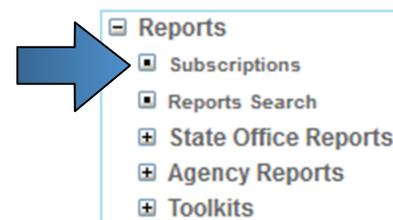
- 3) A list of the reports you may subscribe to is then displayed and you can select Subscribe beside the one you want.



How do I unsubscribe from a report?

To subscribe to a report, follow these instructions:

- 1) Click Reports in the menu on the left and then select Subscriptions.

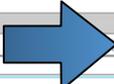


(Continued on Page 17)

How do I unsubscribe from a report? (continued from Page 16)

2) When the list of subscriptions appears, click Unsubscribe to the right of the report you no longer want.

Current Report Subscriptions	
Name	Description
Data Quality by PCR	For a given date range, view data quality errors for all PCRs



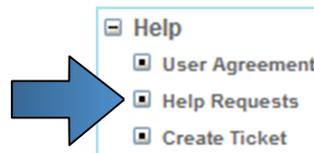
I need help reviewing a toolkit. What should I do?

For help reviewing a toolkit, call Joe Fraser at EMSPIC, at (919) 843-0190.

I started a help request ticket; how do I find it?

To find a help ticket you generated for EMSPIC, follow these directions:

- 1) Click Help in the main menu and then Help Requests.



- 2) Make sure Open beside Completion Status is selected.

A screenshot of the 'Ticket Search' form. The 'Completion Status' is set to 'Open' (radio button selected). A blue arrow points to the 'Open' radio button. The form includes fields for First Name (Tina), Middle Name (or Initial), Last Name (Tester), and Email Address (ttester@emspic.org). There is also a 'Date Range (Low to High)' field with calendar icons. At the bottom, there are 'SEARCH' and 'CLEAR' buttons.

- 3) Under Date Range, type in a date prior to the date you submitted your request in the first blank; type in a date just after the date you submitted your request in the second blank.

A screenshot of the 'Ticket Search' form. The 'Completion Status' has both 'Open' and 'Closed' radio buttons. A blue arrow points to the 'Open' radio button. The form includes fields for First Name (Tina), Middle Name (or Initial), Last Name (Tester), and Email Address (ttester@emspic.org). There is also a 'Date Range (Low to High)' field with calendar icons. At the bottom, there are 'SEARCH' and 'CLEAR' buttons.

- 4) Click Search.

A screenshot of the 'Ticket Search' form. A blue arrow points to the 'SEARCH' button. The form includes fields for First Name (Tina), Middle Name (or Initial), Last Name (Tester), and Email Address (ttester@emspic.org). There is also a 'Date Range (Low to High)' field with calendar icons. At the bottom, there are 'SEARCH' and 'CLEAR' buttons.

- 5) All tickets that meet your selected criteria will appear.

Help Request Tickets [Tina Tester \[P091406\]](#)

One item found. 1

#	State	Requested By	Question	Created	Status	
1501	NC	Tina Tester ttester@emspic.org 999-999-9999 (w) 999-999-9999 (h) 999-999-9999 (m)	What do I do if I forgot my password?	10/01/2012 12:53 PM	Incomplete	Edit Delete

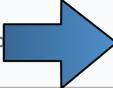
How do I see if my question has been answered?

You will receive an e-mail from EMSPIC when your question is answered. You can also check the status from the Help Request Tickets search screen.

Help Request Tickets [Tina Tester \[P091406\]](#)

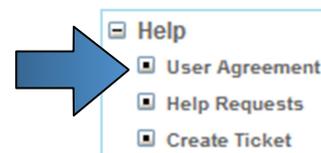
One item found. 1

#	State	Requested By	Question	Created	Status
1501	NC	Tina Tester ttester@emspic.org 999-999-9999 (w) 999-999-9999 (h) 999-999-9999 (m)	What do I do if I forgot my password?	10/01/20	Incomplete Edit Delete



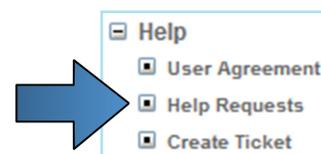
What are my responsibilities related to confidentiality?

Your responsibilities related to confidentiality are spelled out in the EMS Confidentiality Agreement you signed the first time you logged in to CIS. To review the agreement, click Help in the main menu and then click User Agreement in the submenu.



What should I do if my question is not addressed in this FAQ?

If your question is not answered in this FAQ, call the EMSPIC Toll Free at (866) 773-6477 or, if you are able to log in to CIS, submit an on-line help request ticket.



When I type information in CIS, does it have to be case sensitive?

Your username and password are case sensitive, but the searches in CIS are not.

Only some of what I need is displayed. How can I see the rest?

There are several ways that are used to display additional text: First, there may be an on-screen Show All button, upon which you can click to see the complete information. There also may be a series of page numbers at the top of the search results, and you can click on the page number that you want to see. Third, there may be a previous/next button at the top of the search results, and you can click previous to see the previous page or next to see the next page of results.

How do I receive authorization to view or change information?

Inquire at the State Office about gaining authorization to see information that requires a security right beyond what you currently have. Their phone number is (919) 855-3935.

I used the criteria I had for a search, but I didn't get any results. What should I do?

If your search ended with no results, check your search criteria and make sure everything is spelled correctly. You may also try searching with no criteria, as it is seldom required.

Do I use the same log-in information for CIS, PreMis and SMARTT?

Your login information is shared between CIS and PreMIS. SMARTT has a different login as it is entity-based with one login per agency, hospital, etc.

The View State Office screen will help you:

- Obtain office and staff contact information including email and web
- View associated OEMS and Trauma regions

View State Office

To leave CIS and see the NC OEMS web page, click the OEMS website address.

State Office: North Carolina

Location Information Physical Address: 1201 Umstead Drive Wright Bldg Raleigh, NC 27603 County: Wake Mailing Address: 2707 Mail Service Center Raleigh, NC 27699-2707 County: Wake	General Information Website: www.ncems.org Phone Number: 919-855-3935 Fax Number: 919-733-7021 Status: Open State Office Properties Allow Public View: Yes Executive Job Type: Chief
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To see the NC OEMS State Office Status History, click the selection beside Status (usually **OPEN**).

State Office: North Carolina

Location Information Physical Address: 1201 Umstead Drive Wright Bldg Raleigh, NC 27603 County: Wake Mailing Address: 2707 Mail Service Center Raleigh, NC 27699-2707 County: Wake	General Information Website: www.ncems.org Phone Number: 919-855-3935 Fax Number: 919-733-7021 Status: Open State Office Properties Allow Public View: Yes Executive Job Type: Chief
---	---



Click **VIEW** in the Personnel section beside a contact to see the **PERSONNEL|View Personnel** screen which allows you to see detailed information about the contact.

Personnel

25 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Danny Lee Allen	Communications	919-855-4687			View
Ed Browning	Program Manager	919-855-3951			View
Barbara L Chorney	Disaster Preparedness Coordinator				View
McKenzie L Cook	Administrative Secretary, Credentialing Specialist, Operations Manager	919-855-3938			View
Gloria Currie	Compliance Assistant, Credentialing Specialist, Secretary, Certification	919-855-3944			View
Maurice Denning	Communications	919-855-3919			View
Regina Godette-Crawford	Chief	919-855-3935			View
Brenda G Harrington	Trauma Registrar	919-855-3952			View
Alesia Hester	Administrative Secretary, Compliance Assistant, Credentialing Specialist	919-855-3956			View
Angela Hicks	Data Manager	919-855-3843			View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** in the Regions section to the right of the Region's name to see the **REGION|View Region** screen which allows you to see a Region's Personnel and Systems.

Regions

3 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Central	919-855-4678		Open	View
East	252-355-9026		Open	View
West	828-466-5548		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

SHOW ALL

Click **SHOW ALL** in the Regions section to see the **State Office Regions** screen which allows you to see all State Office Regions at once in a single list. Currently this screen has the same Region information as that displayed in the Regions section.

Regions

3 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Central	919-855-4678		Open	View
East	252-355-9026		Open	View
West	828-466-5548		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [SHOW ALL](#)

Click **VIEW** in the Trauma Regions section to the right of the Trauma Region's name to see the **REGION|View Trauma Region** screen which allows you to see a Trauma Region's Personnel and Systems.

Trauma Regions

8 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Capital			Open	View
Duke			Open	View
Eastern			Open	View
Metrolina			Open	View
Mid Carolina			Open	View
Mountain Area			Open	View
Southeastern			Open	View
Triad			Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [SHOW ALL](#)

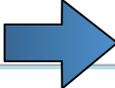
Click **SHOW ALL** in the Trauma Regions section to see the **State Office Trauma Regions** screen which allows you to see all State Office Trauma Regions at once in a single list. Currently this screen has the same Trauma Region information as that displayed in the Trauma Regions section.

Trauma Regions

8 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Capital			Open	View
Duke			Open	View
Eastern			Open	View
Metrolina			Open	View
Mid Carolina			Open	View
Mountain Area			Open	View
Southeastern			Open	View
Triad			Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

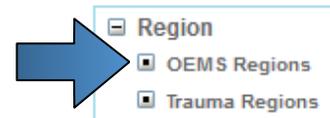
  **SHOW ALL**

The Region menu will help you:

- Obtain Region and Trauma Region contact information including email and web
- View Systems associated with Regions and Trauma Regions
- View Hospitals associated with Trauma Regions



Click **REGION** in the main menu, then click **OEMS REGIONS** to see the **OEMS Regions** screen.



Click **NORTH CAROLINA** to the right of the Region's name to see the **VIEW STATE OFFICE | View State Office** screen.

3 items found, displaying all items. 1

Name	Phone Number	Website	StateOffice	Status	
Central	919-855-4678		North Carolina	Open	View
East	252-355-9026		North Carolina	Open	View
West	828-466-5548		North Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** to the right of the Region's name to see the **View Region** screen which allows you to see a Region's Personnel and Systems.

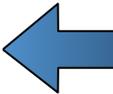
3 items found, displaying all items. 1

Name	Phone Number	Website	StateOffice	Status	
Central	919-855-4678		North Carolina	Open	View
East	252-355-9026		North Carolina	Open	View
West	828-466-5548		North Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

To see the Region Status History, click the selection beside Status (usually **OPEN**).

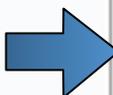
Region: Central

Location Information	General Information
Name: Central Physical Address: 801 Biggs Dr Raleigh, NC 27603 County: Wake Mailing Address: 2717 Mail Service Center Raleigh, NC 27699-2717 County: Wake	Website: Phone Number: 919-855-4678 Fax Number: Status: Open 

Click **VIEW** in the Personnel section beside a contact to see the **PERSONNEL | View Personnel** screen which allows you to see detailed information about the contact.

Personnel

8 items found, displaying all items. 1

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Walter J Ainsworth	Alternate Regional Specialist, Regional Manager	252-355-9026			 View
Doug E. Calhoun	Compliance Specialist, Regional Specialist	919-855-4684			View
Kim Corbett	Regional Secretary	252-355-9026			View
Peggy H Handon	Regional BT Coordinator	919-715-2321			View
James Edward Jordan	Education Liason, Regional Manager, Regional Specialist	919-855-4681			View
Vincent J Jordan	Compliance Specialist, Logistics Specialist, Regional Specialist	919-855-4683			View
Debra A Nichols	Regional Secretary	919-855-4679			View
Patricia D Webb	Regional Specialist, System Specialist	919-855-4682			View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** to the right of the System's name to see the **SYSTEM | View System** screen which allows you to see a System's Personnel, Agency, Institution and Contact Information.

Systems

28 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Name	Phone Number	Website	Status	
Alamance	336-570-6796	www.alamance-nc.com	Open	View
Anson	704-694-5342		Open	View
Bladen	910-862-6738		Open	View
Caswell	336-694-5177		Open	View
Chatham	919-542-7377		Open	View
Cumberland	910-615-5600		Open	View
Davidson	336-242-2270		Open	View
Davie	336-753-6160		Open	View
Durham	919-560-8285	www.durhamems.com	Open	View
Forsyth	336-703-2750		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**

Click **SHOW ALL** in the Systems section to see the **Show All Systems** screen which allows you to see all Systems at once in a single list.

Systems

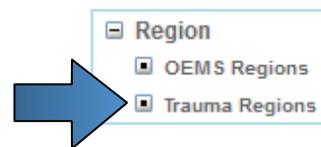
28 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]

Name	Phone Number	Website	Status	
Alamance	336-570-6796	www.alamance-nc.com	Open	View
Anson	704-694-5342		Open	View
Bladen	910-862-6738		Open	View
Caswell	336-694-5177		Open	View
Chatham	919-542-7377		Open	View
Cumberland	910-615-5600		Open	View
Davidson	336-242-2270		Open	View
Davie	336-753-6160		Open	View
Durham	919-560-8285	www.durhamems.com	Open	View
Forsyth	336-703-2750		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**

Click **REGION** in the main menu, then click **TRAUMA REGIONS** to see the **TRAUMA Regions** screen.



Click **NORTH CAROLINA** to the right of the Trauma Region's name to see the **View State Office** screen.

8 items found, displaying all items. 1

Name	Phone Number	Website	StateOffice	Status	
Capital			North Carolina	Open	View
Duke			North Carolina	Open	View
Eastern			North Carolina	Open	View
Metrolina			North Carolina	Open	View
Mid Carolina			North Carolina	Open	View
Mountain Area			North Carolina	Open	View
Southeastern			North Carolina	Open	View
Triad			North Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** to the right of the Trauma Region's name to see the **View Trauma Region** screen which allows you to see a Trauma Region's Personnel and Systems.

8 items found, displaying all items. 1

Name	Phone Number	Website	StateOffice	Status	
Capital			North Carolina	Open	View
Duke			North Carolina	Open	View
Eastern			North Carolina	Open	View
Metrolina			North Carolina	Open	View
Mid Carolina			North Carolina	Open	View
Mountain Area			North Carolina	Open	View
Southeastern			North Carolina	Open	View
Triad			North Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

To see the Trauma Region Status History, click the selection beside Status (usually **OPEN**).

Trauma Region: Capital

Location Information	General Information
Name: Capital Physical Address: 1 Test Street Testville, NC 27000 County: Orange	Website: Phone Number: 999-999-9999 Fax Number: Status: Open



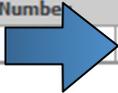
Click **VIEW** in the Personnel section beside a contact to see the **View Personnel** screen which allows you to see detailed information about the contact.

Personnel

One item found. 1

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Tina Tester	Trauma Administrator	999-999-9999			View

Export options: [CSV](#) | [Excel](#) | [XML](#)



Click **VIEW** to the right of the Hospital's name to see the **HOSPITAL | View Hospital** screen which allows you to see a Hospital's Personnel and Contact information.

Hospitals

6 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Betsy Johnson Regional Hospital	910-892-7161		Open	View
Central Carolina Hospital	919-774-2100		Open	View
Franklin Regional Medical Center	919-496-5131		Open	View
Johnston Memorial Hospital	919-934-8171		Open	View
WakeMed Cary Hospital	919-350-2550		Open	View
WakeMed Hospital Raleigh			Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**



Click **SHOW ALL** in the Hospitals section to see the **Show All Hospitals** screen which allows you to see all Hospitals in the Trauma Region at once in a single list.

Hospitals

6 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Betsy Johnson Regional Hospital	910-892-7161		Open	View
Central Carolina Hospital	919-774-2100		Open	View
Franklin Regional Medical Center	919-496-5131		Open	View
Johnston Memorial Hospital	919-934-8171		Open	View
WakeMed Cary Hospital	919-350-2550		Open	View
WakeMed Hospital Raleigh			Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [SHOW ALL](#)

Click **VIEW** to the right of the System’s name to see the **SYSTEM | View System** screen which allows you to see a System’s Personnel, Agency, Institution and Contact Information.

Systems

5 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Franklin	919-496-5005		Open	View
Harnett	910-893-7563		Open	View
Johnston	919-989-5050		Open	View
Lee			Open	View
Wake	919-856-6020		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [SHOW ALL](#)

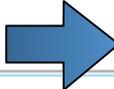
Click **SHOW ALL** in the Systems section to see the **Show All Systems** screen which allows you to see all Systems in the Trauma Region at once in a single list.

Systems

5 items found, displaying all items. 1

Name	Phone Number	Website	Status	
Franklin	919-496-5005		Open	View
Harnett	910-893-7563		Open	View
Johnston	919-989-5050		Open	View
Lee			Open	View
Wake	919-856-6020		Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [SHOW ALL](#)

The Hospital menu will help you:

- Obtain Hospital contact information including email and web

When you click **HOSPITAL**, you potentially see this submenu:

- **HOSPITAL SEARCH** (Hospital Contacts, Designation, Location, PCRs)



Click **HOSPITAL** in the main menu, then click **HOSPITAL SEARCH** to see the **Hospital Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Hospital Search

Name: Trauma Region:

Designation Status: Status:

Designation Type:

To leave CIS and see a Hospital's web page from the Search Results, click the Hospital's website address.

Hospital Search

Name: Trauma Region:

Designation Status: Status:

Designation Type:

Search Results

2 items found, displaying all items. 1

Name	Phone Number	Website	TraumaRegion	Status	
Cape Fear Valley - Bladen County Hospital	910-862-5100	www.bchn.org	Southeastern	Open	View
Cape Fear Valley Medical Center	910-615-1111	http://www.capefearvalley.com	Mid Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

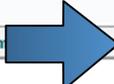
Click the Trauma Region to the right of the Hospital's name to see the **REGION | View Trauma Region** screen for the Trauma Region associated with the Hospital.

Search Results

2 items found, displaying all items. **1**

Name	Phone Number	Website	TraumaRegion	Status	
Cape Fear Valley - Bladen County Hospital	910-862-5100	www.bchn.org	Southeastern	Open	View
Cape Fear Valley Medical Center	910-615-4000	http://www.capefearvalley.com	Mid Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)



Click **VIEW** to the right of the Hospital's name to see the **View Hospital** screen which allows you to see a Hospital's Personnel, Contact information and PCR Requests.

Search Results

2 items found, displaying all items. **1**

Name	Phone Number	Website	TraumaRegion	Status	
Cape Fear Valley - Bladen County Hospital	910-862-5100	www.bchn.org	Southeastern	Open	View
Cape Fear Valley Medical Center	910-615-4000	http://www.capefearvalley.com	Mid Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)



To see the Hospital's Status History, click the selection beside Status (usually **OPEN**).

Hospital: Cape Fear Vally Health Systems

Location Information Name: Cape Fear Vally Health Systems Physical Address: 1638 Owen Drive Fayetteville, NC 28304 County: Cumberland Mailing Address: PO Box 2000 Fayetteville, NC 28302 County: Cumberland	General Information Website: http://www.capefearvalley.com Phone Number: Fax Number: Status: Open  Hospital Properties Associated Trauma Region: Mid Carolina PreMIS Destination: Cape Fear Valley Medical Center Longitude: Latitude: UHF DMTF Code: UHF Repeater Location: UHF Med10 AreaCode: Licensed Bed Count:
---	---

Click the Trauma Region name to the right of Associated Trauma Region to see the **REGION|View Trauma Region** screen for that Trauma Region.

Hospital: Cape Fear Vally Health Systems

Location Information Name: Cape Fear Vally Health Systems Physical Address: 1638 Owen Drive Fayetteville, NC 28304 County: Cumberland Mailing Address: PO Box 2000 Fayetteville, NC 28302 County: Cumberland	General Information Website: http://www.capefearvalley.com Phone Number: Fax Number: Status: Open Hospital Properties Associated Trauma Region: Mid Carolina  PreMIS Destination: Cape Fear Valley Medical Center Longitude: Latitude: UHF DMTF Code: UHF Repeater Location: UHF Med10 AreaCode: Licensed Bed Count:
---	---

Click **VIEW** in the Contacts section beside a contact to see the **PERSONNEL | View Personnel** screen which allows you to see detailed information about the contact. Note that not all contacts will appear in the Contacts section but those that do appear here are contacts that are referenced most often.

Contacts

5 items found, displaying all items. 1

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Num	
Robin A Autry	Trauma Hospital Records Coordinator				View
Delaine Collins	Trauma Registrar				View
Lisa M Holmes	Trauma Registrar	910-615-8773			View
Julie Leopard	Trauma Registrar				View
Mandy G Williams	Trauma Registrar	910-615-8084			View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** in the Hospital Designation section to see the **View Designation** screen which allows you to see detailed information about the Hospital Designation. Not all hospitals will have designations.

Hospital Designation

Issue Date	Exp. Date	Withdrawal Date	Status	Type	
09/27/2012	09/30/2016		Active	Participating	View

The Hospital Status History screen allows you to view any changes that have been made to the status of the selected hospital over time and identifies who made changes in hospital status.

Status History

Status	Date	Modified By	Comments
Open	03/04/2011	P999999	Hospital created by P999999

The View Designation screen allows you to view the designation information, including issue date, expiration date, status, withdrawal date, and type, for the selected hospital.

View Designation

Designation Information

Issue Date: **09/27/2012**

Expiration Date: **09/30/2016**

Status: **Active**

Withdrawal Date:

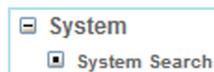
Type: **Participating**

The System menu will help you:

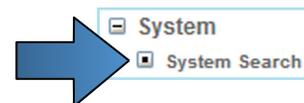
- Obtain System contact information including email and web
- View Agencies associated with Systems
- View Institutions associated with Systems
- Add or remove personnel to and from Systems (with the appropriate security right)

When you click **SYSTEM**, you potentially see this submenu:

- **SYSTEM SEARCH** (System Contacts, Agencies, Institutions)



Click **SYSTEM** in the main menu, then click **SYSTEM SEARCH** to see the **System Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

System Search

Name: Type:

Region: Status:

Trauma Region:

Expiration Date: Start: End:

 **SEARCH** **CLEAR**

Search Results

One item found. **1**

Name	Phone Number	Website	Lead Agency	Region	TraumaRegion	Status	
Orange	919-245-6100		Orange County EMS	Central	Mid Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click the name of the Lead Agency to the right of the System's name to see the **AGENCY|View Agency** screen for the selected Lead Agency.

Search Results

One item found. **1**

Name	Phone Number	Website	Lead Agency	Region	TraumaRegion	Status	
Orange	919-245-6100		Orange County EMS	Central	Mid Carolina	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click the name of the Region to the right of the System's name to see the **REGION | View Region** screen for the selected Region. This is the Region the system is located in.

Search Results

One item found. **1**

Name	Phone Number	Website	Lead Agency	Region	TraumaRegion	Status
Orange	919-245-6100		Orange County EMS	Central	Mid Carolina	Open

Export options: [CSV](#) | [Excel](#) | [XML](#)



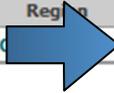
Click the name of the Trauma Region to the right of the System's name to see the **REGION | View Trauma Region** screen for the selected Trauma Region. This is the Trauma Region the system is located in.

Search Results

One item found. **1**

Name	Phone Number	Website	Lead Agency	Region	TraumaRegion	Status
Orange	919-245-6100		Orange County EMS	Central	Mid Carolina	Open

Export options: [CSV](#) | [Excel](#) | [XML](#)



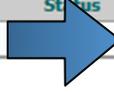
Click **VIEW** to the right of the System's name to see the **View System** screen which allows you to see a System's Personnel, Agency, Institution and Contact Information.

Search Results

One item found. **1**

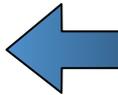
Name	Phone Number	Website	Lead Agency	Region	TraumaRegion	Status
Orange	919-245-6100		Orange County EMS	Central	Mid Carolina	Open

Export options: [CSV](#) | [Excel](#) | [XML](#)



To see the System Status History, click the selection beside Status (usually **OPEN**).

System: Orange

Location Information	General Information
Name: Orange Physical Address: 510 Meadowlands Dr. Hillsborough, NC 27278 County: Orange Mailing Address: PO Box 8181 Hillsborough, NC 27278-8181 County: Orange	Website: Phone Number: 919-245-6100 Fax Number: Status: Open 
	Primary Information
	Lead Agency: Orange County EMS System Type: Base System Code: 068 Region: Central TraumaRegion: Mid Carolina

Click the name of the Lead Agency to the right of the Lead Agency label to see the **AGENCY|View Agency** screen for the selected Lead Agency.

System: Orange

Location Information	General Information
Name: Orange Physical Address: 510 Meadowlands Dr. Hillsborough, NC 27278 County: Orange Mailing Address: PO Box 8181 Hillsborough, NC 27278-8181 County: Orange	Website: Phone Number: 919-245-6100 Fax Number: Status: Open
	Primary Information
	Lead Agency: Orange County EMS  System Type: Base System Code: 068 Region: Central TraumaRegion: Mid Carolina

Click the name of the Region to the right of the Region label to see the **REGION | View Region** screen for the selected Region. This is the Region in which the system is located.

System: Orange

Location Information	General Information
Name: Orange Physical Address: 510 Meadowlands Dr. Hillsborough, NC 27278 County: Orange Mailing Address: PO Box 8181 Hillsborough, NC 27278-8181 County: Orange	Website: Phone Number: 919-245-6100 Fax Number: Status: Open
	Primary Information
	Lead Agency: Orange County EMS System Type: Base System Code: 068 Region: Central  TraumaRegion: Mid Carolina

Click the name of the Trauma Region to the right of the Trauma Region label to see the **REGION | View Trauma Region** screen for the selected Trauma Region. This is the Trauma Region in which the system is located.

System: Orange

Location Information	General Information
Name: Orange Physical Address: 510 Meadowlands Dr. Hillsborough, NC 27278 County: Orange Mailing Address: PO Box 8181 Hillsborough, NC 27278-8181 County: Orange	Website: Phone Number: 919-245-6100 Fax Number: Status: Open
	Primary Information
	Lead Agency: Orange County EMS System Type: Base System Code: 068 Region: Central TraumaRegion: Mid Carolina 

The System Dates section contains information such as Approval Date, Expiration Date, Protocol Approval Date and Protocol Expiration Date.

System Dates			
Approval Date	Expiration Date	Protocol Approval Date	Protocol Expiration Date
02/10/2004	02/28/2016		

Click **PERSONNEL | VIEW** in the Personnel section beside a contact to see the **View Personnel** screen which allows you to see detailed information about the contact.

Personnel					
7 items found, displaying all items. 1					
Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Stephen J. Allan, Mr.	IT Personnel	704-366-9719			View Delete
Jane Brice	Medical Director	919-966-5643			View Delete
Ryan L Grebe	CE Coordinator	919-245-6127			View Delete
Scott J Lodge	Assistant System Administrator	919-245-6128			View Delete
David B Silfen	CE Coordinator	919-968-2050			View Delete
Tina Tester	System Administrator	999-999-9999			View Delete
Kimberly K Woodward	System Administrator, System Contact	919-245-6133			View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[SHOW ALL](#) [ADD](#)

Click **DELETE** in the Personnel section to remove the contact from the System roster. There is a **Delete Personnel** confirmation screen to prevent accidental removals and allow you to choose the job to remove if the contact holds more than one job. Only those with the **Manage Personnel Roster** security right for the System level or higher can see this selection.

Personnel					
7 items found, displaying all items. 1					
Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Stephen J. Allan, Mr.	IT Personnel	704-366-9719			View Delete
Jane Brice	Medical Director	919-966-5643			View Delete
Ryan L Grebe	CE Coordinator	919-245-6127			View Delete
Scott J Lodge	Assistant System Administrator	919-245-6128			View Delete
David B Silfen	CE Coordinator	919-968-2050			View Delete
Tina Tester	System Administrator	999-999-9999			View Delete
Kimberly K Woodward	System Administrator, System Contact	919-245-6133			View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[SHOW ALL](#) [ADD](#)

Click **SHOW ALL** in the Personnel section to see the **System Roster** screen which allows you to see all System personnel at once in a single list. Only those with the  **View Personnel** security right for the System level or higher can see this selection.

Personnel

7 items found, displaying all items. 1

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Stephen J. Allan, Mr.	IT Personnel	704-366-9719			View Delete
Jane Brice	Medical Director	919-966-5643			View Delete
Ryan L Grebe	CE Coordinator	919-245-6127			View Delete
Scott J Lodge	Assistant System Administrator	919-245-6128			View Delete
David B Silfen	CE Coordinator	919-968-2050			View Delete
Tina Tester	System Administrator	999-999-9999			View Delete
Kimberly K Woodward	System Administrator, System Contact	919-245-6133			View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**  **ADD**

Click **ADD** in the Personnel section to see the **Add Personnel** screen which allows you to add a person to the System roster. Only those with the  **Manage Personnel Roster** security right for the System level or higher can see this selection.

Personnel

7 items found, displaying all items. 1

Name	Job Title(s)	Phone Number	Mobile Phone	Alternate Number	
Stephen J. Allan, Mr.	IT Personnel	704-366-9719			View Delete
Jane Brice	Medical Director	919-966-5643			View Delete
Ryan L Grebe	CE Coordinator	919-245-6127			View Delete
Scott J Lodge	Assistant System Administrator	919-245-6128			View Delete
David B Silfen	CE Coordinator	919-968-2050			View Delete
Tina Tester	System Administrator	999-999-9999			View Delete
Kimberly K Woodward	System Administrator, System Contact	919-245-6133			View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **ADD**

Click **VIEW** to the right of the Agency's name in the Agencies section to see the **AGENCY|View Agency** screen which allows you to see an Agency's Personnel, Vehicle, Station and Contact Information.

Agencies

17 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

Name	Phone Number	Website	Agency Number	Status	
Caldwell Fire Department	919-732-8445	caldwellfiredept.org	0681584	Open	View
Carrboro Fire-Rescue	919-918-7347	http://www.carrborofire.org/	0681587	Open	View
Cedar Grove Fire Department			0681583	Open	View
Chapel Hill Fire Department			0681586	Open	View
Efland Fire Department			0681578	Open	View
Eno Fire Department			0681580	Open	View
Johnston Amb Serv - Orange	919-384-9100	www.jas-online.org	0321261	Open	View
New Hope Fire Department (Orange)			0681581	Open	View
North State Medical Transport-Orange	919-261-8911		0681667	Open	View
Orange County EMS	919-245-6100	http://www.co.orange.nc.us/emergency/index.asp	0680668	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**

Click **SHOW ALL** in the Systems section to see the **Show All Agencies** screen which allows you to see all Agencies in the System at once in a single list.

Agencies

17 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]

Name	Phone Number	Website	Agency Number	Status	
Caldwell Fire Department	919-732-8445	caldwellfiredept.org	0681584	Open	View
Carrboro Fire-Rescue	919-918-7347	http://www.carrborofire.org/	0681587	Open	View
Cedar Grove Fire Department			0681583	Open	View
Chapel Hill Fire Department			0681586	Open	View
Efland Fire Department			0681578	Open	View
Eno Fire Department			0681580	Open	View
Johnston Amb Serv - Orange	919-384-9100	www.jas-online.org	0321261	Open	View
New Hope Fire Department (Orange)			0681581	Open	View
North State Medical Transport-Orange	919-261-8911		0681667	Open	View
Orange County EMS	919-245-6100	http://www.co.orange.nc.us/emergency/index.asp	0680668	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**

Click **VIEW** to the right of the Institution's name in the Institutions section to see the **EDUCATION | View Institution** screen which allows you to see an Institution's Personnel, Course and Contact Information.

Institutions

2 items found, displaying all items. 1

Name	Phone Number	Website	Number	Exp. Date	Category	Status	
Orange County Emergency Services	919-564-9864		68186	04/30/2013	EMS Provider Program	Open	View
UNC Air Care	919-966-3044		68117	12/31/2012	Hospital Program	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)



Click **SHOW ALL** in the Institutions section to see the **Show All Institutions** screen which allows you to see all Institutions in the System at once in a single list.

Institutions

2 items found, displaying all items. 1

Name	Phone Number	Website	Number	Exp. Date	Category	Status	
Orange County Emergency Services	919-564-9864		68186	04/30/2013	EMS Provider Program	Open	View
UNC Air Care	919-966-3044		68117	12/31/2012	Hospital Program	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)



Click **EDIT** at the bottom of the View System screen to see the **Edit System** screen which allows you to edit System Contact, General and Primary information. Only those with the  **Edit System** security right on the System level or higher can see this selection.



The System Status History screen allows you to view any changes that have been made to the status of the selected System over time and identifies who made those changes.

Status	Date	Modified By	Comments
Open	09/16/2008	P999999	Initial Create

The Edit System screen allows you to change contact, location, lead agency, and designation information for the System. Remember to select **SAVE** when you complete any changes to the form.

Edit System

Location Information	General Information
Name: <input type="text" value="Orange"/> *	Website: <input type="text"/>
Physical Address	Phone Number: <input type="text" value="9192456100"/> ext <input type="text"/>
Address: <input type="text" value="510 Meadowlands Dr."/> *	Fax Number: <input type="text"/>
Address (cont): <input type="text"/>	
City: <input type="text" value="Hillsborough"/> *	Primary Information
State: <input type="text" value="North Carolina"/> *	Lead Agency: <input type="text" value="Orange County EMS"/> ▼
Zip: <input type="text" value="27278"/> *	System Type: <input type="text" value="Base"/> ▼
County: <input type="text" value="Orange"/> *	System Code: <input type="text" value="068"/> *
Mailing Address	Associated Region: <input type="text" value="Central"/> ▼
Address: <input type="text" value="PO Box 8181"/>	Associated Trauma Region: <input type="text" value="Mid Carolina"/> ▼
Address (cont): <input type="text"/>	
City: <input type="text" value="Hillsborough"/>	
State: <input type="text" value="North Carolina"/> ▼	
Zip: <input type="text" value="27278-8181"/>	
County: <input type="text" value="Orange"/> ▼	

* indicates a required field

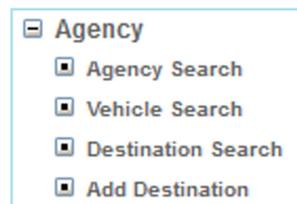
SAVE CANCEL

The Agency menu will help you:

- Locate agencies by different criteria
- Find their associated OEMS and Trauma regions
- Find websites and other contact information for most agencies
- Determine whether an agency is open, closed, or if it has merged with another entity
- Locate agency vehicles and destination information

When you click **AGENCY**, you potentially see these submenus:

- **AGENCY SEARCH** (Agency Contacts, Licensure, Rosters, Vehicles and Stations)
- **VEHICLE SEARCH** (Vehicle Permits and Inspections)
- **DESTINATION SEARCH** (Facility Codes and Addresses for PCR Destinations)
- **ADD DESTINATION** (Request a New PCR Destination)



Click **AGENCY** in the main menu, then click **AGENCY SEARCH** to see the **Agency Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Agency Search

Name:

Number:

Service Level: (Any) ▼

Primary Service: (Any)

Region: (Any) ▼

Trauma Region: (Any) ▼

System: (Any) ▼

Recertification Date:

Status: Open ▼

SEARCH CLEAR

Click **VIEW** beside a result to see the **View Agency** screen which contains more detailed agency information.

Search Results

983 items found, displaying 1 to 100. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

Name	Phone Number	Website	Agency Number	System	Status	
50-210 EMS Inc.	919-894-1565		0510857	Johnston	Open	View
87 South Fire Department	336-376-9078		0011159	Alamance	Open	View
A-R-C-H Fire-Res	336-764-1291	www.a-rc-hfd.com	0290643	Davidson	Open	View

Click the **System Name** beside a result to go to the **SYSTEM | View System** screen containing more detailed system information.

Search Results

983 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Name	Phone Number	Website	Agency Number	System	Status	
50-210 EMS Inc.	919-894-1565		0	Johnston	Open	View
87 South Fire Department	336-376-9078		0011159	Alamance	Open	View
A-R-C-H Fire-Res	336-764-1291	www.a-rc-hfd.com	0290643	Davidson	Open	View



Click **AGENCY** in the main menu, then click **DESTINATION SEARCH** to see the **Destination Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Destination Search

Name:

Facility Code:

Destination Status:

Destination Type:

State:

County:

SEARCH
 CLEAR

Click **VIEW** beside the result to see destination details on the **View Destination** screen.

Search Results

1,806 items found, displaying 1 to 100. [First/Prev] [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [Next/Last]

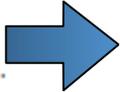
Facility Code	Type	Name	Address	City	State	Zip	County	View	
F00003006	Nursing Home	Cheerful Hearts Fam Care Home	914 Dixie Street	Burlington	NC	27217			View
F00003007	Nursing Home	Ashley Fam Care Home	209 Emerson Drive	Mebane	NC	27302	Alamance	View	

The **View Destination** screen allows you to see detailed destination information such as the **Facility Code** and contact information for the destination.

Click **EDIT** at the bottom of the View Destination screen to see the **Edit Destination** screen which allows you to edit contact and location information for the destination. Only those with the  **Edit Destination** security right on the Agency level or higher can see this selection.

Destination Details for : Alamance Regional Medical Center

Destination Information	Location Information
Name: Alamance Regional Medical Center	Address: P.O. Box 202
Facility Code: F00002507	City: Burlington
Phone Number: 336-538-7450	State: NC
Type: Hospital	County: Alamance
Status: Open	Zip: 27215
	Status:

©2001-2012 EMS Performance Improvement Center. All rights reserved.   **EDIT**

The **Edit Destination** screen allows you to request changes to the selected destination.

You may also enter a reason for the change in the Comments section.

Remember to select **SUBMIT REQUEST** when you complete any changes to the form.

Request Destination Edit

Destination Information	Location Information
Name: <input type="text" value="Alamance Regional Medical Center"/> *	Address: <input type="text" value="P.O. Box 202"/> *
Type: <input type="text" value="Hospital"/> ▼ *	City: <input type="text" value="Burlington"/> *
Phone Number: <input type="text" value="3365387450"/> *	State: <input type="text" value="North Carolina"/> ▼ *
	County: <input type="text" value="Alamance"/> ▼ *
	Zip: <input type="text" value="27215"/> *

Comments:

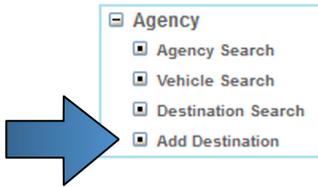
* indicates a required field  **SUBMIT REQUEST**

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QuickTip

Note that the Facility Code for a destination is automatically generated by the system to be unique so it cannot be edited.

Click **AGENCY** in the main menu, then click **ADD DESTINATION** to see the **Add Destination** screen.



The Add Destination screen allows you create a new destination record for use in PreMIS data submission. You may also add any comments for the entry. Remember to select **SUBMIT REQUEST** when you complete any changes to the form to send the request for review and approval by NC OEMS. Make sure to check that the destination is not already in the system before making a request to add it.

Request New Destination

Destination Information	Location Information
Name: <input type="text"/> *	Address: <input type="text"/> *
Type: <input type="text" value="- Select -"/> *	City: <input type="text"/> *
Phone Number: <input type="text"/> *	State: <input type="text" value="- Select -"/> *
	County: <input type="text" value="- Select -"/> *
	Zip: <input type="text"/> *

Comments:

* indicates a required field **SUBMIT REQUEST**

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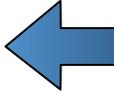
QuickTip

Note that the Facility Code for a destination is automatically generated by the system to be unique so it is not available as a choice.

The **View Agency** screen allows you to view detailed information on an agency including location information, contact information, identification number, services provided, organization type, and billing status.

Click **OPEN** beside Status to see the **View Agency Status** screen which contains the history of changes to the agency's status. Only those with the  **Edit Agency** security right can see this selection.

Agency: Sample

<p>Location Information</p> <p>Name: Sample</p> <p>Physical Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p> <p>Mailing Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p> <p>Agency Properties</p> <p>Agency Number: 0681663</p> <p>Associated System: Orange</p> <p>FCC Call Sign:</p> <p>FCC Call Sign Expiration Date:</p>	<p>General Information</p> <p>Website:</p> <p>Phone Number: 999-999-9999</p> <p>Fax Number:</p> <p>Emergency Number:</p> <p>Status: Open </p> <p>Services</p> <p>Service Level: EMT-Paramedic</p> <p>Primary Service: 911 Response (Scene) with Transport Capability</p> <p>Other Services:</p> <p>Organization</p> <p>Type: Private, Non-Hospital</p> <p>Status: Mixed</p> <p>Configuration</p> <p>EMD Vendor:</p> <p>Billing Status: No</p>
---	--

Click the **System Name** beside Associated System to see the **SYSTEM | View System** screen containing more detailed system information.

Agency: Sample

<p>Location Information</p> <p>Name: Sample</p> <p>Physical Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p> <p>Mailing Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p> <p>Agency Properties</p> <p>Agency Number: 0681663</p> <p>Associated System: Orange </p> <p>FCC Call Sign:</p> <p>FCC Call Sign Expiration Date:</p>	<p>General Information</p> <p>Website:</p> <p>Phone Number: 999-999-9999</p> <p>Fax Number:</p> <p>Emergency Number:</p> <p>Status: Open</p> <p>Services</p> <p>Service Level: EMT-Paramedic</p> <p>Primary Service: 911 Response (Scene) with Transport Capability</p> <p>Other Services:</p> <p>Organization</p> <p>Type: Private, Non-Hospital</p> <p>Status: Mixed</p> <p>Configuration</p> <p>EMD Vendor:</p> <p>Billing Status: No</p>
---	---

Click **PROTOCOLS** to see the **View Protocols** screen which shows the protocols in use by the agency. Only those with the  **Edit Agency** security right can see this selection.



Click **PROCEDURES** to see the **View Procedures** screen which shows the procedures in use by the agency. Only those with the  **Edit Agency** security right can see this selection.



Click **MEDICATIONS** to see the **View Medications** screen which shows the medications in use by the agency. Only those with the  **Edit Agency** security right can see this selection.



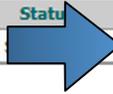
The Agency License section shows the Agency Number, Issue Date, Expiration Date and Status of an Agency's License.

Agency License			
Number	Issue Date	Exp. Date	Status
1325	05/29/1996	01/31/2016	Active

Click **VIEW** in the Vehicles section beside a vehicle to see the **View Vehicle** screen which allows you to see detailed information about the vehicle. Only those with the  **View Vehicle** security right can see this selection.

Vehicles

One item found. 1

VIN	Model Year	Unit Name	Permit	Expiration	Permit Type	Level	Status	
111			9999999	02/28/2014	Permanent	EMT-P	In Service	 View Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**  **ADD**

Click **CHANGE STATUS** in the Vehicles section to see the **Change Vehicle Status** screen which allows you to change the status of a vehicle. Only those with the  **Edit Vehicle** security right can see this selection. Note that agencies can only take vehicles out of service with this selection but NC OEMS personnel with this permission have more status options.

Vehicles

One item found. 1

VIN	Model Year	Unit Name	Permit	Expiration	Permit Type	Level	Status	
111			9999999	02/28/2014	Permanent	EMT-P	In Service	 Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**  **ADD**

Click **SHOW ALL** in the Vehicles section to see the **Show All Vehicles** screen which allows you to see all agency vehicles at once in a single list. Only those with the  **View Vehicle** security right can see this selection. The **Show All Vehicles** screen duplicates the Vehicles section in functionality.

Vehicles

One item found. 1

VIN	Model Year	Unit Name	Permit	Expiration	Permit Type	Level	Status	
111			9999999	02/28/2014	Permanent	EMT-P	In Service	View Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

  **SHOW ALL**  **ADD**

Click **ADD** in the Vehicles section to see the **Add Vehicle** screen which allows you to add a vehicle to an agency. Only those with the  **Manage Vehicle** security right can see this selection.

Vehicles

One item found. 1

VIN	Model Year	Unit Name	Permit	Expiration	Permit Type	Level	Status	
111			9999999	02/28/2014	Permanent	EMT-P	In Service	View Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

  [+ ADD](#)

Click **VIEW** in the Contacts section beside a contact to see the **PERSONNEL | View Personnel** screen which allows you to see detailed information about the contact.

Contacts

One item found. 1

Name	Tech Id	Job Title	Certifications	
Tina Tester	P999999	Agency Primary Contact	EMT-Paramedic	 View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [ROSTER](#) [+ ADD](#)

Click **DELETE** in the Contacts section to remove the contact from the agency roster. There is a **Delete Personnel** confirmation screen to prevent accidental removals and allow you to choose the job to remove if the contact holds more than one job. Only those with the  **Manage Personnel Roster** security right can see this selection.

Contacts

One item found. 1

Name	Tech Id	Job Title	Certifications	
Tina Tester	P999999	Agency Primary Contact	EMT-Paramedic	 Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [ROSTER](#) [+ ADD](#)

Click **ROSTER** in the Contacts section to see the **Agency Roster** screen which allows you to see all agency personnel at once in a single list. Only those with the  **View Personnel** security right can see this selection.

Contacts

One item found. 1

Name	Tech Id	Job Title	Certifications	
Tina Tester	P999999	Agency Primary Contact	EMT-Paramedic	View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **ROSTER**  **ADD**



Click **ADD** in the Contacts section to see the **Add Personnel** screen which allows you to add a person to an agency roster. Only those with the  **Manage Personnel Roster** security right can see this selection.

Contacts

One item found. 1

Name	Tech Id	Job Title	Certifications	
Tina Tester	P999999	Agency Primary Contact	EMT-Paramedic	View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

  **ADD**



Click **VIEW** in the Stations section beside a station to see the **View Station** screen which allows you to see detailed information about the station.

Stations

One item found. 1

Name	Location	Phone	
Base	1 Test Street Testville	999-999-9999	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **ADD**



Click **ADD** in the Stations section to see the **Add Station** screen which allows you to add a station to an agency. Only those with the  **Manage Station** security right on the Agency or higher level can see this selection.

Stations

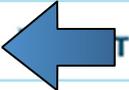
One item found. 1

Name	Location	Phone	
Base	1 Test Street Testville	999-999-9999	View

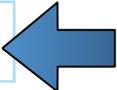
Export options: [CSV](#) | [Excel](#) | [XML](#)

 [+ ADD](#)

Click **DATA SUBMISSION** at the bottom of the View Agency screen to see the **Data Submission Methods** screen which allows you to select the method of data submission for the agency. Only those with the  **Edit Agency** security right can see this selection.

 **DATA SUBMISSION** 

Click **EDIT** at the bottom of the View Agency screen to see the **Edit Agency** screen which allows you to edit agency contact, location and classification information. Only those with the  **Edit Agency** security right can see this selection.

 **DATA SUBMISSION**  **EDIT** 

The View Protocols screen allows you to see what protocols the Agency may use. PreMIS Web only shows protocols chosen on this screen for the Agency.

Assigned Protocols for Sample		
✓ Abdominal Pain	✓ Airway, Adult	✓ Airway, Adult-Failed
✓ Airway, Pediatric	✓ Airway, RSI	✓ Allergic Reaction
✓ Altered Mental Status	✓ Asystole	✓ Back Pain
✓ Behavioral	✓ Bites and Envenomations	✓ Bradycardia
✓ Burns	✓ Cardiac Arrest	✓ Chest Pain/Suspected Cardiac Event
✓ Childbirth/Labor	✓ Dental Problems	✓ Drowning/Near Drowning
✓ Electrical Injuries	✓ Epistaxis	✓ Extremity Trauma
✓ Fever	✓ Head Trauma	✓ Hypertension
✓ Hyperthermia	✓ Hypotension/Shock (Non-Trauma)	✓ Hypothermia
✓ IV Access	✓ Multiple Trauma	✓ Newly Born
✓ Obstetrical Emergencies	✓ Overdose/Toxic Ingestion	✓ Pain Control
✓ Pediatric Bradycardia	✓ Pediatric Head Trauma	✓ Pediatric Hypotension
✓ Pediatric Multiple Trauma	✓ Pediatric Pulseless Arrest	✓ Pediatric Respiratory Distress
✓ Pediatric Seizure	✓ Pediatric Supraventricular Tachycardia	✓ Post Resuscitation
✓ Pulmonary Edema	✓ Pulseless Electrical Activity (PEA)	✓ Respiratory Distress
✓ Seizure	Spinal Immobilization Clearance	✓ Supraventricular Tachycardia
✓ Suspected Stroke	✓ Syncope	✓ Universal Patient Care Protocol
✓ Ventricular Fibrillation/Pulseless V-Tach	✓ Ventricular Tachycardia	✓ Vomiting and Diarrhea
Other		

The View Procedures screen allows you to see what procedures the Agency may use. PreMIS Web only shows procedures chosen on this screen for the Agency.

Procedures for Sample	
✓ 12 Lead ECG (EMT-Basic)	✓ Airway-BVM (EMT-Basic)
✓ Airway-Bagged (EMT-Basic)	✓ Airway-CPAP (EMT-Paramedic)
✓ Airway-Change Tracheostomy Tube (EMT-Paramedic)	✓ Airway-Cleared (EMT-Basic)
✓ Airway-Combitube (EMT-Basic)	✓ Airway-EOA/EGTA (EMT-Basic)
✓ Airway-Intubation Confirm CO2 (EMT-Intermediate)	✓ Airway-Intubation Confirm Esophageal Bulb (EMT-Intermediate)
✓ Airway-Laryngeal Mask (EMT-Basic)	✓ Airway-Nasal (EMT-Basic)
✓ Airway-Nasotracheal Intubation (EMT-Paramedic)	✓ Airway-Nebulizer Treatment (EMT-Intermediate)
✓ Airway-Needle Cricothyrotomy (EMT-Paramedic)	✓ Airway-Oral (EMT-Basic)
✓ Airway-Orotracheal Intubation (EMT-Intermediate)	✓ Airway-PEEP (EMT-Paramedic)
✓ Airway-Rapid Sequence Induction (EMT-Paramedic)	✓ Airway-Respirator Operation (BLS) (EMT-Basic)
✓ Airway-Suctioning (EMT-Basic)	✓ Airway-Surgical Cricothyrotomy (EMT-Paramedic)
✓ Airway-Ventilator Operation (EMT-Paramedic)	✓ Airway-Ventilator with PEEP (EMT-Paramedic)
✓ Arterial Access-Blood Draw (EMT-Basic)	✓ Arterial Line Maintenance (EMT-Paramedic)
✓ Assessment-Adult (EMT-Basic)	✓ Assessment-Pediatric (EMT-Basic)
✓ Blood Glucose Analysis (EMT-Basic)	✓ CNS Catheter-Epidural Maintenance (EMT-Paramedic)
✓ CNS Catheter-Intraventricular Maintenance (EMT-Paramedic)	✓ CPR (EMT-Basic)
✓ CPR by External Automated Device (EMT-Basic)	✓ Capnography (EMT-Paramedic)
✓ Cardiac Monitor (EMT-Paramedic)	✓ Cardiac Pacing-Transvenous (Medical Responder)
✓ Cardioversion (EMT-Paramedic)	✓ Carotid Massage (EMT-Paramedic)
✓ Chest Decompression (EMT-Paramedic)	✓ Chest Tube Placement (Medical Responder)
✓ Childbirth (EMT-Basic)	✓ Decontamination (EMT-Basic)
✓ Defibrillation-Automated (AED) (EMT-Basic)	✓ Defibrillation-Manual (EMT-Paramedic)
✓ Defibrillation-Placement for Monitoring/Analysis (EMT-Basic)	✓ External Cardiac Pacing (EMT-Paramedic)
✓ Extrication (EMT-Basic)	✓ Injections-SQ/IM (EMT-Basic)
✓ Intra-Aortic Balloon Pump (Medical Responder)	✓ MAST (EMT-Basic)
✓ Nasogastric Tube Insertion (EMT-Paramedic)	✓ Orthostatic Blood Pressure Measurement (EMT-Basic)
✓ Pain Measurement (EMT-Basic)	✓ Pulse Oximetry (EMT-Basic)
✓ Rescue (EMT-Basic)	✓ Restraints-Pharmacological (EMT-Paramedic)
✓ Restraints-Physical (EMT-Basic)	✓ Spinal Immobilization (EMT-Basic)
✓ Splinting-Basic (EMT-Basic)	✓ Splinting-Traction (EMT-Basic)
✓ Temperature Measurement (EMT-Basic)	✓ Thrombolytic Screen (EMT-Basic)
✓ Urinary Catherterization (EMT-Paramedic)	✓ Venous Access-Blood Draw (EMT-Intermediate)
✓ Venous Access-Central Line Maintenance (EMT-Paramedic)	✓ Venous Access-Discontinue (EMT-Intermediate)
✓ Venous Access-Existing Catheter (EMT-Paramedic)	✓ Venous Access-External Jugular Line (EMT-Intermediate)
✓ Venous Access-Extremity (EMT-Intermediate)	✓ Venous Access-Femoral Line (EMT-Paramedic)
✓ Venous Access-Internal Jugular Line (Medical Responder)	✓ Venous Access-Intraosseous Adult (EMT-Paramedic)
✓ Venous Access-Intraosseous Pediatric (EMT-Paramedic)	✓ Venous Access-Subclavian Line (Medical Responder)
✓ Venous Access-Swan Ganz Maintenance (EMT-Paramedic)	✓ Wound Care (EMT-Basic)

The View Medications screen allows you to see what medications the Agency may use. PreMIS Web only shows medications chosen on this screen for the Agency.

Medications for Sample		
✓ Acetaminophen (EMT-Paramedic)	✓ Adenosine (EMT-Paramedic)	✓ Aggrastat (EMT-Paramedic)
✓ Albuterol (EMT-Paramedic)	✓ Amicar (EMT-Paramedic)	✓ Aminophylline (EMT-Paramedic)
✓ Amiodarone (EMT-Paramedic)	✓ Amyl Nitrate (EMT-Paramedic)	✓ Anti-Emetics (EMT-Paramedic)
✓ Antibiotics (EMT-Paramedic)	✓ Anticoagulant/Thrombolyt (EMT-Paramedic)	✓ Antihistamines (EMT-Paramedic)
✓ Aspirin (EMT-Paramedic)	✓ Atropine (EMT-Paramedic)	✓ Beta Blockers (EMT-Paramedic)
✓ Blood (EMT-Paramedic)	✓ Blood Products (EMT-Paramedic)	✓ Bretylium (EMT-Paramedic)
✓ Bumetanide (EMT-Paramedic)	✓ Calcium Chloride (EMT-Paramedic)	✓ Calcium Chloride/Gluconat (EMT-Paramedic)
✓ Calcium Gluconate (EMT-Paramedic)	✓ Cardiovascular (EMT-Paramedic)	✓ Charcoal (EMT-Paramedic)
✓ Cimetidine (EMT-Paramedic)	✓ Clonidine (EMT-Paramedic)	✓ Cyanide Poison Kit (EMT-Paramedic)
✓ D10 (EMT-Paramedic)	✓ D10w (EMT-Paramedic)	✓ D25 (EMT-Paramedic)
✓ D5-1/2ns (EMT-Paramedic)	✓ D5-1/4ns (EMT-Paramedic)	✓ D50 (EMT-Paramedic)
✓ D5w (EMT-Paramedic)	✓ D5na (EMT-Paramedic)	✓ D5w (EMT-Paramedic)
✓ Dexamethasone (EMT-Paramedic)	✓ Diazepam (EMT-Paramedic)	✓ Digoxin (EMT-Paramedic)
✓ Dilazem (EMT-Paramedic)	✓ Diluclid (EMT-Paramedic)	✓ Diphenhydramine (EMT-Paramedic)
✓ Diuretics (EMT-Paramedic)	✓ Dobutamine (EMT-Paramedic)	✓ Dopamine (EMT-Paramedic)
✓ Droperidol (EMT-Paramedic)	✓ Enoxacin (EMT-Paramedic)	✓ Enoxacin 1:1000 (EMT-Paramedic)
✓ Enoxacin 1:1000 (EMT-Paramedic)	✓ Enoxacin-Racemic (EMT-Paramedic)	✓ Etoposide (EMT-Paramedic)
✓ Famotidine (EMT-Paramedic)	✓ Fentanyl (EMT-Paramedic)	✓ Fentanyl (EMT-Paramedic)
✓ Fentanyl (EMT-Paramedic)	✓ Furosemide (EMT-Paramedic)	✓ Glucagon (EMT-Paramedic)
✓ Glucose Altering Agents (EMT-Paramedic)	✓ Glycopyrrolate (EMT-Paramedic)	✓ Haloperidol (EMT-Paramedic)
✓ Heparin (EMT-Paramedic)	✓ Histamine 2 Blockers (EMT-Paramedic)	✓ Ibuprofen (EMT-Paramedic)
✓ Immunization/Tetanus (EMT-Paramedic)	✓ Insulin (EMT-Paramedic)	✓ Integrelin (EMT-Paramedic)
✓ Ipratropium (EMT-Paramedic)	✓ Ipratropium (EMT-Paramedic)	✓ Isoflurane (EMT-Paramedic)
✓ Isoproterenol (EMT-Paramedic)	✓ IV Solutions (EMT-Paramedic)	✓ Kayexalate (EMT-Paramedic)
✓ Ketorolac (EMT-Paramedic)	✓ Labetalol (EMT-Paramedic)	✓ Lactated Ringers (EMT-Paramedic)
✓ Lidocaine (EMT-Paramedic)	✓ Lisinopril (EMT-Paramedic)	✓ Lorazepam (EMT-Paramedic)
✓ Lovexon (EMT-Paramedic)	✓ Meclizine (EMT-Paramedic)	✓ Magnesium Sulfate (EMT-Paramedic)
✓ Mannitol (EMT-Paramedic)	✓ Meperidine (EMT-Paramedic)	✓ Metoprolol (EMT-Paramedic)
✓ Metoprolol (EMT-Paramedic)	✓ Metoprolol (EMT-Paramedic)	✓ Metoprolol (EMT-Paramedic)
✓ Morphine (EMT-Paramedic)	✓ Midazolam (EMT-Paramedic)	✓ Naloxone (EMT-Paramedic)
✓ Narcotic Analgesics (EMT-Paramedic)	✓ Narcotic Antagonists (EMT-Paramedic)	✓ Nasal Spray Decongestant (EMT-Paramedic)
✓ Nifedipine (EMT-Paramedic)	✓ Nitroglycerin (EMT-Paramedic)	✓ Nitroprusside (EMT-Paramedic)
✓ Nitrous Oxide (EMT-Paramedic)	✓ Non-Narcotic Analgesics (EMT-Paramedic)	✓ Norepinephrine (EMT-Paramedic)
✓ Normal Saline (EMT-Paramedic)	✓ Novolin (EMT-Paramedic)	✓ Nasid (EMT-Paramedic)
✓ Nubain (EMT-Paramedic)	✓ Oral Glucose (EMT-Paramedic)	✓ Oxygen (EMT-Paramedic)
✓ Oxycodone (EMT-Paramedic)	✓ Pentamium Bromide (EMT-Paramedic)	✓ Paralytic Agents (EMT-Paramedic)
✓ Phenytoin (EMT-Paramedic)	✓ Phenytoin (EMT-Paramedic)	✓ Plasma Protein Fraction (EMT-Paramedic)
✓ Platelet Glycoprotein Inh (EMT-Paramedic)	✓ Plavix (EMT-Paramedic)	✓ Poison Antidotes (EMT-Paramedic)
✓ Potassium Chloride (EMT-Paramedic)	✓ Pralidoxime (EMT-Paramedic)	✓ Procainamide (EMT-Paramedic)
✓ Procaine (EMT-Paramedic)	✓ Prochlorperazine (EMT-Paramedic)	✓ Promethazine (EMT-Paramedic)
✓ Propofol (EMT-Paramedic)	✓ Propranolol (EMT-Paramedic)	✓ Prostaglandin (EMT-Paramedic)
✓ Ropivacaine (EMT-Paramedic)	✓ Respiratory (EMT-Paramedic)	✓ Rocuronium (EMT-Paramedic)
✓ Sedatives/Anxiolytics (EMT-Paramedic)	✓ Seizure Drugs (EMT-Paramedic)	✓ Silvadene Cream (EMT-Paramedic)
✓ Sodium Bicarbonate (EMT-Paramedic)	✓ Sodium Chloride (EMT-Paramedic)	✓ SoluCorol (EMT-Paramedic)
✓ SoluMedrol (EMT-Paramedic)	✓ Sterile Saline (EMT-Paramedic)	✓ Sterile Water (EMT-Paramedic)
✓ Steroid Preparations (EMT-Paramedic)	✓ Succinylcholine (EMT-Paramedic)	✓ Survania (EMT-Paramedic)
✓ Terbutaline (EMT-Paramedic)	✓ Tetracycline (EMT-Paramedic)	✓ Thiamine (EMT-Paramedic)
✓ Thrombolytic Agent (EMT-Paramedic)	✓ Thrombolytic-Streptokinase (EMT-Paramedic)	✓ Thrombolytic-Tissue (EMT-Paramedic)
✓ Thrombolytic-Tpa (EMT-Paramedic)	✓ Thrombolytic-Urokinase (EMT-Paramedic)	✓ Total Parental Nutrition (EMT-Paramedic)
✓ Vasopressin (EMT-Paramedic)	✓ Vasotec (EMT-Paramedic)	✓ Vecuronium (EMT-Paramedic)
✓ Vecuronium (EMT-Paramedic)	✓ Vitamin K (EMT-Paramedic)	✓ Water Gel (EMT-Paramedic)
✓ Xanax (EMT-Paramedic)	✓ Xanax (EMT-Paramedic)	✓ Zofran (EMT-Paramedic)

To see the **Vehicle Status History** screen, click the selection beside Vehicle Status (usually **IN SERVICE**). Only those with the  **Edit Vehicle** security right on the Agency level or higher can see this selection. Note that agencies can only take vehicles out of service with this selection. NC OEMS personnel with this permission have more status options.

Vehicle: 111

<p>Primary Information</p> <p>VIN: 111</p> <p>Model Year: 2012</p> <p>Unit Number: 12</p> <p>Initial Cost: 100000</p> <p>Height: 12</p> <p>Length: 12</p> <p>Date Added: 03/14/2012</p> <p>Four Wheel Drive: <input checked="" type="checkbox"/></p>	<p>Other Information</p> <p>Manufacturer: OTHER</p> <p>Fuel Type: Diesel</p> <p>Inspection Use: Ground</p> <p>Inspection Use Type: Type I</p> <p>Vehicle Status: In Service </p> <p>Non Permitted:</p> <p>Agency Information</p> <p>Agency: Sample</p>
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Click **VIEW** in the Current Permit section to see the **View Permit** screen which allows you to see detailed information about the vehicle permit.

Current Permit

Permit	Date Issued	Exp. Date	Type	Insp. Date	Level	Inspector	
NC 09989	09/25/2012	09/30/2014	Permanent	09/25/2012	EMT-P	Ain	View 

 **HISTORY**

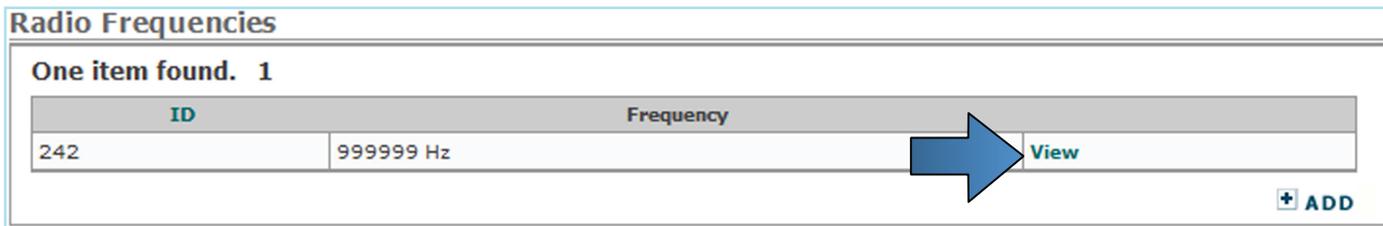
Click **HISTORY** in the Current Permit section to see the **Permit History** screen which contains the history of changes to the vehicle's permit.

Current Permit

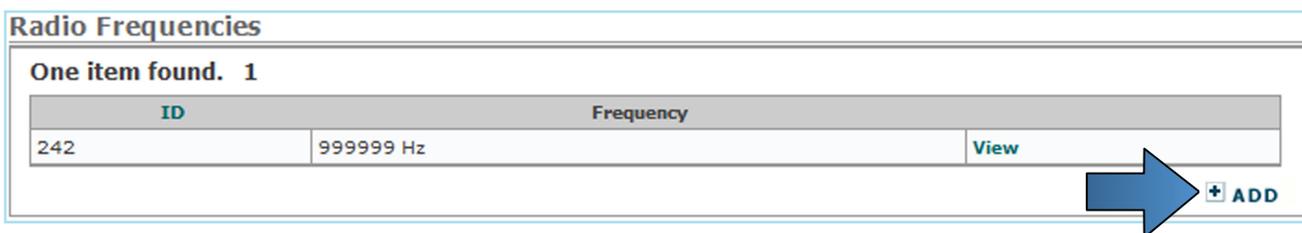
Permit	Date Issued	Exp. Date	Type	Insp. Date	Level	Inspector	
NC 09989	09/25/2012	09/30/2014	Permanent	09/25/2012	EMT-P	Ainsworth	View

  **HISTORY**

Click **VIEW** in the Radio Frequencies section to see the **Frequency** screen which allows you to see detailed information about the vehicle's radio frequency. Only those with the  **Edit Vehicle** security right can see this selection.



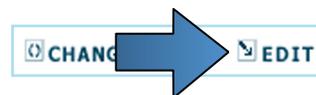
Click **ADD** in the Radio Frequencies section to see the **Add Frequency** screen which allows you to add a radio frequency to a vehicle. Only those with the  **Edit Vehicle** security right can see this selection.



Click **CHANGE STATUS** in the bottom right of the View Vehicle screen to see the **Change Vehicle Status** screen which allows you to change the status of a vehicle. Only those with the  **Edit Vehicle** security right can see this selection. Note that agencies can only take vehicles out of service with this selection but NC OEMS personnel with this permission have more status options.



Click **EDIT** at the bottom right of the View Vehicle screen to see the **Edit Vehicle** screen which allows you to edit agency contact, location and classification information. Only those with the  **Edit Vehicle** security right can see this selection. Note that agencies cannot move vehicles with this selection but NC OEMS personnel with this permission can.



The Vehicle Status History screen allows you to view any changes that have been made to the status of the selected Vehicle over time and identifies who made changes in Vehicle status.

Vehicle Status History: 111

2 items found, displaying all items. 1

Status	Reason	Archived By	Archived Date
Available for Service	Test Reason	P046998	03/27/2012 5:11 PM
In Service	New Vehicle	P046998	03/27/2012 5:10 PM

The View Permit screen displays detailed information about the permit at the top of the screen.

Permit Details: 12

Permit Information	Permit Dates
Permit Type: Permanent	Issue Date: 03/27/2012
Permit: 12	Expiration Date: 03/31/2014
System Type: Base	
Comments:	
<input type="text"/>	

Click **VIEW** in the Inspections section beside an Inspection to see the **View Inspection** screen which allows you to see detailed information about the Inspection.

Inspections

One item found. 1

Type	Insp. Date	Level	Inspector	
Permitting	09/25/2012	EMT-P	Walter J Ainsworth	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **PRINT** at the bottom of the View Inspection screen to see a printable PDF of the selected Inspection.

Inspection: 09/25/2012

Inspection Info	Inspection Results
Location: Base	Type: Permitting
Inspector: Walter J Ainsworth	Desired Level: EMT-P
Date Inspected: 09/25/2012	Attained Level: EMT-P
Date Entered: 09/25/2012	Action: Permit Granted
Score: 0	Status: Satisfactory

Corrections During Inspection:

Comments:

Missing Inspection Item

Nothing found to display

Corrected Inspection Items

Nothing found to display

  **PRINT**

The Permit History screen allows you to view any permits that have been added to the selected Vehicle over time.

Click **VIEW** beside a Permit to see the **Permit History Details** screen which allows you to see detailed information about the Permit.

Permit & Inspection History: VIN 111

One item found. 1

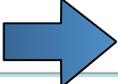
Permit	Date Issued	Exp. Date	Type	Insp. Date	Level	Inspector	Comments
12	03/27/2012	03/31/2014	Permanent	03/23/2012	EMT-P	Mitchell	 View

Click **EDIT** at the bottom of the Frequency screen to see the **Edit Frequency** screen which allows you to edit the Frequency record for the selected Vehicle.

Frequency

Information

Frequency: 999999

 **EDIT** **CLOSE**

The Edit Frequency screen allows you to edit the Frequency for the selected Vehicle. Remember to select **SAVE** when you complete any changes to the form.

Edit Frequency

Information

Frequency: *

* indicates a required field

SAVE CLOSE

The Add Frequency screen allows you to add a Frequency to the selected Vehicle. Remember to select **SAVE** when you complete any changes to the form.

Add Frequency

Information

Frequency: *

* indicates a required field

SAVE CANCEL

The Change Vehicle Status screen allows you to change the status for the Vehicle. Note that agencies can only take vehicles out of service with this screen but NC OEMS personnel with the  [Edit Vehicle](#) security right have more status options.

Vehicle: 111

Information

Status: 

Reason for Change: *

* indicates a required field

SAVE CANCEL

You may also enter a reason for the change. Remember to select **SAVE** when you complete any changes to the form.

Vehicle: 111

Information

Status:

Reason for Change: * 

* indicates a required field

SAVE CANCEL

The Edit Vehicle screen allows you to edit vehicle details for the selected Vehicle. Note that agencies cannot modify the Agency under Agency Information with this screen but NC OEMS and System personnel with the  **Edit Vehicle** security right may do so. Remember to select **SAVE** when you complete any changes to the form.

Edit Vehicle

Primary Information	Other Information
VIN: <input type="text" value="111"/> *	Manufacturer: <input type="text" value="OTHER"/>
Model Year: <input type="text" value="2012"/>	Fuel Type: <input type="text" value="Diesel"/>
Unit Number: <input type="text" value="12"/>	Inspection Use: <input type="text" value="Ground"/>
Initial Cost: <input type="text" value="100000"/>	Inspection Use Type: <input type="text" value="Type I"/>
Height: <input type="text" value="12"/> *	Non Permitted: <input type="checkbox"/>
Length: <input type="text" value="12"/> *	
Date Added: <input type="text" value="03/14/2012"/>  *	
Four Wheel Drive: <input checked="" type="checkbox"/>	

Agency Information
Agency: <input type="text" value="Sample"/>

* indicates a required field

SAVE **CANCEL**

The Add Vehicle screen allows you to add a vehicle to the selected Agency. Note that agencies cannot modify the Agency under Agency Information with this screen but NC OEMS and System personnel with the  **Edit Vehicle** security right may do so. Agencies cannot put vehicles directly into the status of In Service unless the vehicles are non-permitted like First Responder vehicles. Remember to select **SAVE** when you complete any changes to the form.

Add Vehicle

<h4>Primary Information</h4> <p>VIN: <input type="text"/> *</p> <p>Model Year: <input type="text"/></p> <p>Unit Number: <input type="text"/></p> <p>Initial Cost: <input type="text"/></p> <p>Height: <input type="text"/> *</p> <p>Length: <input type="text"/> *</p> <p>Date Added: <input type="text"/>  *</p> <p>Four Wheel Drive: <input type="checkbox"/></p>	<h4>Other Information</h4> <p>Manufacturer: <input type="text"/> - Select - </p> <p>Fuel Type: <input type="text"/> - Select - </p> <p>Inspection Use: <input type="text"/> - Select - </p> <p>Inspection Use Type: <input type="text"/> - Select - </p> <p>Vehicle Status: <input type="text"/> - Select - </p> <p>Non Permitted: <input type="checkbox"/></p> <h4>Agency Information</h4> <p>Agency: <input type="text"/> - Select - </p>
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Click **EDIT** at the bottom of the View Station screen to see the **Edit Station** screen which allows you to edit Station location information. Only those with the  **Manage Station** security right on the Agency level or higher can see this selection.

Station: Grand Central

<u>Address</u>	<u>Location</u>
Name: Grand Central	Longitude: 1
ID Number: 1	Latitude: 1
Address: 1 Sample Street	
City: Sampleville	
State: North Carolina	
Zip Code: 27000	
Phone: 999-999-9999	



The Edit Station screen allows you to change the location information for the selected Station. Remember to select **SAVE** when you complete any changes to the form.

Edit Station

Address Information	Location Information
Name: <input type="text" value="Grand Central"/> *	Longitude: <input type="text" value="1"/>
ID Number: <input type="text" value="1"/>	Latitude: <input type="text" value="1"/>
Address: <input type="text" value="1 Sample Street"/>	
City: <input type="text" value="Sampleville"/>	
State: <input type="text" value="North Carolina"/> ▾	
Zip Code: <input type="text" value="27000"/> *	
Phone: <input type="text" value="9999999999"/>	

* indicates a required field

SAVE CANCEL

The Add Station screen allows you to add a Station to the selected Agency. Remember to select **SAVE** when you complete any changes to the form.

Add Station

Address Information	Location Information
Name: <input type="text"/> *	Longitude: <input type="text"/>
ID Number: <input type="text"/>	Latitude: <input type="text"/>
Address: <input type="text"/>	
City: <input type="text"/>	
State: <input type="text" value="North Carolina"/>	
Zip Code: <input type="text"/> *	
Phone: <input type="text"/>	

* indicates a required field

SAVE CANCEL

The Data Submission Methods screen allows you to record the Data Submission Method for the selected Agency. If an Agency does not provide ALS Care and/or transport patients they may note this on the screen and no data submission method is required to be recorded.

Data Submission Methods for Sample

Sample

Does this EMS Agency provide ALS Care and/or transport patients?
 Yes No

How is data electronically submitted to OEMS for this EMS Agency?
PreMIS Web Application

No further information is needed for this Agency

SAVE CANCEL

If the second question is answered with “Import through a commercial EMS software package” the Agency must note the name of the software package.

Data Submission Methods for Sample

Sample

Does this EMS Agency provide ALS Care and/or transport patients?
 Yes No

How is data electronically submitted to OEMS for this EMS Agency?
Import through a commercial EMS software package

Which Commercial EMS Software is used by this EMS Agency?

SAVE CANCEL

Remember to select **SAVE** when you complete any changes to the form.

The Edit Agency screen allows you to change contact, location, services, properties, and configuration information for the Agency. Remember to select **SAVE** when you complete any changes to the form.

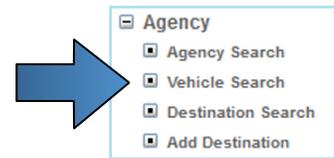
Edit Agency

<h4>Location Information</h4> <p>Name: <input type="text" value="Sample"/> *</p> <h4>Physical Address</h4> <p>Address: <input type="text" value="1 Test Street"/> *</p> <p>Address (cont): <input type="text"/></p> <p>City: <input type="text" value="Testville"/> *</p> <p>State: <input type="text" value="North Carolina"/> *</p> <p>Zip: <input type="text" value="99999"/> *</p> <p>County: <input type="text" value="Orange"/> *</p> <h4>Mailing Address</h4> <p>Address: <input type="text" value="1 Test Street"/></p> <p>Address (cont): <input type="text"/></p> <p>City: <input type="text" value="Testville"/></p> <p>State: <input type="text" value="North Carolina"/></p> <p>Zip: <input type="text" value="99999"/></p> <p>County: <input type="text" value="Orange"/></p> <h4>Configuration</h4> <p>EMD Vendor: <input type="text"/></p> <p>Billing Status: <input type="text" value="No"/></p>	<h4>General Information</h4> <p>Website: <input type="text"/></p> <p>Phone Number: <input type="text" value="9999999999"/> ext <input type="text"/></p> <p>Fax Number: <input type="text" value="9999999999"/></p> <p>Emergency Number: <input type="text"/></p> <h4>Services</h4> <p>Service Level: EMT-Paramedic</p> <p>Primary Service: 911 Response (Scene) with Transport Capability</p> <p>Other Services:</p> <h4>Agency Properties</h4> <p>Agency Number: 0681701</p> <p>Associated System Orange</p> <p>FCC Call Sign: <input type="text"/></p> <p>FCC Call Sign Expiration Date: <input type="text"/> </p> <h4>Organization</h4> <p>Type: Governmental, Non-Fire</p> <p>Status: Open</p>
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* indicates a required field

SAVE CANCEL

Click **AGENCY** in the main menu, then click **VEHICLE SEARCH** to see the **Vehicle Search** screen. Only those with the  **View Vehicle** security right can see this selection.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Vehicle Search

Permit Number: <input type="text"/>	Region: <input type="text" value="(Any)"/>
VIN: <input type="text"/>	Trauma Region: <input type="text" value="(Any)"/>
Use Type: <input type="text" value="(Any)"/>	System: <input type="text" value="(Any)"/>
Inspection Level: <input type="text" value="(Any)"/>	Agency: <input type="text" value="(Any)"/>
	Vehicle Status: <input type="text" value="(Any)"/>
	Non-Permitted: <input type="text" value="No"/>
Permit Expiration Date: Start: <input type="text"/> <input type="calendar"/> End: <input type="text"/> <input type="calendar"/>	
<input type="button" value="SEARCH"/> <input type="button" value="CLEAR"/>	

Click **VIEW** beside a vehicle to see the **View Vehicle** screen which allows you to see detailed information about the vehicle.

Search Results

One item found. **1**

VIN	Year	Permit	Expiration	Level	Unit	Agency Number	Agency	Status	
111	2012	13	03/31/2014	EMT-P	12	0681681	Sample	In Service	View Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **CHANGE STATUS** beside a vehicle to see the **Change Vehicle Status** screen which allows you to change the status of a vehicle. Only those with the  **Edit Vehicle** security right can see this selection. Note that agencies can only take vehicles out of service with this selection but NC OEMS personnel with this permission have more status options.

Search Results

One item found. **1**

VIN	Year	Permit	Expiration	Level	Unit	Agency Number	Agency	Status	
111	2012	13	03/31/2014	EMT-P	12	0681681	Sample	In Service	Change Status

Export options: [CSV](#) | [Excel](#) | [XML](#)

The Personnel menu will help you:

- Obtain Personnel contact information and other information recorded in a Personnel record

When you click **PERSONNEL**, you see this submenu item:

- **PERSONNEL SEARCH**



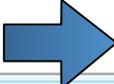
Click **PERSONNEL** in the main menu, then click **PERSONNEL SEARCH** to see the **PERSONNEL Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Personnel Search

Last name: <input type="text"/>	Certification Level: <input type="text" value="(Any)"/>
First name: <input type="text"/>	Certification Status: <input type="text" value="(Any)"/>
SSN: <input type="text"/>	Entity Type: <input type="text" value="(Any)"/>
State ID: <input type="text"/>	Job Type: <input type="text" value="(Any)"/>
	Tech ID: <input type="text"/>



Click **VIEW** to the right of a person's name to see the **View Personnel** screen which allows you to see a person's profile detail. Note that details like the last four digits of a person's Social Security Number are restricted to individuals with the  **Manage Personnel** security right on the Agency level or higher.

Search Results

One item found. **1**

UserID	Name	Social Security Number	EMT Credential	Tech ID	Current Jobs	
P999999	Sara Sample	###-##-9989	EMT-Paramedic	P087955	Capital, Orange County E	 View

Export options: [CSV](#) | [Excel](#) | [XML](#)

The View Personnel screen allows you to see personal details for the chosen person such as birth date as well as contact information and demographic information. Note that many of these details like the last four digits of a person's Social Security Number are restricted to individuals with the  **Manage Personnel** security right on the Agency level or higher. The  **View Personnel Demographics** security right is required to view the demographics of a personnel record that is not your own.

To leave CIS and send email to the selected person, click the person's email address.

Personnel: Sara Sample

Primary Information Userid: P999999 Title: Name: Sara Sample Nickname: SSN: ###-##-9989 Birthday: 04/01/1980 Email Address: sara.sample@sampleagency.com Address: 1 Sample Street Sampleville, NC 27000 County: Orange	Phone Numbers Work Phone: 999-999-9999 Home Phone: 999-999-9999 Mobile Phone: 999-999-9999 Emergency Phone: 999-999-9999 Fax:	Demographics Gender: Female Race: Other Race Ethnicity: Not Hispanic or Latino Status: Active
---	---	--

Comments:



Click **VIEW** in the Certifications section to see the **View Certification** screen which allows you to see certification detail for the certification.

Certifications

One item found. 1

Level	Type	Initial Date	Expiration Date	Status	
EMT-Basic	Initial	06/04/2010	06/30/2014	Active	View

Export options: [CSV](#) | [Excel](#) | [XML](#)





Click **HISTORY** in the Certifications section to see the **Certification History** screen which contains the history of changes to the person’s certification. Only those with the  **Manage Certification** security right can see this selection.

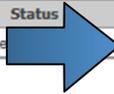
Certifications

One item found. 1

Level	Type	Initial Date	Expiration Date	Status	
EMT-Basic	Initial	06/04/2010	06/30/2014	Active	View

Export options: [CSV](#) | [Excel](#) | [XML](#)





Click **VIEW** in the Instructor Certifications section to see the **EDUCATION | View Instructor Certification** screen which allows you to see instructor certification detail for the instructor certification. Only those with the  **Manage Instructor** security right can see this selection.

Instructor Certifications

Inst. Number	EMD Level (Expiration)	Level 1 (Expiration)	
9999	Level I (04/30/2016)	EMT-Basic (03/31/2017)	View

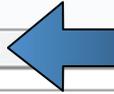


Click an Employer name in the Current Jobs section to see the **AGENCY | View Agency** screen for that agency which allows you to see agency details.

Current Jobs

2 items found, displaying all items. 1

Employer	Type	Jobs	Start Date
Capital	TraumaRegion	Trauma Administrator	03/07/2012
Orange County EMS	Agency	EMS Technician	03/13/2012



The View Certification screen allows you to see detailed information on the selected person's certification.

Certification: Sara Sample

License

License Number: P999999
Certification Level: **EMT-Paramedic**
Certification Type: **Recertification**
License Status: **Active**

Details

Issue Date: **03/12/2009**
Recertification Date: **03/12/2012**
Expiration Date: **03/31/2016**

The Certification History screen allows you to view a list of any certifications previously held by the person.

Certification History for Sara Sample

One item found. 1

Level	Type	Initial Date	Expiration Date	Status
EMT-Paramedic	Initial	03/12/2009	03/31/2016	Expired

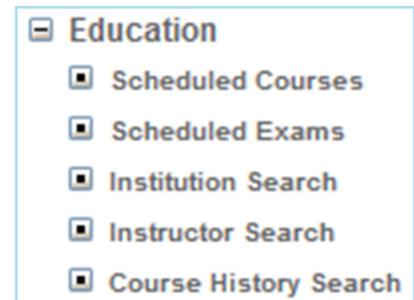
Export options: [CSV](#) | [Excel](#) | [XML](#)

The Education menu will help you:

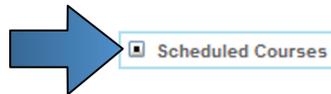
- View Course and Exam detail information
- Sign up for a Course or Exam
- View Institution detail information
- View Instructor detail information
- Grade Courses (with the appropriate security right)

When you click **EDUCATION**, you potentially see these submenu items:

- **SCHEDULED COURSES**
- **SCHEDULED EXAMS**
- **INSTITUTION SEARCH**
- **INSTRUCTOR SEARCH**
- **COURSE HISTORY SEARCH**



Click **EDUCATION** in the main menu, then click **SCHEDULED COURSES** to see the **Course Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria. Note that this course search only shows courses that have not been completed.

Course Search

Course Number:	<input type="text"/>	Course Type:	(Any) <input type="button" value="v"/>
Course Name:	<input type="text"/>	Course Level:	(Any) <input type="button" value="v"/>
Institution Number:	<input type="text"/>	Delivery Type:	(Any) <input type="button" value="v"/>
Institution Name:	<input type="text"/>	Region:	(Any) <input type="button" value="v"/>
Instructor Last Name:	<input type="text"/>	County:	(Any) <input type="button" value="v"/>

Click **VIEW** to the right of a Course to see the **View Course** screen which allows you to see course details.

Search Results

Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type	Actions
104531	Initial EMT-Basic	Initial	EMT-Basic	Sample	03/12/2012 - 03/12/2012	Sara Sample	Online	<input type="button" value="View"/> <input type="button" value="Cancel"/>

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **CANCEL** to the right of a Course to cancel a course. Only those with the **Schedule Course** security right for the Institution level or higher can see this selection.

Search Results

Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type	Actions
104531	Initial EMT-Basic	Initial	EMT-Basic	Sample	03/12/2012 - 03/12/2012	Sara Sample	Online	<input type="button" value="Cancel"/>

Export options: [CSV](#) | [Excel](#) | [XML](#)

The View Course screen allows you to see course details for the chosen course such as class size, location, dates, times, and status.

Course: 104531 - Initial EMT-Basic

Course Information	Course Details
Institution Number: 99226 Institution: Sample Name: Initial EMT-Basic Type: Initial Level: EMT-Basic Description:	Course Number: 104531 Delivery Type: Online Location: www.sampleinstitution.com Class Size: 15 Start Date: 03/12/2012 End Date: 03/12/2012 Start Time: 8:00 End Time: 12:00 Comments: Course Status: Approved Course Reg Code: LNGPZ3 OEMS Comments:

Click **VIEW** to the right of an instructor in the Course Instructors section to see the **View Instructor** screen which allows you to see a instructor details. Only those with the  **View Instructor** security right for the Institution level or higher can see this selection.

Course Instructors

One item found. 1

Instructor	Instructor Number	EMD	Level 1	Level 2	Instructor Type	
Sara Sample	9999	Level I	EMT-Basic		Primary	 View Remove

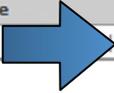
Export options: [CSV](#) | [Excel](#) | [XML](#)

 **ADD**

Click **REMOVE** to the right of an instructor in the Course Instructors section to remove an instructor from the course. A confirmation screen will appear to make sure you want to remove the instructor. Only those with the  **Manage Instructor** security right for the Institution level or higher can see this selection.

Course Instructors

One item found. 1

Instructor	Instructor Number	EMD	Level 1	Level 2	Instructor Type	
Sara Sample	9999	Level I	EMT-Basic		Primary	 Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **ADD**

Click **ADD** in the Course Instructors section to see the **Assign Instructor** screen which allows you to add an instructor to a course. Only those with the  **Manage Instructor** security right for the Institution level or higher can see this selection.

Course Instructors

One item found. 1

Instructor	Instructor Number	EMD	Level 1	Level 2	Instructor Type	
Sara Sample	9999	Level I	EMT-Basic		Primary	View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

  **ADD**

Click **VIEW** in the Students section to see the **PERSONNEL | View Personnel** screen which allows you to see personnel details for the student. Only those with the  **Assign Student to Course** security right can see this selection and section.

Students

One item found. 1

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample						 View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**  **ADD**

Click **REMOVE** to the right of a student in the Students section to remove a student from the course. A confirmation screen will appear to make sure you want to remove the student. If a student is already enrolled in an exam based on the course, the system will warn you with a message in red. Only those with the  **Assign Student to Course** security right can see this selection and section.

Students

One item found. 1

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample					0	 Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

 **SHOW ALL**  **ADD**

Click **SHOW ALL** in the Students section to see the **Show All Students** screen which allows you to see all of a course's students at once in a single list. Only those with the  **Assign Student to Course** security right can see this selection and section.

Students

One item found. 1

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample					0	View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

  **SHOW ALL**  **ADD**

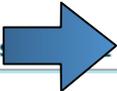
Click **ADD** in the Students section to see the **Add Student to Course** screen which allows you to add a student to a course. Only those with the  **Assign Student to Course** security right for the Institution level or higher can see this selection.

Students

One item found. 1

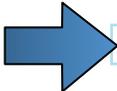
Name	Graded Date	Skill Date	Status	State Exam	Tries	View Remove
Samuel Sample					0	View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

  [+ ADD](#)

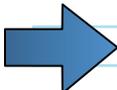
Click **EDIT** at the bottom of the View Course screen to see the **Edit Course** screen which allows you to edit course details. Only those with the  **Manage Course** security right on the Institution level or higher can see this selection.

 EDIT
 REGISTRATION INFO
 GRADE COURSE



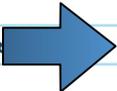
Click **REGISTRATION INFO** at the bottom of the View Course screen to see the **Registration Info** screen which allows you to sign up for a course. The system will notify you if you do not meet course requirements to sign up for the course.

 REGISTRATION INFO
 GRADE COURSE



Click **GRADE COURSE** at the bottom of the View Course screen to see the **Grade Course** screen which allows you to grade a course. Only those assigned to the course as an instructor or those with the  **Grade Course** security right on the Institution level or higher can see this selection.

 EDIT
 REGISTR
 GRADE COURSE



The View Instructor screen allows you to see instructor details for the chosen instructor such as contact information and credentials.

Instructor: Sara Sample

<p>Personal Information</p> <p>SSN: ###-##-9989</p> <p>Address: 1 Sample Street Sampleville, NC 27000</p> <p>Home Phone: 999-999-9999</p> <p>Work Phone: 999-999-9999</p> <p>Email Address: sara.sample@sampleagency.com</p>	<p>EMT Credentials</p> <p>Instructor Number: 4558</p> <p>Certification Levels:</p> <table border="1"> <thead> <tr> <th>Level</th> <th>Exp Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>EMT-Paramedic</td> <td>03/31/2016</td> <td>Active</td> </tr> </tbody> </table> <p>Comments:</p>	Level	Exp Date	Status	EMT-Paramedic	03/31/2016	Active
Level	Exp Date	Status					
EMT-Paramedic	03/31/2016	Active					

Click **HISTORY** in the Instructor Certifications section to see the **Instructor Certification History** screen which contains the history of changes to the person’s instructor certification. Only those with the  **Manage Instructor Credential** security right can see this selection.

Instructor Certifications

2 items found, displaying all items. 1

Level	Certification	Issue Date	Recert Date	Exp. Date	License Status
Level I	EMT-Paramedic	05/17/2007		05/31/2011	Expired
Level II	EMT-Paramedic	08/07/2007	08/01/2011	08/31/2015	Active

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [HISTORY](#)

The EMD Instructor Certification section allows you to see any instructor certifications of that type for the person.

EMD Instructor Certification

One item found. 1

Level	Issue Date	Exp. Date	License Status
Level I	09/25/2012	09/30/2016	Active

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** in the Current Courses section to see the **View Course** screen which allows you to see course details for the course.

Current Courses

One item found. 1

Number	Course Name	Institution	Dates	Status	Ro
104531	Initial EMT-Basic	Sample	03/12/2012 - 03/12/2012	Approved	 View

Export options: [CSV](#) | [Excel](#) | [XML](#)

The Instructor Certification History screen allows you to view a list of any instructor certifications previously held by the person.

Certification History for Sara Sample

Level	Certification	Initial Date	Recert Date	Expiration Date	Status
Level II	EMT-Basic	03/16/2012	03/23/2012	03/31/2016	Expired

Export options: [CSV](#) | [Excel](#) | [XML](#)

The Assign Instructor screen allows you to choose an instructor to assign to a course.

No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Assigning instructors: 104531

Instructor Number: <input type="text"/>	License Level: (Any) <input type="text"/>
Last Name: <input type="text"/>	Approval Level: (Any) <input type="text"/>
Institution: <input type="text"/>	Region: (Any) <input type="text"/>
Course Name: <input type="text"/>	County of Residence: (Any) <input type="text"/>
Expiration Date: <input type="text"/> 	

 **SEARCH**  **CLEAR**

Select the instructor or instructors you wish to assign to the course, select the type (Primary or Secondary) of instructor, and then click **SAVE**.

Search Results

Instructor	Instructor Number	EMD	Level 1	Level 2	Type
<input type="checkbox"/> Sara Sample	9999	Level I	EMT-Basic	EMT-Paramedic	- Select - <input type="text"/>

 **SAVE**

Click **VIEW** beside a student's name to see the **View Personnel** screen which allows you to see personnel details for the student. Only those with the  **Assign Student to Course** security right can see this selection and screen.

Course Roster: 104531

One item found. **1**

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample						View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

GRADE COURSE ADD



Click **REMOVE** to the right of a student's name to remove the student from the course. A confirmation screen will show to make sure you want to remove the student. If a student is already enrolled in an exam based on the course, the system will also warn you of this with a message in red. Only those with the  **Assign Student to Course** security right can see this selection and screen.

Course Roster: 104531

One item found. **1**

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample					0	Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

GRADE COURSE ADD



Click **GRADE COURSE** at the bottom of the Show All Students screen to see the **Grade Course** screen which allows you to grade a course. Only those assigned to the course as an instructor or those with the  **Grade Course** security right on the Institution level or higher can see this selection.

Course Roster: 104531

One item found. **1**

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample					0	View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

GRADE COURSE **ADD**



Click **ADD** at the bottom of the Show All Students screen to see the **Add Student to Course** screen which allows you to add a student to a course. Only those with the  **Assign Student to Course** security right for the Institution level or higher can see this selection.

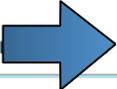
Course Roster: 104531

One item found. **1**

Name	Graded Date	Skill Date	Status	State Exam	Tries	
Samuel Sample					0	View Remove

Export options: [CSV](#) | [Excel](#) | [XML](#)

GRA **ADD**



The Assign Student to Course screen allows you to choose a student to assign to a course.

No search criteria are required so you can search with any combination of information in the fields provided. Click **SEARCH** when you have entered all your criteria.

Assigning students: 104531

Last name: <input type="text"/>	Certification Level: (Any) <input type="text"/>
First name: <input type="text"/>	Certification Status: (Any) <input type="text"/>
SSN: <input type="text"/>	Entity Type: (Any) <input type="text"/>
State ID: <input type="text"/>	Job Type: (Any) <input type="text"/>
	Tech ID: <input type="text"/>

Select the student or students you wish to assign to the course and then click **SAVE**.

Search Results

1 item found. **1**

UserID	Name	SSN
<input type="checkbox"/> P999999	Sara Sample	###-##-9989

The Edit Course screen allows you to edit the course information for the selected course. Only those with the  **Approve Scheduled Course** security right on the State Office level or higher can set the Course Status to Approved on this screen. Only those with the  **Manage Course** security right on the Institution level or higher can see this selection and screen. Remember to select **SAVE** when you complete any changes to the form.

Edit Course

Course Information

Institution Number: **99226**

Institution: **Sample**

Course Name:

Description:

Course Details

Course Number: **104531**

Delivery Type:

Location:

Class Size:

Start Date:  *

End Date:  *

Start Time: *

End Time: *

Comments:

Course Status:

OEMS Comments:

* indicates a required field

SAVE **CANCEL**

The Registration Info screen allows you to sign up for the selected course. The system will notify you if you do not meet course requirements to sign up for the course. Remember to select **REGISTER** after entering the Course Code. After signing up for a course, check your My Profile screen to confirm your registration.

Course Registration Instructions

The following instructions will assist you in registering for your selected course:

Contact Sara Sample at 999-999-9999 to register for this course. Or, go to www.sampleinstitution and visit the **Course Registration** link.

After attending the first class, return to this page and enter the **Course Registration Code**. This allows your registration to be entered into the Credentialing Information System, and will allow you to register for the course exam upon successful completion of the course.

Enter Course Code:

Register

The Grade Course screen allows you to grade a course for the selected students. Only those assigned to the course as an instructor or those with the  **Grade Course** security right on the Institution level or higher can see this screen.

Select the student or students you wish to grade and assign them each a Skill Date.

Grading students: Initial EMT-Basic

<input type="checkbox"/>	Name	SSN	Skill Date	Status
<input type="checkbox"/>	Samuel Sample	###-##-9889		- Select -

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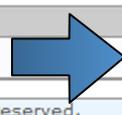


Next select a Status for each student (Passed, Failed, Withdrew Passing, Withdrew Failing, Never Attended) and then select **SAVE** to confirm the grading for all selected students.

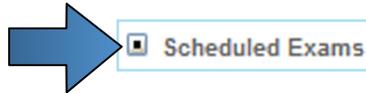
Grading students: Initial EMT-Basic

<input type="checkbox"/>	Name	SSN	Skill Date	Status
<input type="checkbox"/>	Samuel Sample	###-##-9889		- Select -

©2001-2012 EMS Performance Improvement Center. All rights reserved. **SAVE** **CANCEL**



Click **EDUCATION** in the main menu, then click **SCHEDULED EXAMS** to see the **Scheduled Exams** screen.



No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria. Note that this exam search will only show exams that are not yet complete.

Exam Search

Exam Code: Region: (Any)
Exam Type: (Any) County: (Any)
Exam Date: Start: End:

Click **VIEW** to the right of an Exam to see the **View Exam** screen which allows you to see exam details.

Search Results

Exam Code	Exam Date	Exam Type	Location	
0001504	03/22/2012	Regional	Sampleville High School	<input type="button" value="View"/>

Export options: [CSV](#) | [Excel](#) | [XML](#)

The View Exam screen allows you to see exam details.

If an exam's registration is closed or cannot accept more registrations, the system will notify you.

Exam: 0001504

Warning: Exam registration is closed, cut-off limit reached 

Exam Information	Location
<p>Exam Code: 0001504</p> <p>Exam Type: Regional</p> <p style="padding-left: 20px;">Date: 03/22/2012</p> <p style="padding-left: 20px;">Time: 0800</p> <p>Cutoff Date: 03/19/2012</p> <p>Max Students: 20</p> <p>Exam Status: Scheduled</p> <p>Comments: <input style="width: 100%; height: 30px;" type="text"/></p>	<p>Location: Sampleville High School</p> <p>Address: 1 Sample Street</p> <p>Street Address (cont):</p> <p style="padding-left: 20px;">City: Sampleville</p> <p style="padding-left: 20px;">State: North Carolina</p> <p style="padding-left: 20px;">County: Orange</p> <p style="padding-left: 20px;">Zip: 27000</p>

Click **REGISTRATION** at the bottom of the View Exam screen to see the **Exam Registration** screen which allows you to register for an exam. The system will notify you immediately if you do not meet the requirements to register for the exam.



The Exam Registration screen gathers any details needed to process your exam registration and then confirms your exam registration. After confirmation your exam registration should appear on your My Profile screen.

You are registering for exam **0001504**.
For this exam you will be testing at the level **EMT-Basic**.
The exam will take place at **Sampleville High School** on **04/02/2012** at **08:00 AM**.

Pressing ok will register you for this exam.

OK **CANCEL**

Click **EDUCATION** in the main menu, then click **INSTITUTION SEARCH** to see the **Institution Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria.

Institution Search

Number: <input type="text"/>	Instructor: <input type="text"/>
Name: <input type="text" value="sample"/>	Course: <input type="text"/>
Type: <input type="text" value="(Any)"/> ▼	Region: <input type="text" value="(Any)"/> ▼
Category: <input type="text" value="(Any)"/> ▼	County: <input type="text" value="(Any)"/> ▼
	Status: <input type="text" value="Open"/> ▼

To leave CIS to go to an institution's website, click the institution's website.

Search Results

One item found. **1**

Name	Phone Number	Website	Number	Exp. Date	Category	System	Status	
Sample	999-9	www.sampleinstitution	99226	03/31/2016	EMS Degree Program	Orange	Open	View

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click the **System Name** beside under System to go to the **SYSTEM|View System** screen containing more detailed system information.

Search Results									
One item found. 1									
Name	Phone Number	Website	Number	Exp. Date	Category	System	Status		
Sample	999-999-9999	www.sampleinstitution	99226	03/31/2016	EMS Degree	Orange	Open	View	

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **VIEW** beside a result to see the **View Institution** screen which contains more detailed institution information.

Search Results									
One item found. 1									
Name	Phone Number	Website	Number	Exp. Date	Category	System	Status		
Sample	999-999-9999	www.sampleinstitution	99226	03/31/2016	EMS Degree Program	Oran		View	

Export options: [CSV](#) | [Excel](#) | [XML](#)

The **View Institution** screen allows you to view detailed information on an institution including location information, contact information, institution number, and types of courses offered.

Institution: Sample

<p>Location Information</p> <p>Name: Sample</p> <p>Physical Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p> <p>Mailing Address: 1 Sample Street Sampleville, NC 27000</p> <p>County: Orange</p>	<p>General Information</p> <p>Website: www.sampleinstitution</p> <p>Phone Number: 999-999-9999</p> <p>Fax Number: 999-999-9999</p> <p>Status: Open</p> <p>Demographics</p> <p>Institution Number: 99226</p> <p>Contract Number:</p> <p>Institution Category: EMS Degree Program</p> <p>Institution Type: Advanced</p> <table border="0"> <tr> <td></td> <td style="text-align: center;">I</td> <td style="text-align: center;">R</td> <td style="text-align: center;">CE</td> </tr> <tr> <td>EMT-Basic</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>EMT-Intermediate</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>EMT-Paramedic</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Medical Responder</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Emergency Medical Dispatch</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>		I	R	CE	EMT-Basic	✓	✓	✓	EMT-Intermediate	✓	✓	✓	EMT-Paramedic	✓	✓	✓	Medical Responder	✓	✓	✓	Emergency Medical Dispatch	✓		✓
	I	R	CE																						
EMT-Basic	✓	✓	✓																						
EMT-Intermediate	✓	✓	✓																						
EMT-Paramedic	✓	✓	✓																						
Medical Responder	✓	✓	✓																						
Emergency Medical Dispatch	✓		✓																						

Comments:

The Institution Credentials section shows the issue date, expiration date and status of the institution’s credential.

Institution Credentials

Issue Date	Exp. Date	Status
07/15/2009	04/30/2013	Active

Click **VIEW** in the Personnel section beside a contact to see the **PERSONNEL | View Personnel** screen which allows you to see detailed information about the contact.

Personnel

One item found. 1

Name	Job Title(s)	Phone Number	
Tina Tester	Primary Contact, Program Director	999-999-9999	View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[SHOW ALL](#) [+](#) [ADD](#)



Click **DELETE** in the Personnel section to remove the contact from the institution roster. There is a **Delete Personnel** confirmation screen to prevent accidental removals and allow you to choose the job to remove the contact from if the contact holds more than one job. Only those with the [Manage Personnel Roster](#) security right on the Institution level or higher can see this selection.

Personnel

One item found. 1

Name	Job Title(s)	Phone Number	
Tina Tester	Primary Contact, Program Director	999-999-9999	Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[SHOW ALL](#) [+](#) [ADD](#)



Click **SHOW ALL** in the Personnel section to see the **Institution Roster** screen which allows you to see all institution personnel at once in a single list. Only those with the [View Personnel](#) security right on the Institution level or higher can see this selection.

Personnel

One item found. 1

Name	Job Title(s)	Phone Number	
Tina Tester	Primary Contact, Program Director	999-999-9999	View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[SHOW ALL](#) [+](#) [ADD](#)



Click **ADD** in the Personnel section to see the **Assign Personnel to Institution** screen which allows you to add a person to an institution's roster. Only those with the [Manage Personnel Roster](#) security on the Institution level or higher right can see this selection.

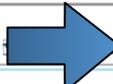
Personnel

One item found. 1

Name	Job Title(s)	Phone Number	
Tina Tester	Primary Contact, Program Director	999-999-9999	View Delete

Export options: [CSV](#) | [Excel](#) | [XML](#)

[+](#) [ADD](#)



Click **VIEW** in the Offered Courses section beside a course to see the **View Course** screen which allows you to see detailed information about the course.

Offered Courses

One item found. 1

Course Number	Course Name	Course Dates	Instructor	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sa	 View Cancel

Export options: [CSV](#) | [Excel](#) | [XML](#)

 SHOW ALL  ADD

Click **CANCEL** to the right of a course to cancel a course. A confirmation screen will show to make sure you want to cancel the course. Only those with the  **Manage Course** security right for the State Office level can see this selection.

Offered Courses

One item found. 1

Course Number	Course Name	Course Dates	Instructor	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	 Cancel

Export options: [CSV](#) | [Excel](#) | [XML](#)

 SHOW ALL  ADD

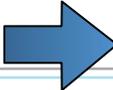
Click **SHOW ALL** in the Offered Courses section to see the **Show All Institution Courses** screen which allows you to see all of an institution’s courses at once in a single list.

Offered Courses

One item found. 1

Course Number	Course Name	Course Dates	Instructor	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	View Cancel

Export options: CSV | Excel | XML

  **SHOW ALL**  **ADD**

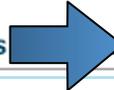
Click **ADD** in the Offered Courses screen to see the **Add New Course to Institution** screen which allows you to add a new course to an institution. Only those with the  **Schedule Course** security right on the Institution level or higher can see this selection.

Offered Courses

One item found. 1

Course Number	Course Name	Course Dates	Instructor	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	View Cancel

Export options: CSV | Excel | XML

   **ADD**

Click **EDIT** at the bottom of the View Institution screen to see the **Edit Institution** screen which allows you to edit an institution record. Only those with the  **Edit Institution** security right on the Institution level can see this selection.



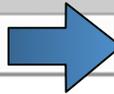
Click **VIEW** beside a contact to see the **PERSONNEL | View Personnel** screen which allows you to see detailed information about the contact.

Institution Roster: Orange County Emergency Services

State Id	Name	Job Title(s)	
P999999	Tina Tester	Primary Contact, Program Director	View Delete Edit Jobs

Export options: [CSV](#) | [Excel](#) | [XML](#)

[+ ADD](#) [HISTORY](#)



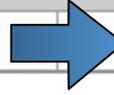
Click **DELETE** to remove the contact from the institution roster. There is a **Delete Personnel** confirmation screen to prevent accidental removals and allow you to choose the job to remove the contact from if the contact holds more than one job. Only those with the  **Manage Personnel Roster** security right on the Institution level or higher can see this selection.

Institution Roster: Orange County Emergency Services

State Id	Name	Job Title(s)	
P999999	Tina Tester	Primary Contact, Program Director	Delete Edit Jobs

Export options: [CSV](#) | [Excel](#) | [XML](#)

[+ ADD](#) [HISTORY](#)



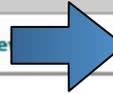
Click **EDIT JOBS** to see the **Edit Personnel Jobs** change job information for the selected contact such as job title and start date. Only those with the  **View Job** security right on the Institution level or higher can see this selection.

Institution Roster: Orange County Emergency Services

State Id	Name	Job Title(s)	
P999999	Tina Tester	Primary Contact, Program Director	View Edit Jobs

Export options: [CSV](#) | [Excel](#) | [XML](#)

[+ ADD](#) [HISTORY](#)



Click **ADD** in the Personnel section to see the **Assign Personnel to Institution** screen which allows you to add a person to an institution's roster. Only those with the  **Manage Personnel Roster** security on the Institution level or higher right can see this selection.

Institution Roster: Orange County Emergency Services

State Id	Name	Job Title(s)	
P999999	Tina Tester	Primary Contact, Program Director	View Delete Edit Jobs

Export options: [CSV](#) | [Excel](#) | [XML](#)

 [+ ADD](#) [🕒 HISTORY](#)

The Assign Personnel to Institution screen allows you to assign personnel to the selected institution. Only those with the  **Manage Personnel Roster** security on the Institution level or higher right can see this screen.

No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria.

Assigning Personnel: Sample

Last name: <input type="text"/>	Certification Level: <input type="text" value="(Any)"/>
First name: <input type="text"/>	Certification Status: <input type="text" value="(Any)"/>
SSN: <input type="text"/>	Entity Type: <input type="text" value="(Any)"/>
State ID: <input type="text"/>	Job Type: <input type="text" value="(Any)"/>
	Tech ID: <input type="text"/>

 **SEARCH**  **CLEAR**

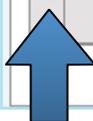
Select the checkbox beside each instructor from the search whom you wish to add to the institution. Also select the job, status and start date for each instructor being added. Remember to select **SAVE** when you complete any changes to the form.

Search Results

One item found. **1**

<input type="checkbox"/>	User ID	Name	SSN	Other Jobs	Job	Status	Start Date
<input type="checkbox"/>	P999999	Sara Sample	###-##-9989	Capital, Orange County EMS, Sample	Program Director <input type="text"/>	Full Time Paid Employee <input type="text"/>	03/21/2012 

SAVE **CANCEL**



Click **VIEW** beside a course to see the **View Course** screen which allows you to see detailed information about the course.

Courses: Sample

Course Number	Course Name	Course Dates	Instructor	Status	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	Approved	View Cancel

Export options: [CSV](#) | [Excel](#) | [XML](#)

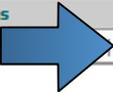
  **ADD**

Click **CANCEL** to the right of a course to cancel a course. A confirmation screen will show to make sure you want to cancel the course. Only those with the  **Manage Course** security right for the State Office level can see this selection.

Courses: Sample

Course Number	Course Name	Course Dates	Instructor	Status	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	Approved	Cancel

Export options: [CSV](#) | [Excel](#) | [XML](#)

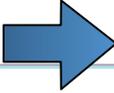
  **ADD**

Click **ADD** in the Offered Courses screen to see the **Add New Course to Institution** screen which allows you to add a new course to an institution. Only those with the  **Schedule Course** security right on the Institution level or higher can see this selection.

Courses: Sample

Course Number	Course Name	Course Dates	Instructor	Status	
104531	Initial EMT-Basic	03/12/2012 - 03/12/2012	Sara Sample	Approved	View Cancel

Export options: [CSV](#) | [Excel](#) | [XML](#)

  **ADD**

The Add New Course to Institution screen allows you to add a new course to an institution. Only those with the  **Schedule Course** security right on the Institution level or higher can see this selection. Note that scheduled courses are not automatically active but remain in a pending state until NC OEMS approves the course. Remember to select **SAVE** when you complete any changes to the form.

Assign Course

Course Information

Institution Number: 99226

Institution: **Sample**

Course Name:

Description:

Course Details

Course Number:

Delivery Type:

Location:

Class Size:

Start Date:  *

End Date:  *

Start Time: *

End Time: *

Comments:

Course Status: **Pending**

OEMS Comments:

* indicates a required field

SAVE CANCEL

The Edit Institution screen allows you to edit an institution’s location, contact and demographics information. Only those with the  **Edit Institution** security right on the Institution level can see this screen. Remember to select **SAVE** when you complete any changes to the form.

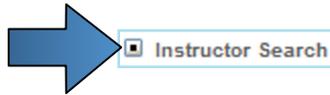
Edit Institution

<p>Location Information</p> <p>Name: <input type="text" value="Orange County Emergency Services"/> *</p> <p>Physical Address</p> <p>Address: <input type="text" value="510 Meadowlands Drive"/> *</p> <p>Address (cont): <input type="text"/></p> <p>City: <input type="text" value="Hillsborough"/> *</p> <p>State: <input type="text" value="North Carolina"/> *</p> <p>Zip: <input type="text" value="27278"/> *</p> <p>County: <input type="text" value="Orange"/> *</p> <p>Mailing Address</p> <p>Address: <input type="text"/></p> <p>Address (cont): <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text" value="- Select -"/></p> <p>Zip: <input type="text"/></p> <p>County: <input type="text" value="- Select -"/></p>	<p>General Information</p> <p>Website: <input type="text"/></p> <p>Phone Number: <input type="text" value="9195649864"/> ext <input type="text"/></p> <p>Fax Number: <input type="text" value="9197328130"/></p> <p>Demographics</p> <p>Institution Number: <input type="text" value="68186"/></p> <p>Contract Number: <input type="text"/></p> <p>Institution Category: EMS Provider Program</p> <p>Institution Type: Institution</p> <table border="0" style="width: 100%;"> <thead> <tr> <th></th> <th style="text-align: center;">I</th> <th style="text-align: center;">R</th> <th style="text-align: center;">CE</th> </tr> </thead> <tbody> <tr> <td>EMT-Basic</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>EMT-Intermediate</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>EMT-Paramedic</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Medical Responder</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Emergency Medical Dispatch</td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		I	R	CE	EMT-Basic	✓	✓	✓	EMT-Intermediate			✓	EMT-Paramedic			✓	Medical Responder	✓	✓	✓	Emergency Medical Dispatch			✓
	I	R	CE																						
EMT-Basic	✓	✓	✓																						
EMT-Intermediate			✓																						
EMT-Paramedic			✓																						
Medical Responder	✓	✓	✓																						
Emergency Medical Dispatch			✓																						

* indicates a required field

SAVE **CANCEL**

Click **EDUCATION** in the main menu, then click **INSTRUCTOR SEARCH** to see the **Instructor Search** screen.



No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria.

Instructor Search

Instructor Number: <input type="text"/>	License Level: (Any) <input type="button" value="v"/>
Last Name: <input type="text"/>	Approval Level: (Any) <input type="button" value="v"/>
Institution: <input type="text"/>	Region: (Any) <input type="button" value="v"/>
Course Name: <input type="text"/>	County of Residence: (Any) <input type="button" value="v"/>
Expiration Date: <input type="text"/> <input type="button" value="calendar"/>	

Click **VIEW** to the right of an Instructor to see the **View Instructor** screen which allows you to see details on the instructor.

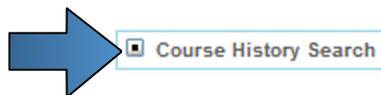
Search Results

One item found. **1**

Name	Instructor Number	EMD	Level 1	Level 2	
Sara Sample	9999	Level I	EMT-Basic	EMT-Paramedic	<input type="button" value="View"/>

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **EDUCATION** in the main menu, then click **COURSE HISTORY SEARCH** to see the **Course History Search** screen.



Only the instructor or program director for the course or a person with the  **Manage Course** security right on the State Office level can see this selection and screen.

No search criteria are required so you can search with any combination of information in the fields provided. At least one criterion must be chosen or entered for this search. Click **SEARCH** when you have entered all your criteria. Note that this course search will only show completed courses.

Course Search

Course Number: <input type="text"/>	Course Type: (Any) <input type="button" value="v"/>
Course Name: <input type="text"/>	Course Level: (Any) <input type="button" value="v"/>
Institution Number: <input type="text"/>	Delivery Type: (Any) <input type="button" value="v"/>
Institution Name: <input type="text"/>	Region: (Any) <input type="button" value="v"/>
Instructor Last Name: <input type="text"/>	County: (Any) <input type="button" value="v"/>
Course End Date: Earliest date: <input type="text"/> <input type="button" value="calendar"/>	Latest date: <input type="text"/> <input type="button" value="calendar"/>

Click **VIEW** to the right of a course to see the **View Course** screen which allows you to see details of the course.

Search Results

Number	Name	Type	Level	Location	Dates	Instructor	Delivery Type	View
104531	Initial EMT-Basic	Initial	EMT-Basic	Sample	03/12/2012 - 03/12/2012	Sara Sample	Onl	 <input type="button" value="View"/>

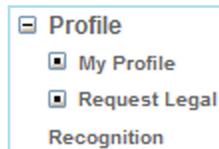
Export options: [CSV](#) | [Excel](#) | [XML](#)

The Profile menu will help you:

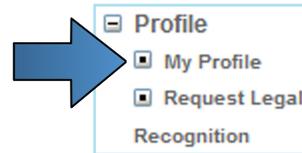
- Obtain information about your own Personnel record
- Edit information on your own Personnel record
- Request Legal Recognition in North Carolina

When you click **PROFILE**, you potentially see these submenus:

- **MY PROFILE** (View/Edit own Personnel record)
- **REQUEST LEGAL RECOGNITION** (Request Legal Recognition in North Carolina)



Click **PROFILE** in the main menu, then click **MY PROFILE** to see the **My Profile** screen.



The My Profile screen allows you to see your personnel profile.

User Profile: P999999

Primary Information	Phone Numbers
Title:	Work Phone: 999-999-9999
Name: Sara Sample	Home Phone: 999-999-9999
Nickname:	Mobile Phone: 999-999-9999
SSN: ###-##-9989	Emergency Phone: 999-999-9999
Birthday: 04/01/1980	Fax: 999-999-9999
Email Address: sara.sample@sampleagency.com	
Address: 1 Sample Street Sampleville, NC 27000	
County: Orange	
	Demographics
	Gender: Female
	Race: Other Race
	Ethnicity: Not Hispanic or Latino

The State Profiles section of the My Profile screen shows you the State IDs associated with your personnel record and their associated states.

State Profiles

2 items found, displaying all items. 1

State User Id	State
P999999	North Carolina
SC999999	South Carolina

Click an Employer name in the Current Jobs section to see the **AGENCY | View Agency** screen which allows you to see agency details.

Current Jobs

2 items found, displaying all items. 1

Employer	Type	Jobs	Start Date
Capital	Trauma Region	Trauma Administrator	03/07/2012
Orange County EMS	Agency	EMS Technician	03/13/2012

Click **VIEW** in the Certifications section to see the **PERSONNEL | View Certification** screen which allows you to see certification detail.

Certifications

One item found. 1

Level	Type	Initial Date	Expiration Date	Status	View
EMT-Paramedic	Recertification	03/12/2009	03/31/2016	Active	View

Click **VIEW** in the Instructor Certifications section to see the **EDUCATION | View Instructor Certification** screen which allows you to see instructor certification detail.

Instructor Certifications

Inst. Number	EMD Level (Expiration)	Level 1 (Expiration)	Level 2 (Expiration)	View
9999	Level I (04/30/2016)	EMT-Basic (03/31/2017)	EMT-Paramedic (03/31/2016)	View

Click **VIEW** in the Courses section to see the **EDUCATION | View Course** screen which allows you to see course details.

Courses

One item found. 1

Number	Course	Start Date	End Date	Level	Result	View
104229	Initial Emergency Medical Dispatch	01/22/2012	01/24/2012	Emergency Medical Dispatch	Passed	View

Click **VIEW** in the Exams section to see the **EDUCATION | View Exam** screen which allows you to see exam details.

Exams

One item found. 1

Exam Code	Exam Date	Location	Level	Exam Type	Score	Result
0001477	12/14/2012	Charlotte Fire Academy	Emergency Medical Dispatch	Regional		View Results



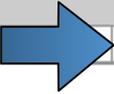
Click **VIEW** in the Legal Recognition section to see the **View Legal Recognition** screen which allows you to see legal recognition details.

Legal Recognition

One item found. 1

State	Received Date	Expiration Date	Status
Colorado	03/13/2012	03/08/2013	Education Approved View

Export options: [CSV](#) | [Excel](#) | [XML](#)



Click **MANAGE SUBSCRIPTIONS** in the Distribution List Subscriptions section to see the **Manage Subscriptions** screen which allows you to see your subscription information.

Distribution List Subscriptions

One item found. 1

List Name	Description
NC Paramedics	NC Paramedics News Group

 [MANAGE SUBSCRIPTIONS](#)

Click **EDIT** at the bottom of the My Profile screen to see the **Edit My Profile** screen which allows you to edit some of your Primary Information, Phone Numbers, and Demographics. Note that you cannot edit your own Name, Birth Date, Social Security Number or State ID.



Click **NEW** at the bottom of the My Profile screen to see the **New State Profile** screen which allows you to create a new State ID in another state (West Virginia or South Carolina) if you do not already have one.



The Edit My Profile screen allows you to edit your Contact, Demographics and Password information. Note that you cannot edit your own Name, Birth Date, Social Security Number or State ID. Remember to select **SAVE** when you complete any changes to the form.

User Profile: P999999

Primary Information

Title: *
Name:
Suffix:
Nickname:
SSN:
Birthday:
Email Address: *
Street Address: *
Street Address 2:
City: *
State: *
Zip Code: *
County: *

Phone Numbers

Work Phone:
Home Phone: *
Mobile Phone
Emergency Phone
Fax:

Demographics

Gender: *
Race: *
Ethnicity: *

Password

Userid: P999999
Current password: *
New password:
Repeat new password:

* indicates a required field

SAVE CANCEL

The Manage Subscriptions screen allows you to change your distribution list subscriptions. Select the checkbox beside each list to which you wish to subscribe and then **SAVE**.

Distribution List Subscriptions for: Sara Sample

Distribution List Subscriptions

Items found, displaying all items. 1

	List Name	Description
<input checked="" type="checkbox"/>	NC Paramedics	NC Paramedics News Group
<input type="checkbox"/>	NC EMS Data System	NC EMS Data System News Group

SAVE **CANCEL**

The New State Profile screen allows you to create a new State ID in another state (West Virginia or South Carolina). Select the checkbox beside each available state in which you wish to create a State ID for yourself and then **SAVE**.

User Profiles:

Existing State Profiles

2 items found, displaying all items. 1

State	State
P999999	North Carolina
SC999999	South Carolina

Available States

One item found. 1

<input type="checkbox"/>	State
<input type="checkbox"/>	West Virginia

SAVE



The View Legal Recognition screen allows you to see detailed information on your Legal Recognition request.

Click **EDIT** at the bottom of the screen to see the **Edit Legal Recognition** screen which allows you to change Legal Recognition information for the selected request.

Legal Recognition: Tina Tester

Primary Information	Legal Recognition Details
Name: Tina Tester	Expiration Date: 09/28/2012
Nickname:	Received Date: 09/26/2012
Address: 1 Sample Street	National Certification?: Yes
Testville, NC 99999	Level: NR EMT-Paramedic
County: Orange	Status: Submitted
SSN: ###-##-9999	
Email: ttester@emspic.org	
Work Phone: 999-999-9999	
Home Phone:	
Mobile Phone:	

 **EDIT**

The Edit Legal Recognition screen allows you to edit the Details information for the selected request. Remember to select **SAVE** when you complete any changes to the form.

Edit Legal Recognition: Tina Tester

Primary Information	Legal Recognition Details
Name: Tina Tester	Expiration Date: <input type="text" value="09/28/2012"/>  *
Nickname:	Received Date: 09/26/2012
Address: 1 Sample Street	National Certification?: <input type="text" value="Yes"/> ▼
Testville, NC 99999	Level: <input type="text" value="NR EMT-Paramedic"/> ▼
County: Orange	
SSN: ###-##-9999	
Email: ttester@emspic.org	
Work Phone: 999-999-9999	
Home Phone:	
Mobile Phone:	

* indicates a required field

SAVE **CANCEL**

The Reports menu will help you:

- Find reports on PreMIS and CIS data

When you click **REPORTS**, you potentially see these submenus:

- **SUBSCRIPTIONS**
- **REPORTS SEARCH**
- **STATE OFFICE REPORTS**
- **AGENCY REPORTS**
- **TOOLKITS**

Under **EDUCATION REPORTS**, you potentially see these submenu items:

- **INSTITUTION EXAM REPORT**

Under **STATE OFFICE REPORTS**, you potentially see these submenu items:

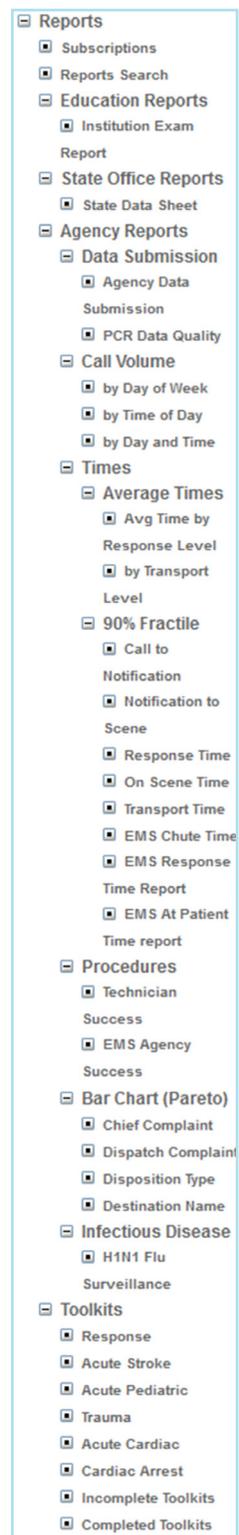
- **STATE DATA SHEET**

Under **AGENCY REPORTS**, you potentially see these submenu items:

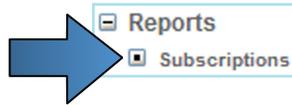
- **DATA SUBMISSION**
- **CALL VOLUME**
- **TIMES**
- **PROCEDURES**
- **BAR CHART (PARETO)**
- **INFECTION DISEASE**

Under **TOOLKITS**, you potentially see these submenu items:

- **RESPONSE**
- **ACUTE STROKE**
- **ACUTE PEDIATRIC**
- **TRAUMA**
- **ACUTE CARDIAC**
- **CARDIAC ARREST**
- **INCOMPLETE TOOLKITS**
- **COMPLETED TOOLKITS**



Click **REPORTS** in the main menu, then click **SUBSCRIPTIONS** to see the **Subscriptions** screen.



Any report subscriptions will appear on this screen.

You may select to run a report to which you have a subscription by clicking **RUN**.

Current Report Subscriptions		
Name	Description	
Data Quality by PCR	For a given date range, view data quality errors for all PCRs	Run Unsubscribe

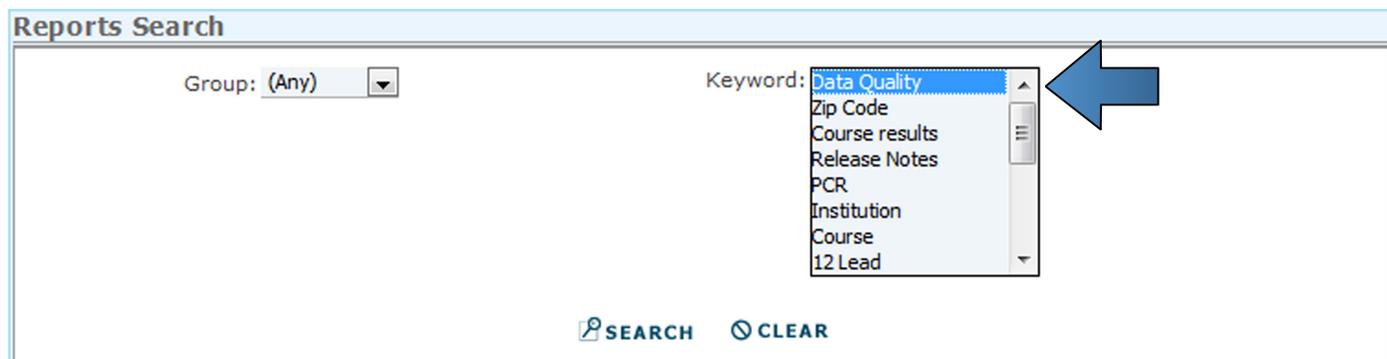
Or you may select **UNSUBSCRIBE** to remove you subscription to the report.

Current Report Subscriptions		
Name	Description	
Data Quality by PCR	For a given date range, view data quality errors for all PCRs	Unsubscribe

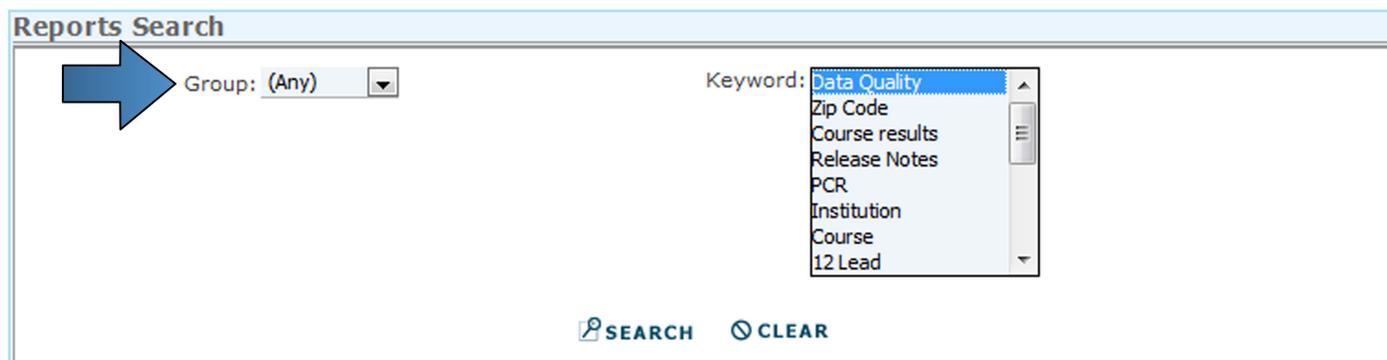
Click **REPORTS** in the main menu, then click **REPORTS SEARCH** to see the **Reports Search** screen.



The Reports Search screen allows you to select keywords that may help describe the subject of a report you wish to find. For example, selecting Data Quality from the list of keywords will help you find all reports that have to do with Data Quality.



You may select a Group to narrow down the keywords displayed in the list.



Click **RUN** to run the report from the search results immediately.

Search Results

Name	Description	
Data Quality by PCR	For a given date range, view data quality errors for all PCRs	 Run Subscribe
Data Quality PCR List	Report that, for a given EMS agency and date range, lists the Top25 PCR data quality errors and then lists the PCR numbers linked to each of those Top25 data quality errors for the given date range.	Run Subscribe

Export options: [CSV](#) | [Excel](#) | [XML](#)

Click **SUBSCRIBE** to add the report to your subscription list.

Search Results

Name	Description	
Data Quality by PCR	For a given date range, view data quality errors for all PCRs	 Subscribe
Data Quality PCR List	Report that, for a given EMS agency and date range, lists the Top25 PCR data quality errors and then lists the PCR numbers linked to each of those Top25 data quality errors for the given date range.	Run Subscribe

Export options: [CSV](#) | [Excel](#) | [XML](#)

QuickTip

Note that the search will only allow you to run reports that you have the appropriate security rights to run.

Click **REPORTS** in the main menu, click **EDUCATION REPORTS**, then click **INSTITUTION EXAM REPORT** to see the **Institution Exam Report** screen.



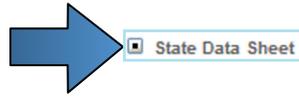
The Institution Exam Report screen allows you to print institution examination results information.

Only those with the  **View Education Reports** security right on the State Office level can see this screen.

The screenshot shows the 'Institution Exam Results' interface. At the top, there is a title bar. Below it, a dropdown menu is set to '- Select -'. A blue arrow points to this dropdown. Below the dropdown, there are two date range input fields labeled 'Begin:' and 'End:', each with a calendar icon and an asterisk. At the bottom of the form, there are two buttons: 'CREATE PDF' with a printer icon and 'CLEAR' with a circular refresh icon.

Click **CREATE PDF** to see the report as a Adobe PDF file for printing.

Click **REPORTS** in the main menu, click **STATE OFFICE REPORTS**, then click **STATE DATA SHEET** to see the **State Data Sheet** screen.



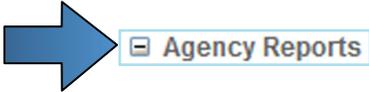
The State Data Sheet selection allows you to print a statistical count report for the state.

This report provides a count and description of EMS Agencies, Vehicles, and EMS Professional within the state.

Information provided includes:

- Number of Licensed EMS Agencies by Type (EMT-B, EMT-I, EMT-P, etc.)
- Number of Licensed EMS Agencies by Primary Service (911 Response, Air Medical, etc.)
- Number of Permitted Vehicles by Vehicle Type (Ambulance, Rotor Craft, etc.)
- Number of EMS Professionals by Certification Level (EMT-B, EMT-I, EMT-P, etc.)
- Number of EMS Professionals on a Roster by Certification Level

Click **REPORTS** in the main menu, then click **AGENCY REPORTS** to show the agency reports that can be run.



Only those with the  **View Agency Reports** security right on the Agency level or higher can see Agency Reports.

Data Submission - Agency Data Submission

Data Submission

Start Date (mm/dd/yyyy): 

Agency: 

 **SEARCH**  **SAVE AS PDF**

This report provides several pieces of information about the EMS Agency’s data submission into the State EMS Data System. This report is useful for an EMS Agency to identify the number of records for the chosen date range, the date the last record was transmitted, and the date of service for the most recent event in the EMS Data System. This report is calculated using information beginning with the selected start date through the current date.

Information provided includes:

- EMS Data Source = EMS Software being used to collect data by the EMS Agency
- Number of Records = the number of records in the EMS Data System between the start date and the current date
- Date of Last Processed = the date the last file was transmitted to the EMS Data System
- Last Record Date = the date of service for the most recent record in the EMS Data System

Data Submission - PCR Data Quality

PCR Error Messages

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This report provides a list of all of the PCR data quality errors associated with the submission of patient care reports (PCR) into the state EMS Data System for a selected date range. The number of records associated with error type is displayed. The associated NEMSIS data element code is included with each error description.

This report is useful for an EMS Agency to identify and correct data quality errors associated with their EMS software and patient care reports.

Information provided includes:

- Validation Message = The description of the data quality error
- Number of Records = The number of records in the EMS Data System for the associated date range with the data quality error
- Data Element = The NEMSIS data element code associated with the data quality error

Call Volume - By Day of Week

Call Volume by Day of Week

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This report summarizes the number of EMS events that occurred each day of the week for a selected date range. A chart is included which graphically displays the average, 90% fractile, and maximum number of events for each day of the week. Failure of this report to work or missing information within the table or chart is the result of missing EMS events in the EMS Data System. Either the EMS Agency has no data in the EMS Data System or there are dates with missing data.

Call Volume - By Time of Day

Call Volume by Time Of Day

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Day Of Week: Sunday 

 **SEARCH**  **SAVE AS PDF**

This report summarizes the number of EMS events that occurred during each hour of a day for any selected date range and any one day of the week. A chart is included which graphically displays the average, 90% fractile, and maximum number of events for each hour of the day.

Failure of this report to work or missing information within the table or chart is the result of missing EMS events in the EMS Data System. Either the EMS Agency has no data in the EMS Data System or there are dates with missing data.

Call Volume - By Day and Time

Call Volume by Day and Time

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This report summarizes the number of EMS events that occurred during each hour of the day for all 7 days of the week based on a selected date range. This report is too complex to display graphically on a chart.

Failure of this report to work or missing information within the table or chart is the result of missing EMS events in the EMS Data System. Either the EMS Agency has no data in the EMS Data System or there are dates with missing data.

Average Times - Avg Time by Response Level

Average Time Intervals by Response Level

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This report calculates the average for all of the major EMS time intervals beginning with the phone ringing in the 911 Center and ending with the EMS Unit back in service. Averages are calculated for each Response Level based on a selected date range

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- n = number of events used for each calculation
- Call to Notification Time = Time from when the phone rings in the 911 Center until an EMS Unit is Dispatch to the scene of an EMS event. (Unit Notified by Dispatch Date/Time - PSAP Call Date/Time)
- Notification to Scene Time = Time from when the EMS Unit is Notified of an EMS event until the EMS Unit Arrives at the Scene of the event (Unit Arrived on Scene Date/Time - Unit Notified by Dispatch Date/Time)
- Response Time = Time from when the phone rings in the 911 Center until the EMS Unit Arrives at the Scene of the event. (Unit Arrived on Scene Date/Time - PSAP Call Date/Time)
- Scene Time = Time from when the EMS Unit Arrives on Scene until the EMS Unit Departs the Scene (Unit Left Scene Date/Time - Unit Arrived on Scene Date/Time)
- Transport Time = Time from when the EMS Unit Departs the Scene until the Unit Arrives at its Destination (Patient Arrived at Destination Date/Time - Unit Left Scene Date/Time)
- Destination to Back In Service Time = Time from when the EMS Unit Arrives at its Destination until the Unit is Back in Service (Unit Back in Service Date/Time - Patient Arrived at Destination Date/Time)
- Total Call Time = Time from when the phone rings in the 911 Center until the Unit is Back in Service (Unit Back in Service Date/Time - PSAP Call Date/Time)

Average Times - by Transport Level

Average Time Intervals by Transport Level

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

This report calculates the average for all of the major EMS time intervals beginning with the phone ringing in the 911 Center and ending with the EMS Unit back in service. Averages are calculated for each Transport Level based on a selected date range

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- n = number of events used for each calculation
- Call to Notification Time = Time from when the phone rings in the 911 Center until an EMS Unit is Dispatch to the scene of an EMS event. (Unit Notified by Dispatch Date/Time - PSAP Call Date/Time)
- Notification to Scene Time = Time from when the EMS Unit is Notified of an EMS event until the EMS Unit Arrives at the Scene of the event (Unit Arrived on Scene Date/Time - Unit Notified by Dispatch Date/Time)
- Response Time = Time from when the phone rings in the 911 Center until the EMS Unit Arrives at the Scene of the event. (Unit Arrived on Scene Date/Time - PSAP Call Date/Time)
- Scene Time = Time from when the EMS Unit Arrives on Scene until the EMS Unit Departs the Scene (Unit Left Scene Date/Time - Unit Arrived on Scene Date/Time)
- Transport Time = Time from when the EMS Unit Departs the Scene until the Unit Arrives at its Destination (Patient Arrived at Destination Date/Time - Unit Left Scene Date/Time)
- Destination to Back In Service Time = Time from when the EMS Unit Arrives at its Destination until the Unit is Back in Service (Unit Back in Service Date/Time - Patient Arrived at Destination Date/Time)
- Total Call Time = Time from when the phone rings in the 911 Center until the Unit is Back in Service (Unit Back in Service Date/Time - PSAP Call Date/Time)

90% Fractile - Call to Notification

90% Fractile Call to Notification

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Level: Initial Lights and Sirens, Downgraded to No Lights or Sirens 

 **SEARCH**  **SAVE AS PDF**

This report calculates the 90% Fractile Call to Notification Time using all of the EMS events with an emergent (lights and sirens) response. This report is calculated based on a selected date range.

The report consists of a table and two charts. The table lists all of the events grouped by time with the 90% Fractile time shaded Red. The first chart provides up to a 2-year trend (based on the date range selected) of each month’s average 90% Fractile Call to Notification Time. The second chart shows the change from one month to the next over a 2-year period of time.

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- X = Average 90% Fractile Time over the selected date range
- R = Average 90% Fractile Time Change from Month to Month over the selected date range
- Call to Notification Time = Time from when the phone rings in the 911 Center until an EMS Unit is Dispatch to the scene of an EMS event. (Unit Notified by Dispatch Date/Time - PSAP Call Date/Time)
- Control charts have upper and lower control limits based on standard deviations. More information on Control Charts will be provided in the future.

90% Fractile - Notification to Scene

90% Fractile Notification to Scene

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Level: Initial Lights and Sirens, Downgraded to No Lights or Sirens 

 **SEARCH**  **SAVE AS PDF**

This report calculates the 90% Fractile Notification to Scene Time using all of the EMS events with an emergent (lights and sirens) response. This report is calculated based on a selected date range.

The report consists of a table and two charts. The table lists all of the events grouped by time with the 90% Fractile time shaded Red. The first chart provides up to a 2-year trend (based on the date range selected) of each month’s average 90% Fractile Notification to Scene Time. The second chart shows the change from one month to the next over a 2-year period of time.

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- X = Average 90% Fractile Time over the selected date range
- R = Average 90% Fractile Time Change from Month to Month over the selected date range
- Notification to Scene Time = Time from when the EMS Unit is Notified of an EMS event until the EMS Unit Arrives at the Scene of the event (Unit Arrived on Scene Date/Time - Unit Notified by Dispatch Date/Time)
- Control charts have upper and lower control limits based on standard deviations. More information on Control Charts will be provided in the future.

90% Fractile - Response Time

90% Fractile Response Time

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Level: Initial Lights and Sirens, Downgraded to No Lights or Sirens 

 **SEARCH**  **SAVE AS PDF**

This report calculates the 90% Fractile Response Time using all of the EMS events with an emergent (lights and sirens) response. This report is calculated based on a selected date range.

The report consists of a table and two charts. The table lists all of the events grouped by time with the 90% Fractile time shaded Red. The first chart provides up to a 2-year trend (based on the date range selected) of each month’s average 90% Fractile Response Time. The second chart shows the change from one month to the next over a 2-year period of time.

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- X = Average 90% Fractile Time over the selected date range
- R = Average 90% Fractile Time Change from Month to Month over the selected date range
- Response Time = Time from when the phone rings in the 911 Center until the EMS Unit Arrives at the Scene of the event. (Unit Arrived on Scene Date/Time - PSAP Call Date/Time)
- Control charts have upper and lower control limits based on standard deviations. More information on Control Charts will be provided in the future.

90% Fractile - On Scene Time

90% Fractile On Scene Time

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Level: Initial Lights and Sirens, Downgraded to No Lights or Sirens 

 **SEARCH**  **SAVE AS PDF**

This report calculates the 90% Fractile On Scene Time using all of the EMS events with an emergent (lights and sirens) response. This report is calculated based on a selected date range.

The report consists of a table and two charts. The table lists all of the events grouped by time with the 90% Fractile time shaded Red. The first chart provides up to a 2-year trend (based on the date range selected) of each month’s average 90% Fractile On Scene Time. The second chart shows the change from one month to the next over a 2-year period of time.

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- X = Average 90% Fractile Time over the selected date range
- R = Average 90% Fractile Time Change from Month to Month over the selected date range
- Scene Time = Time from when the EMS Unit Arrives on Scene until the EMS Unit Departs the Scene (Unit Left Scene Date/Time - Unit Arrived on Scene Date/Time)
- Control charts have upper and lower control limits based on standard deviations. More information on Control Charts will be provided in the future.

90% Fractile - Transport Time

90% Fractile Transport Time

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Level: Initial Lights and Sirens, Downgraded to No Lights or Sirens 

 **SEARCH**  **SAVE AS PDF**

This report calculates the 90% Fractile Transport Time using all of the EMS events with an emergent (lights and sirens) response. This report is calculated based on a selected date range.

The report consists of a table and two charts. The table lists all of the events grouped by time with the 90% Fractile time shaded Red. The first chart provides up to a 2-year trend (based on the date range selected) of each month’s average 90% Fractile Transport Time. The second chart shows the change from one month to the next over a 2-year period of time.

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- X = Average 90% Fractile Time over the selected date range
- R = Average 90% Fractile Time Change from Month to Month over the selected date range
- Transport Time = Time from when the EMS Unit Departs the Scene until the Unit Arrives at its Destination (Patient Arrived at Destination Date/Time - Unit Left Scene Date/Time)
- Control charts have upper and lower control limits based on standard deviations. More information on Control Charts will be provided in the future.

90% Fractile - EMS Chute Time

90% Fractile EMS Chute Time

Start Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 

Agency: 




This report calculates the 90% Fractile EMS Chute Time (Sometimes referred to as Wheels Rolling Time) for the date range selected. This is the time interval from when the EMS Unit is notified by Dispatch to respond until the Unit begins moving En Route to the EMS Event. This report only includes events that are associated with an emergent (lights and sirens) response all the way to the scene for a 911 event. Only Ambulance and Quick Response Vehicles (QRV) responses are included.

To allow benchmarking, the most recent 6 months of data is used to create comparison groups. Each EMS Agency has been grouped into one of four groupings based the urban nature of the EMS Agency’s service area. The four groups are Urban, Suburban, Rural and Wilderness. The definition of each category is based upon an “Urban Influence” coding system utilized by the United States Department of Agriculture (USDA) and the Office of Management and Budget (OMB). These codes take into account county population size, degree of urbanization and adjacency to a metropolitan area or areas. Codes are applied to the county or counties (defined by FIPS codes) declared by each agency to represent their formal service area. This grouping of Urbanicity is also used by NEMSIS and the National EMS Database reports.

Urban Group: (Urban Influence Codes 1,2) Counties with large (1+ million residents) or small (less than 1 million residents) metropolitan areas.

Suburban Group: (Urban Influence Codes 3,5) Micropolitan (with an urban core of at least 10,000 residents) counties adjacent to a large of small metropolitan county.

Rural Group: (Urban Influence Codes 4, 6, 8, 9) Non-urban core counties adjacent to a large metropolitan area or a small metropolitan area (with or without a town).

Wilderness Group: (Urban Influence Codes 7, 10, 11, 12) Non-core counties that are adjacent to micropolitain counties (with or without own town

State: The average of all EMS Agencies within the state

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- EMS Chute Time = The time from when the EMS Unit is notified by Dispatch to respond until the Unit begins moving En Route to the EMS Event (EMS En Route Time minus EMS Unit Notification Time).
- Number of Records = The number of EMS Data System records which were used in the calculation.
- Minimal Interval = The record with the smallest calculated time
- Maximum Interval = The EMS record with the largest calculated time
- Average Interval = The average calculated time for all of the EMS records
- 90% Fractile Time = The time or measure at which 90% of all events occur. This is the EMS industry standard for time measurements.
- Standard Deviation = A measurement of how much variation of distance there is between values. The higher the standard deviation, the greater variability there is within a measurement.

90% Fractile - EMS Response Time Report

90% Fractile EMS Response Time Report

Start Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 

Agency: 




This report calculates the 90% Fractile EMS Response Time for the date range selected. This is the time interval from when the EMS Unit begins moving En Route to the EMS Event and ends with the EMS Units arrival on Scene. This report only includes events that are associated with an emergent (lights and sirens) response all the way to the scene for a 911 event. Only Ambulance and Quick Response Vehicles (QRV) responses are included.

To allow benchmarking, the most recent 6 months of data is used to create comparison groups. Each EMS Agency has been grouped into one of four groupings based on the urban nature of the EMS Agency's service area. The four groups are Urban, Suburban, Rural and Wilderness. The definition of each category is based upon an "Urban Influence" coding system utilized by the United States Department of Agriculture (USDA) and the Office of Management and Budget (OMB). These codes take into account county population size, degree of urbanization and adjacency to a metropolitan area or areas. Codes are applied to the county or counties (defined by FIPS codes) declared by each agency to represent their formal service area. This grouping of Urbanicity is also used by NEMSIS and the National EMS Database reports.

Urban Group: (Urban Influence Codes 1,2) Counties with large (1+ million residents) or small (less than 1 million residents) metropolitan areas.

Suburban Group: (Urban Influence Codes 3,5) Micropolitan (with an urban core of at least 10,000 residents) counties adjacent to a large or small metropolitan county.

Rural Group: (Urban Influence Codes 4, 6, 8, 9) Non-urban core counties adjacent to a large metropolitan area or a small metropolitan area (with or without a town).

Wilderness Group: (Urban Influence Codes 7, 10, 11, 12) Non-core counties that are adjacent to micropolitan counties (with or without own town)

State: The average of all EMS Agencies within the state

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- EMS Response Time = The time from when the EMS Unit begins moving En Route to the EMS Event until the EMS Units arrival on Scene (EMS Arrival on Scene Time minus EMS Unit En Route Time).
- Number of Records = The number of EMS Data System records which were used in the calculation.
- Minimal Interval = The record with the smallest calculated time
- Maximum Interval = The EMS record with the largest calculated time
- Average Interval = The average calculated time for all of the EMS records
- 90% Fractile Time = The time or measure at which 90% of all events occur. This is the EMS industry standard for time measurements.
- Standard Deviation = A measurement of how much variation of distance there is between values. The higher the standard deviation, the greater variability there is within a measurement.

Need more help? Call the EMSPIC at (866) 773-6477

90% Fractile - EMS At Patient Time Report

90% Fractile EMS At Patient Time report

Start Date (mm/dd/yyyy): 

End Date (mm/dd/yyyy): 

Agency: 




This report calculates the 90% Fractile EMS At Patient Time for the date range selected. This is the time interval from when the EMS Unit arrives on Scene and ends when the EMS Crew is at the Patient’s side. This report only includes events that are associated with an emergent (lights and sirens) response all the way to the scene for a 911 event. Only Ambulance and Quick Response Vehicles (QRV) responses are included.

To allow benchmarking, the most recent 6 months of data is used to create comparison groups. Each EMS Agency has been grouped into one of four groupings based the urban nature of the EMS Agency’s service area. The four groups are Urban, Suburban, Rural and Wilderness. The definition of each category is based upon an “Urban Influence” coding system utilized by the United States Department of Agriculture (USDA) and the Office of Management and Budget (OMB). These codes take into account county population size, degree of urbanization and adjacency to a metropolitan area or areas. Codes are applied to the county or counties (defined by FIPS codes) declared by each agency to represent their formal service area. This grouping of Urbanicity is also used by NEMSIS and the National EMS Database reports.

Urban Group: (Urban Influence Codes 1,2) Counties with large (1+ million residents) or small (less than 1 million residents) metropolitan areas.

Suburban Group: (Urban Influence Codes 3,5) Micropolitan (with an urban core of at least 10,000 residents) counties adjacent to a large of small metropolitan county.

Rural Group: (Urban Influence Codes 4, 6, 8, 9) Non-urban core counties adjacent to a large metropolitan area or a small metropolitan area (with or without a town).

Wilderness Group: (Urban Influence Codes 7, 10, 11, 12) Non-core counties that are adjacent to micropolitain counties (with or without own town)

State: The average of all EMS Agencies within the state

Information not appearing in this report (columns missing) is the result of missing data elements. Using the definitions below, it is possible to determine which data element is not being collected or submitted into the EMS Data System.

The following definitions are helpful to understand this report:

- EMS At Patient Time = The time from when the EMS Unit arrives on Scene until the EMS Crew is at the Patient’s side (EMS at Patient Time minus EMS Unit Arrival On Scene Time).
- Number of Records = The number of EMS Data System records which were used in the calculation.
- Minimal Interval = The record with the smallest calculated time
- Maximum Interval = The EMS record with the largest calculated time
- Average Interval = The average calculated time for all of the EMS records
- 90% Fractile Time = The time or measure at which 90% of all events occur. This is the EMS industry standard for time measurements.
- Standard Deviation = A measurement of how much variation of distance there is between values. The higher the standard deviation, the greater variability there is within a measurement.

Need more help? Call the EMSPIC at (866) 773-6477

Procedures - Technician Success

Technician Procedure Success Report

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Procedure: 12 Lead ECG-Obtain 

 **SEARCH**  **SAVE AS PDF**

This report calculates each individual EMS professional’s success rate for the selected procedure and the selected date range. Currently the following procedures are activated in this report:

- Airway-Orotracheal Intubation
- Venous Access-Extremity
- Venous Access-Intraosseous Adult
- Venous Access-Intraosseous Pediatric

For this report to properly function the EMS Software used must be collecting information on these procedures and transmitting the correct codes into the EMS Data System. Date elements required for this report include Procedure, Number of Procedure Attempts, Procedure Successful, and the State ID of the individual performing the procedure.

Procedures - EMS Agency Success

Provider Procedure Success Rate

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

Procedure: 12 Lead ECG-Obtain 

 **SEARCH**  **SAVE AS PDF**

This report calculates the EMS Agency’s Procedure Success Rate (for all EMS professionals working within the EMS Agency) for the selected procedure and the selected date range. Information is displayed in intervals of one month. A control chart is also provided which graphically reveals a trend of each month’s success rate. Educational materials will be provided in the near future to better describe a control chart.

Currently the following procedures are activated in this report:

- Airway-Orotracheal Intubation
- Venous Access-Extremity
- Venous Access-Intraosseous Adult
- Venous Access-Intraosseous Pediatric

For this report to properly function the EMS Software used must be collecting information on these procedures and transmitting the correct codes into the EMS Data System. Date elements required for this report include Procedure, Number of Procedure Attempts, Procedure Successful, and the State ID of the individual performing the procedure.

Bar Chart (Pareto) - Chief Complaint

Pareto Chart - Chief Complaint

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This chart displays the 20 most frequent EMS Chief Complaints from left (most frequent) to right (least frequent) for a selected date range. Item 20 is a group of all of the remaining less common EMS Chief Complaints.

Items with numbers such as -20 and -25 represent null values. A null value means that this data element was not completed in the patient care report. If any null values appear in this report the EMS Agency needs to focus on data quality and completeness at the time the patient care report is created.

Bar Chart (Pareto) - Dispatch Complaint

Pareto Chart - Dispatch Complaint

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This chart displays the 20 most frequent EMS Dispatch Complaints from left (most frequent) to right (least frequent) for a selected date range. Item 20 is a group of all of the remaining less common EMS Dispatch Complaints.

Items listed as “Not Recorded” indicate that this was not completed in the patient care report. If any “Not Recorded” values appear in this report the EMS Agency needs to focus on data quality and completeness at the time the patient care report is created.

Bar Chart (Pareto) - Disposition Type

Pareto Chart - Disposition Type

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This chart displays the number of EMS Dispositions by Type from left (most frequent) to right (least frequent) for a selected date range.

Bar Chart (Pareto) - Destination Name

Pareto Chart - Destination Name

Start Date (mm/dd/yyyy): 03/01/2012 

End Date (mm/dd/yyyy): 03/31/2012 

Agency: Sample Agency 

 **SEARCH**  **SAVE AS PDF**

This chart displays the number of EMS Dispositions by Destination from left (most frequent) to right (least frequent) for a selected date range.

Items with numbers such as -20 and -25 represent null values. A null value means that this data element was not completed in the patient care report. If any null values appear in this report the EMS Agency needs to focus on data quality and completeness at the time the patient care report is created.

Infectious Disease - H1N1 Flu Surveillance

Infectious Disease - Patients For Last 7 Days

End Date (mm/dd/yyyy): 

Agency: 

 SEARCH  SAVE AS PDF

This report analyzes all of the patients for a 7-day period of time searching for symptoms of influenza or flu. The patient care report provides an opportunity to document a “Primary Symptom” and many “Other Associated Symptoms.” The report also evaluates the Temperature data element to identify any patients with a temperature of 100° F (38° C). This report searches each patient care report for the following symptoms:

- Fever
- Breathing Problem (includes cough, runny nose, and nasal congestion)

A table is provided listing all of the patients found with these symptoms, grouped by their number of symptoms. The more influenza symptoms a patient is experiencing, the more likely the patient has influenza.

Patient groupings include:

- Fever and Breathing Problem
- Fever Only

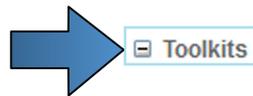
Finally a chart is included that provides a trend of the number of patients in each group over a 7 day period of time. The date selected to generate the report is used as Day 7. The report looks back from that day over the previous week to obtain the records for the chart.

Using the table, it is easy to review the type and number of symptoms each patient is experiencing. If the formal record is needed, the table provides the Patient Care Report number, the date of service, as well as the patient’s age and gender.

To use this report as a surveillance tool, it should be generated each day. This will provide a trend over the past week where it is possible to identify increased numbers of patients with multiple symptoms. If a peak in patient numbers with 2 or more symptoms is noted, the patient records should be reviewed and the EMS Agencies public health officials should be notified immediately.

In order for this report to work properly the EMS Agency must collect and submit the Primary Symptom and Other Associated Symptoms data elements as required by the EMS Data System. The report can be generated immediately after the EMS Agency has submitted the data into the EMS Data System. Any patient care reports entered through the PreMIS Web Application are immediately available in the surveillance report. If the required data elements are being collected in your EMS Agency’s software please check with your vendor to make sure the software sending these two data elements to the EMS Data System.

Click **REPORTS** in the main menu, then click **TOOLKITS** to show the toolkit reports that can be run.



Only those with the  **View Toolkit Report** security right on the System level or higher can see Toolkit Reports.

Samples of each type of Toolkit can be found here: <http://www.emspic.org/toolkits>

Toolkits - Response

The EMS System Response Toolkit is a comprehensive analysis of an EMS System's Response to an EMS Event. This report provides a description of an EMS response from several perspectives and uses statistical analysis to measure an EMS Systems performance. Included in this Toolkit are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Acute Stroke

The EMS Acute Stroke Care Toolkit is a comprehensive analysis of an EMS System's stroke patient's demographics and care for the date range indicated by the user. This report provides a description of care provided by the EMS System from several perspectives. Included in this EMS Toolkit is an analysis of EMS System performance, individual personnel performance, and EMS patient care. Also included are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Acute Pediatric

The EMS Acute Pediatric Care Toolkit is a comprehensive analysis of an EMS System's Acute Pediatric patient demographics and care for the date range indicated by the user. This report provides a description of the care provided by the EMS System from several perspectives. Included in this EMS Toolkit is an analysis of EMS System performance, individual personnel performance, and EMS patient care. The pediatric patient population has been divided into 5 age groups to better analyze and provide insight to EMS Systems. Within each of the 5 pediatric age groups, patients are analyzed from an injury and illness perspective focusing on the assessment and exam of a pediatric patient. This information is further used to describe and analyze the care provided to patients with acute respiratory distress/failure, acute circulatory distress/shock, and pain control. Also included are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Trauma

The EMS Trauma Care Toolkit is a comprehensive analysis of an EMS System's Trauma demographics and care for the date range indicated by the user. This report provides a description of the trauma care provided by the EMS System from several perspectives. Included in this EMS Toolkit is an analysis of EMS System performance, individual personnel performance, and EMS patient care. Also included are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Acute Cardiac

The EMS Acute Cardiac Care Toolkit is a comprehensive analysis of an EMS System's Acute Cardiac and ST Evaluation Myocardial Infarction (STEMI) patient demographics and care for the date range indicated by the user. This report provides a description of the care provided by the EMS System from several perspectives. Included in this EMS Toolkit is an analysis of EMS System Performance, individual EMS personnel performance, and EMS patient care. Also included are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Cardiac Arrest

The EMS Cardiac Arrest Care Toolkit is a comprehensive analysis of an EMS System's Cardiac Arrest demographics and care for the date range indicated by the user. This report provides a description of the cardiac arrest care provided by the EMS System from several perspectives. Included in this EMS Toolkit is an analysis of EMS System performance, individual personnel performance, and EMS patient care. Also included are comparative Benchmarks with other similar EMS Systems and with the entire state.

Toolkits - Incomplete Toolkits

Incomplete Toolkit List Page						
Status	Type	Creation Date	Last Modified Date	Creator	EMS System	
Incomplete	Stroke Care	03/16/2012 09:17 AM	03/16/2012 09:17 AM	Sample	SAMPLE SYSTEM	Modify Delete

Click **MODIFY** to change the Toolkit and **DELETE** to remove the incomplete toolkit.

Toolkits - Completed Toolkits

Completed Toolkits							
Type	Start Date	End Date	Creation Date	Last Modified Date	Creator	EMS System	
Stroke Care	02/01/2012	02/29/2012	03/28/2012 11:15 AM	03/28/2012 11:15 AM	SAMPLE	SAMPLE SYSTEM	View Delete

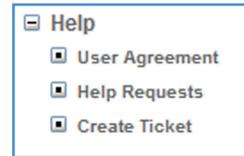
Click **VIEW** to view the Toolkit and **DELETE** to remove the toolkit.

The Help menu will help you:

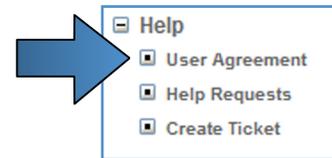
- Understand and agree with the confidential nature of CIS
- Find answers to questions you have submitted online to the EMSPIC
- Locate the form to use when making an inquiry to the EMSPIC

When you click **HELP**, you will see three submenus:

- **USER AGREEMENT** (which you first saw and signed when you logged in to CIS)
- **HELP RESULTS** (a summary of your requests and the space where you will find answers to your questions)
- **CREATE TICKET** (a place for you to write inquiries to the EMSPIC)



To review the EMS Confidentiality Agreement, click on the first submenu item, **USER AGREEMENT**.

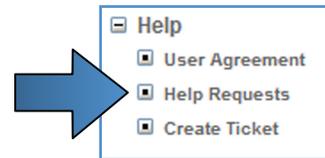


You can reread the agreement, although you do not need to sign it again.

EMS Confidentiality Agreement

The North Carolina EMS Data System provides an interface to view, edit, update, track, and monitor EMS System and Patient Care Report Information through a secure, encrypted, authenticated computer interface. Information stored or accessed from this system is protected under North Carolina Statute and may contain information related to EMS System, EMS personnel, or EMS vehicle credentialing; as well as EMS Patient Care Records and EMS Performance Improvement. Software

To view the answer to a question you have electronically submitted to EMSPIC, click the second submenu item, **HELP REQUESTS**.



Select your search criteria:

- Completion Status of Open for tickets that have not yet been answered or Closed for tickets that have been answered
- Date Range the ticket has been submitted running from the beginning date in the first box to the end date in the second box

A screenshot of search filters. It shows 'Completion Status' with radio buttons for 'Open' (selected) and 'Closed'. Below it is 'Date Range (Low to High):' with two input boxes and calendar icons, separated by 'to'.

Click **SEARCH**.

The answer will appear in the box labeled **Help Request Tickets**.

A screenshot of the 'Ticket Search' interface. It shows search criteria: First Name: Michael, Middle Name (or Initial): Todd, Last Name: Messer, Email Address: Todd.Messer@dhhs.nc.gov. Completion Status: Open (selected), Closed. Date Range (Low to High): [] to []. There are 'SEARCH' and 'CLEAR' buttons. Below the search criteria, a blue arrow points to the 'Help Request Tickets Michael Todd Messer [P034427]' section. This section shows 'One item found. 1' and a table with one row of results.

#	State	Requested By	Question	Answer	Created	Status
751	NC	Michael Todd Messer Todd.Messer@dhhs.nc.gov 252-355-9026 (w)	Why did the chicken cross the road?	To get to the other side.	02/08/2012 02:33 PM	Complete

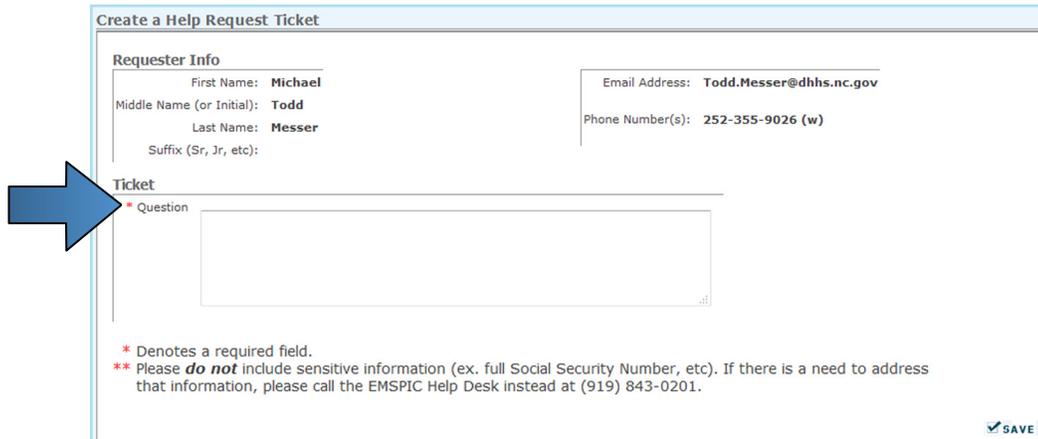
QuickTip

If you do not select any search criteria and select the Search button, the system will return all the open (not yet answered) tickets you have submitted regardless of date

To submit a question to EMSPIC, click the third submenu item, **CREATE TICKET**.



Click in the box labeled **QUESTION**.



Create a Help Request Ticket

Requester Info

First Name: **Michael**
Middle Name (or Initial): **Todd**
Last Name: **Messer**
Suffix (Sr, Jr, etc):

Email Address: **Todd.Messer@dhhs.nc.gov**
Phone Number(s): **252-355-9026 (w)**

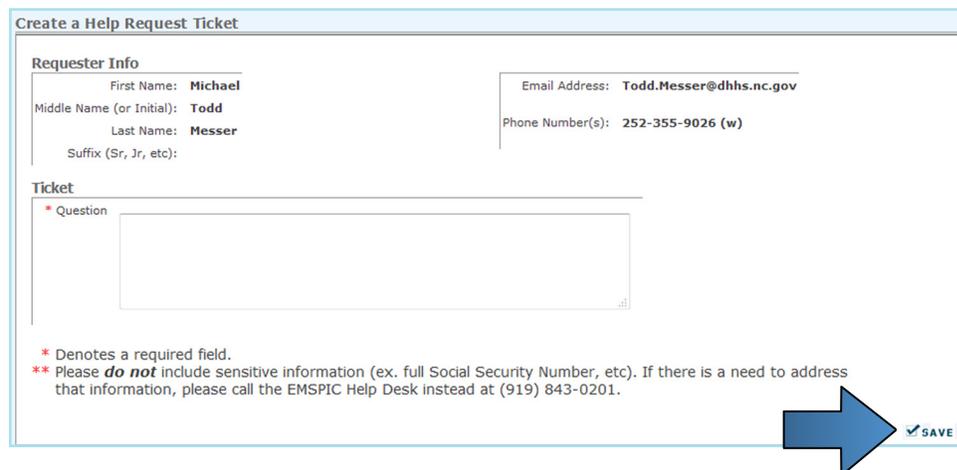
Ticket

* Question

* Denotes a required field.
** Please **do not** include sensitive information (ex. full Social Security Number, etc). If there is a need to address that information, please call the EMSPIC Help Desk instead at (919) 843-0201.

SAVE

Type your question then click **SAVE**. Your ticket will be transmitted to EMSPIC.



Create a Help Request Ticket

Requester Info

First Name: **Michael**
Middle Name (or Initial): **Todd**
Last Name: **Messer**
Suffix (Sr, Jr, etc):

Email Address: **Todd.Messer@dhhs.nc.gov**
Phone Number(s): **252-355-9026 (w)**

Ticket

* Question

* Denotes a required field.
** Please **do not** include sensitive information (ex. full Social Security Number, etc). If there is a need to address that information, please call the EMSPIC Help Desk instead at (919) 843-0201.

SAVE

QuickTip

When communicating with EMSPIC through the ticketing system, do not include sensitive personal information such as your social security number.