National EMS Information System (NEMSIS)

New Mexico

Installation and Implementation Guide

Technical support

Contact methods:

- Phone: 800-921-5300, extension 2
- Email: support@firehousesoftware.com

  Caution: Call to receive top-priority service if you have a software emergency, such as an FH product that is completely down.

- Chat: http://www.firehousesoftware.com/contact-us/support.php
- Web site: http://www.firehousesoftware.com/contact-us/support.php

So that we can better serve you, please provide the following information when you contact FH technical support.

- Fire department name
- City
- State
- Phone number
- A description of your problem
- A list of the steps necessary to recreate the problem
- Schedule information in case a support technician needs to call you back

Note: An active support agreement is needed for technical support, or you can use pay-per-call support for each issue. To purchase a support agreement, contact the sales representative for your state. Information on contacting sales is available at http://www.firehousesoftware.com/contact-us/sales.php.

When you contact us, tell us right away how much the issue impacts your immediate ability to use your FH product. Responses are classified by as follows:

- Emergency: An FH application or service is severely impacted for a single customer, and no practical workaround is available.
- Urgent: An FH application or service is severely impacted for a single customer, but a practical workaround is available.
- High: An FH application or service is severely impacted for single or multiple customers.
- Normal: An FH application or service is impacted for single or multiple customers.
- Low: An FH application or service is impacted for single or multiple customers, where ongoing impacts are minimal.

For non-emergency inquires, a response within two business days is normal. If you are not satisfied that your issue is being resolved in a timely fashion, you can escalate the issue to the next level. On the FH web site (http://www.firehousesoftware.com/), choose either **Support/Training > Support Ticket Escalation** or **Contact Us > Support Ticket Escalation**. On the page that

appears, fill out the required fields and then click **Submit**. An email with your information is sent to the technical support manager, who will investigate the situation and work to resolve the issue.

For NEMSIS coding elements and reference materials:
http://www.NEMSIS.org

For NEMSIS codes or usage for your area:
Contact your local or state EMS agency

Table of Contents

Introduction

The *NEMSIS Installation and Implementation Guide* is designed to help you configure your department's **FIREHOUSE** Software® database to use the National EMS Information System (NEMSIS) code set. This guide also helps you prepare your database for exporting EMS incident records and detailed demographic information for local, state, and national agency reporting.

NEMSIS is supported in **FIREHOUSE** Software 7.5.40 or higher. This guide documents the steps needed to install and implement NEMSIS with a more recent version of **FIREHOUSE** Software.

WARNING:

- Review the entire guide thoroughly before beginning.
- Do not enter any new EMS incident reports with patients into FH® before you complete this guide.
- Demographic information is exported independently of the patient information.

Note: While we recommend performing all the items in this guide, you should verify the current requirements to be in full compliance with your local/state reporting body.

Install your state's custom .FHz files, on page 9

Overview of tasks for installing and implementing the NEMSIS code set

Below is a high-level list of the tasks you will perform when installing and implementing the NEMSIS code set. Detailed steps for performing each of the tasks below follow this list.

WARNING: Do not attempt the installation and implementation without the detailed steps on the following pages.

Tip: Print off this page of this file and use it as a checklist as you complete each of the steps.

1. Run FH Database Tools to compact database and rebuild database index files.
2. Back up your FIREHOUSE Software database.
3. Install your state's custom `.FHz` files.
4. Decide whether to map existing codes or replace your code set with the NEMSIS code set.
5. Do one of the following:
   - Map your existing EMS codes to the NEMSIS code set.
   - Replace your existing EMS codes with the NEMSIS code set.
6. Configure NEMSIS export options and medical devices class codes.
7. (If you mapped your existing EMS codes) Add or update codes to lookup tables.
8. Update EMS service numbers.
9. Update city codes.
10. Update unit codes.
11. Update station codes.
12. Update destination facilities codes.
13. Update medication codes.
14. Update procedure codes.
15. Update protocols used codes.
16. (If you mapped your existing EMS codes) Resolve invalid structures.
17. Set up staff member information.
18. Add additional user fields.
19. Install NEMSIS export utilities.
20. Verify the NEMSIS configuration.
21. (If necessary) Correct unit codes associated with multiple inventory item.
22. Export NEMSIS data for state and national reporting.

Run FH Database Tools

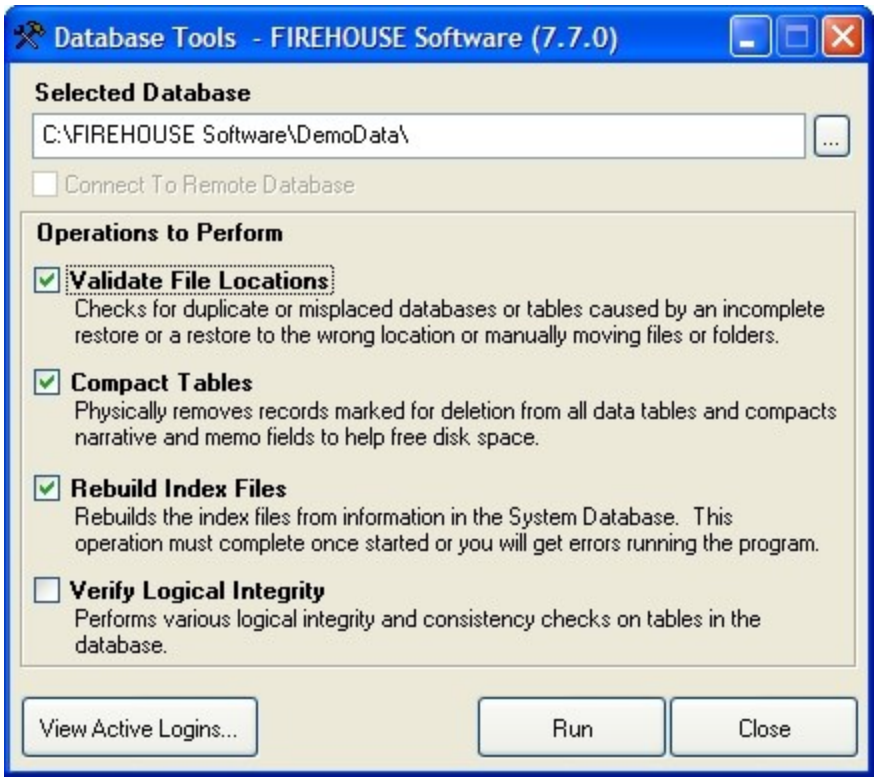
You need to run FH Database Tools to compact the live database and rebuild database index files.

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running.

1. Choose **Start → Programs → FIREHOUSE Software → FIREHOUSE Software Database Tools**.

The **Database Tools - FIREHOUSE Software** dialog box appears.

Note: (FH Enterprise) **Selected Database** lists the name of the SQL database to back up. If **Connect to Remote Database** is selected, **Rebuild Index Files** is renamed **Rebuild Remote Folder and Check Remote Database**.

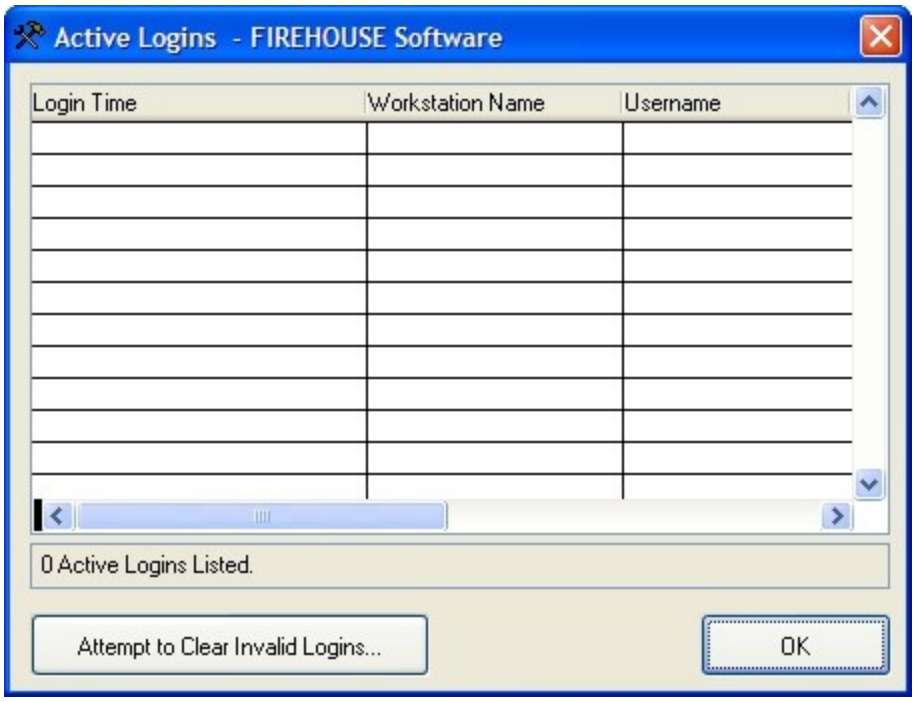


2. Verify that the path displayed in **Selected Database** is the correct location for your department's live database, and edit it if necessary.

   Note: We are using the DemoData database for example purposes in these instructions. Use your live database when running Database Tools.

3. Click **View Active Logins**.

   The **Active Logins - FIREHOUSE Software** dialog box appears.



4. (If any login records are displayed in the **Active Logins** dialog box) Click **Attempt to Clear Invalid Logins**.
5. Click **OK** to return to the **Database Tools - FIREHOUSE Software** dialog box.
6. (FH Standard Edition) Select **Compact Tables** and **Rebuild Index Files**, and then clear any other check boxes.
7. *(FH Enterprise Edition) Do the following.*
   a. Verify that **Connect To Remote Database** is selected.
   b. Select **Compact Tables** and **Rebuild Remote Folder and Check Remote Database**.
8. Click **Run**.

   Progress updates appear on your screen. This process may take some time if you have many records or a large database.

   Note: If errors appear and you need assistance resolving them, contact FH® technical support.

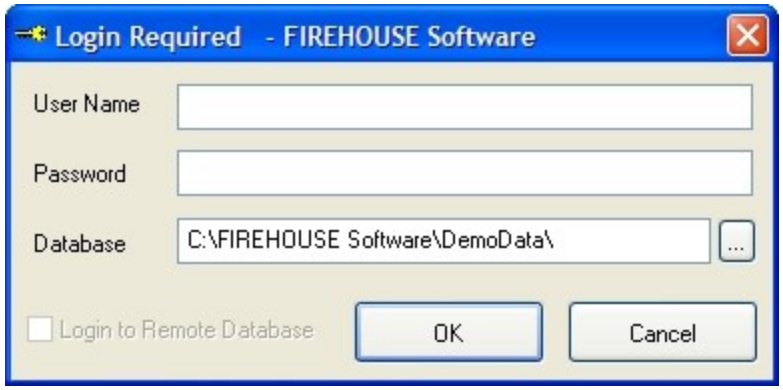
9. Click **Close** to close the **Database Tools** dialog box.
10. Continue with **Backup your FH database**, on page 5.

Backup your FH database

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running.

1. Choose **Start** → **Programs** → **FIREHOUSE Software** → **FIREHOUSE Software Backup Utility**.

   The **Login Required - FIREHOUSE Software** dialog box appears.



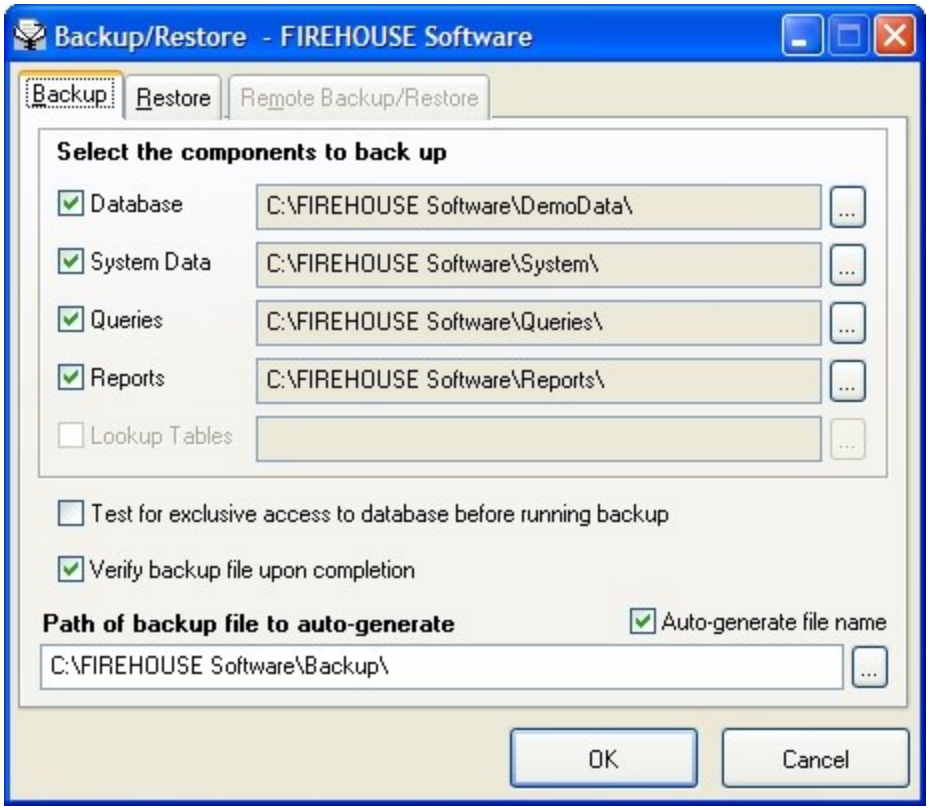
2. Enter the administrative username and password for FH in the **Login Required - FIREHOUSE Software** dialog box, and then click **OK**.

   The **Backup/Restore - FIREHOUSE Software** dialog box appears. Depending on whether you are using FH Standard or FH Enterprise, different tabs are available in the dialog box.

3. Depending on whether you are using FH Standard or FH Enterprise, do the corresponding steps below.

   FH Standard

   The **Backup** and **Restore** tabs are active.



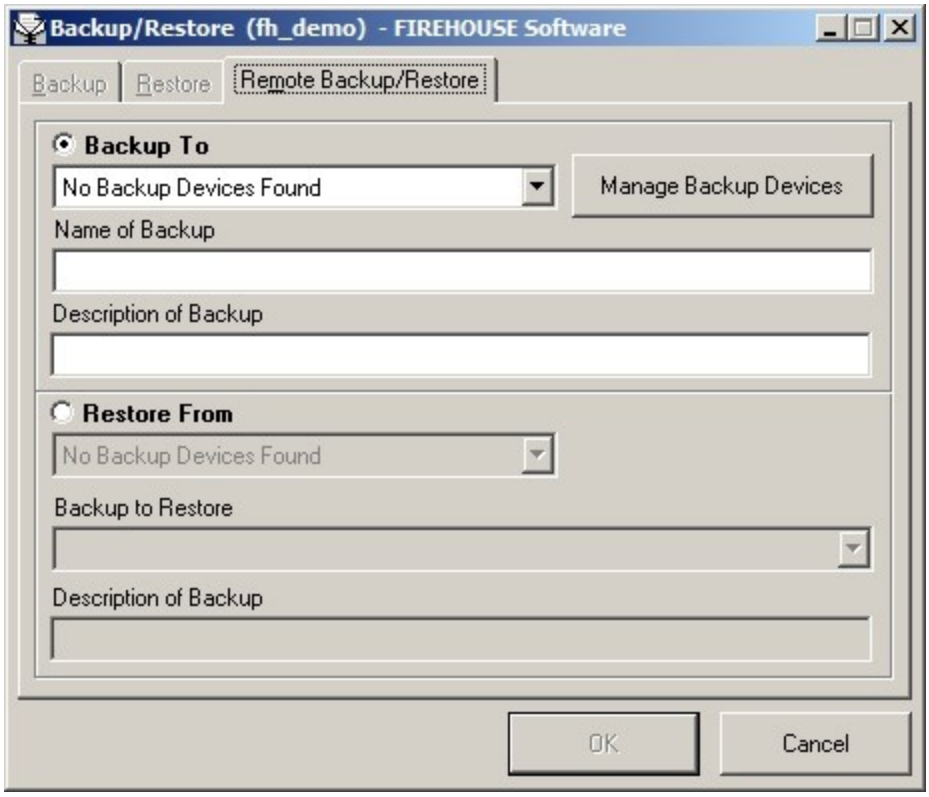
1. Verify that **Database, System Data**, **Queries**, and **Reports** are selected and the paths for them are correct.

   Note: If any of the paths are incorrect, you can either click in the path field and type the correct path, or you can click the lookup button to the right of the field and navigate to the correct location as you did earlier.

2. Select **Verify backup upon completion**.
3. Verify that the path displayed in **Path of backup file to auto-generate** is correct.

FH Enterprise

The **Remote Backup/Restore** tab is active.



1. Under **Backup To**, check the backup device listed.
2. *(If the displayed listing is* **No Backup Devices Found***, or if the backup device is not listed in the menu) Do the following.*

   a. Click **Manage Backup Devices**.

   The **Remote Backup Devices** dialog box appears.

   b. Click **Add Backup Device**.

   The **Add Remote Backup Device** dialog box appears.

c. In **Device Name**, type the name of the device to back up the SQL Server database to.

> **Note:** Spaces are not allowed in the device name.

d. In **Device Path and Filename**, type the complete path and file name relative to the SQL Server database.

e. Click **OK**.

The new device appears in the **Remote Backup Devices** dialog box.

> **Note:** If you remove a backup device later, the file is not physically removed. If you add the same backup device back again, and if the file has not been deleted in the interim, they will be available again.

f. In the **Remote Backup Devices** dialog box, click **OK**.

The new device appears in the **Backup To** menu, and is selected by default.

> **Caution:** If your only backups are located on a hard drive and that hard drive crashes, you will lose access to the backup.

3. Under **Backup To**, in **Name of Backup**, type a name for the backup you are creating.
4. In **Description of Backup**, type a description for the backup you are creating.

4. Click **OK**.

Progress updates appear on your screen. This process may take some time if you have many records or a large database.

> **Note:** If you encounter errors and need assistance, contact FH® technical support.

5. Continue with **Install your state's custom `.FHz` files**.

Install your state's custom `.FHz` files

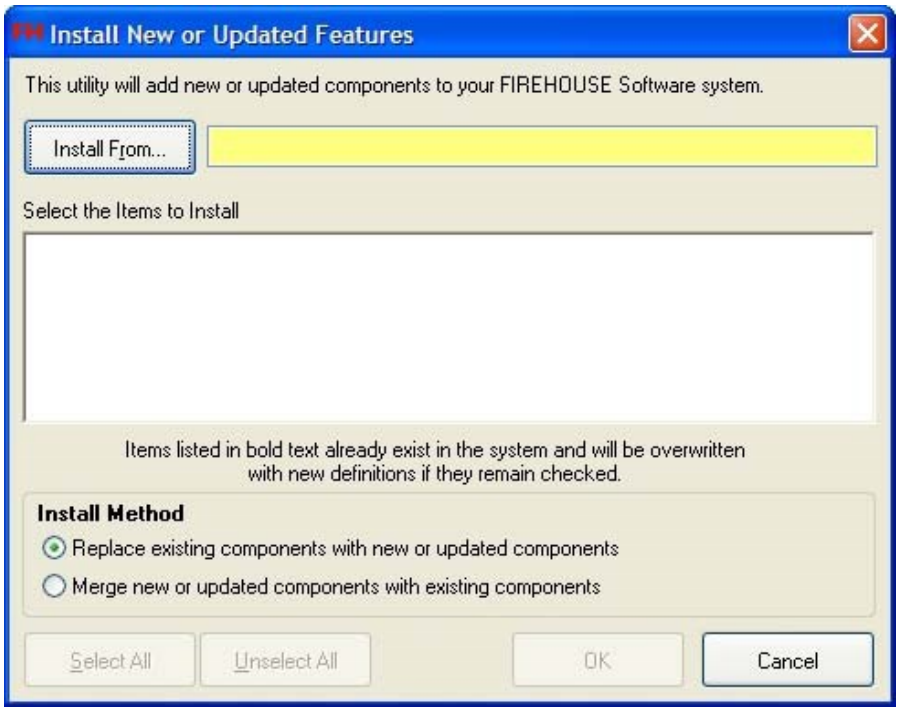
1. Obtain your state-specific `.FHz` files in one of the following ways:

From this location	Do this
FIREHOUSE Software 7 installation CD	**Note:** If possible, obtain these files from the **FIREHOUSE** Software web site, as newer versions may exist. a. Open the `State` folder. b. Copy `NemsisNM.FHz` and `NemsisNM2.FHz`. c. On your hard drive, paste the `.FHz` files.
FIREHOUSE Software web site	a. In a web browser, go to http://www.firehousesoftware.com/download/NemsisNM.FHz. **Caution:** Do not click **Open** in the **File Download** dialog box that appears. b. Click **Save**. c. In the **Save As** dialog box that appears, navigate to the location on your hard drive where you want to save the file. d. In **File name**, change the file extension from `.zip` to `.FHz`. **WARNING:** It is very important to change this file extension to `.FHz`, for FH to recognize the file. You do not need to unzip this file after it is downloaded. e. In **Save as type**, select **All Files**, and then click **Save**. f. In the **Download Complete** dialog box, click **Close**. g. In a web browser, go to http://www.firehousesoftware.com/download/NemsisNM2.FHz. h. Repeat steps b-f to download the next `.FHz` file.

Tip: You can access state-specific NEMSIS information on the **FIREHOUSE** Software web site at http://www.firehousesoftware.com/support/state-info/.

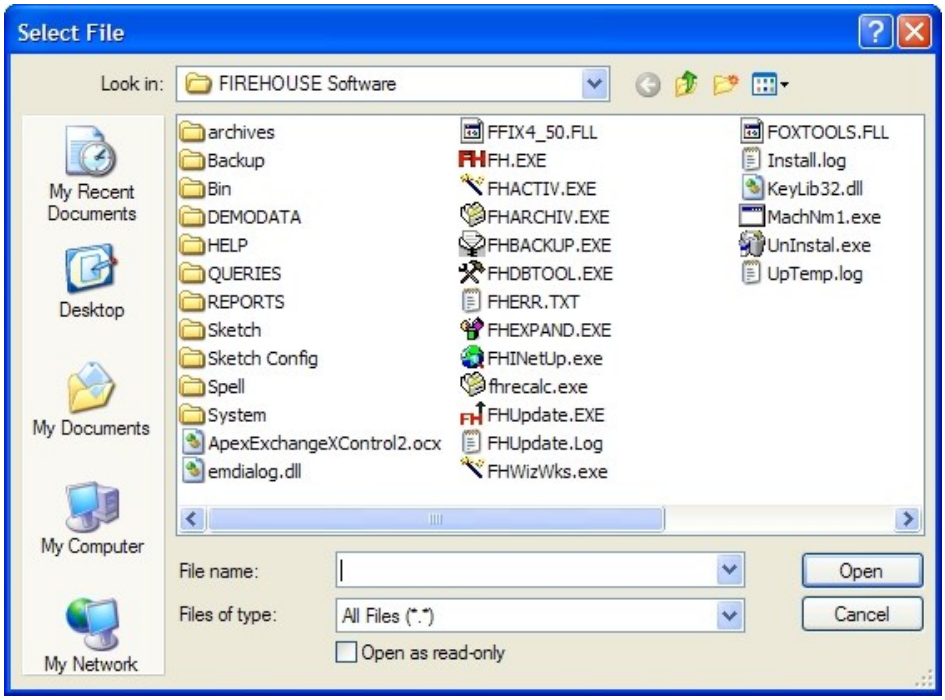
2. (FH Enterprise) Verify that the user name and password for Remote Connection Configuration is for a SQL administrator account.
3. Log into FH as an administrator.
4. Choose **Administration** → **Install New or Updated Components**.

The **Install New or Updated Feature** dialog box appears.



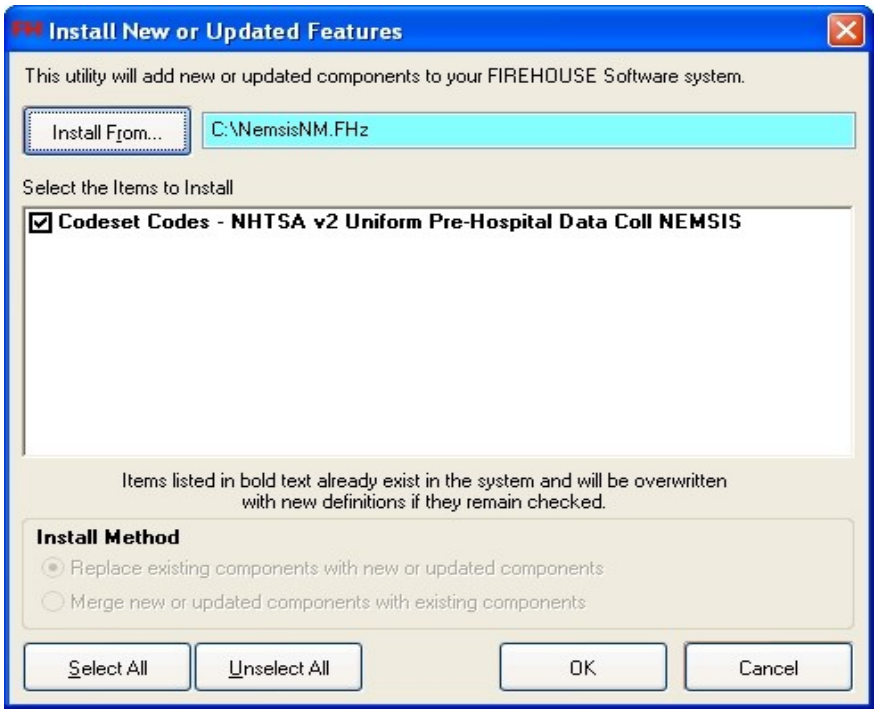
5. Click **Install From**.

   The **Select File** dialog box appears.



6. Use the dialog box to find and open the `NemsisNM.FHz` file you saved to your hard drive.

It may take a few moments for the **Install New or Updated Features** dialog box to list the items that will install.



7. Click **OK**.

   A series of dialog boxes and status bars displaying the progress of the installation appear and then close automatically. The installation process can take some time to complete, depending on your computer configuration and the number of codes included.

8. Repeat steps 5-8 to find and open the `NemsisNM2.FHz` file you saved to your hard drive.

9. Continue with **Decide whether to map existing codes or replace your code set with the NEMSIS code set**, on page 12.

Decide whether to map existing codes or replace your code set with the NEMSIS code set

1. Review the information below about mapping codes and replacing your EMS codes with NEMSIS codes.

Mapping codes	Replacing codes
Mapping codes allow you to continue using your existing department codes during data entry by assigning them their NEMSIS equivalent. The NEMSIS code that your code is mapped to will be used when the data is exported for submission to your local or state agency. An average code set has between 600 and 800 codes that will need to be mapped to the appropriate NEMSIS code. **Tip:** If you decide to map your codes and not replace them,you should study the NEMSIS codes to understand which NEMSIS codes are the equivalent of your codes. **Note:** Mapping codes takes several hours to complete. States with unique code sets could have a larger number of codes, resulting in longer mapping time. **Caution:** Each code must be mapped to an appropriate NEMSIS code, or the code cannot be used during EMS record entry. If a non-mapped code is used during data entry, the record(s) will not export validly to NEMSIS. Similarly, custom groupings in your EMS lookup tables will not export validly. Codes in custom groups will need to be moved later into the new, predefined NEMSIS groups.	If you choose to replace the codes for EMS, then all existing EMS lookup codes will be replaced with the new NEMSIS codes. **WARNING:** If you have existing EMS incident records, these records must be archived before replacing your existing EMS codes with the NEMSIS code set. Replacing your codes with NEMSIS codes will in-effect remove your codes, making your old codes and descriptions no longer available to the historical records (old EMS incidents). Archiving your existing EMS incidents generates an archive database, and all your previous incidents are moved to this database. Your archive database will still be accessible and all historical records will remain valid. Archiving your historical incident records provides you with a clean environment for the new code set.

2. Decide whether you want to map your existing EMS codes to NEMSIS codes, or whether you want to replace your existing EMS codes with the NEMSIS codes.

WARNING: When making this decision, it is vital that you understand the mapping codes and replacing codes information in the previous step.

Note: If you have any questions while making this decision, contact **FIREHOUSE** Software technical support at 800-921-5300, option 2.

3. Depending your decision, continue with one of the following:
   - Continue with **Map your existing EMS codes to the NEMSIS code set**, on page 14.
   - Continue with **Replace your existing EMS codes with the NEMSIS code set**, on page 19.

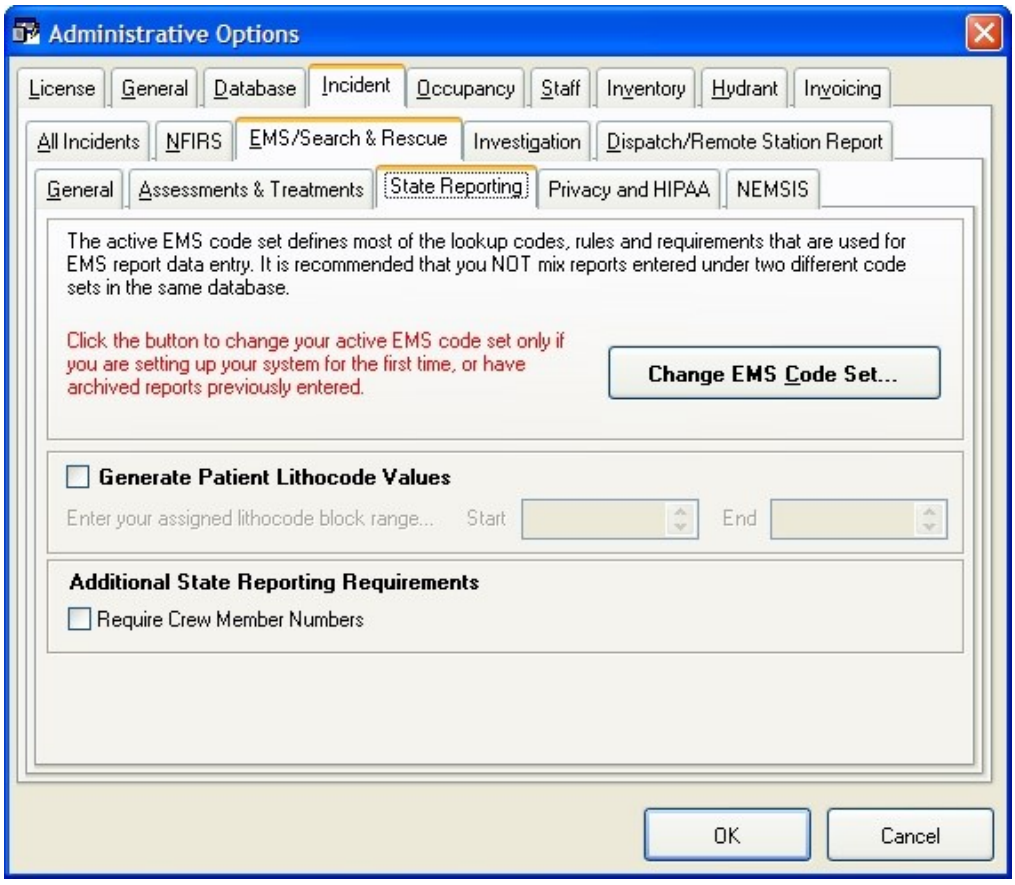
Map your existing EMS codes to the NEMSIS code set

Note:

- Users can log in and use the software during these steps, but the EMS module should not be accessed while you are mapping codes.
- You will need an FH administrator account to perform the steps below.
- (FH Enterprise) You must log into FH using an SQL administrator account for proper security access to the user field tables of the FH database.

1. Notify all FH users not to use the EMS module until you have completed mapping the existing EMS codes to the NEMSIS code set.
2. Log in to FH using an administrator account.
3. Choose **Administration → Administrative Options**.

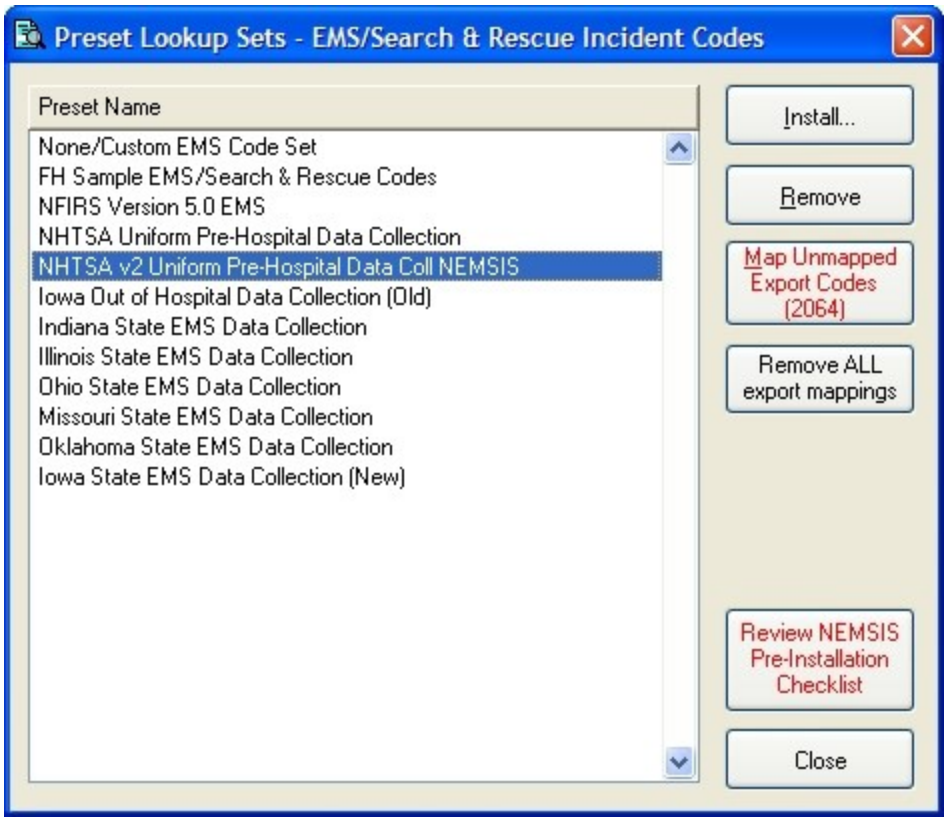
   The **Administrative Options** dialog box appears.
4. Click the **Incident → EMS/Search & Rescue → State Reporting** tabs.



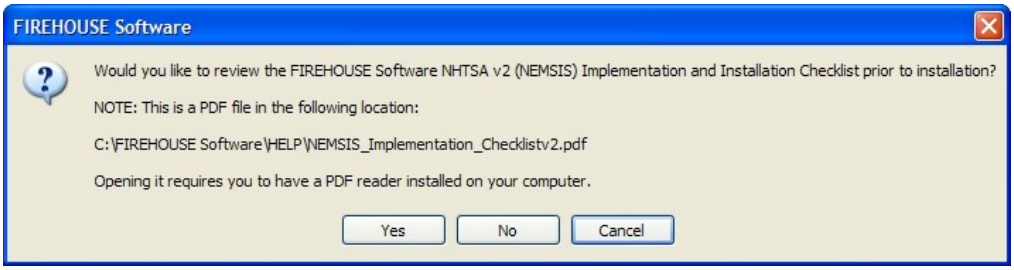
5. Click **Change EMS Code Set**.

   The **Preset Lookup Sets - EMS/Search & Rescue Incident Codes** dialog box appears.

6. Select **NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS** from the list, and then click **Install**.

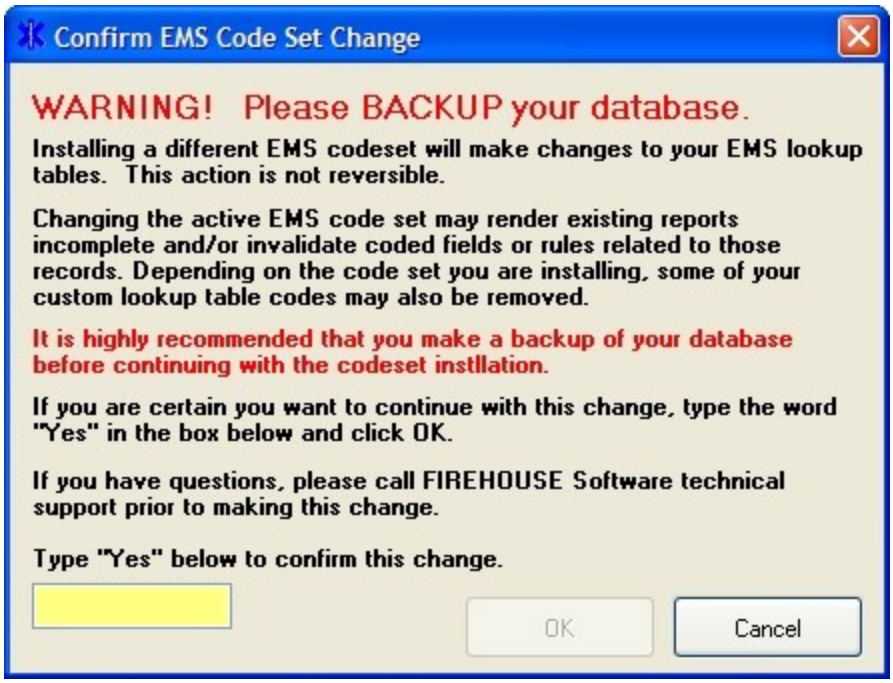


A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



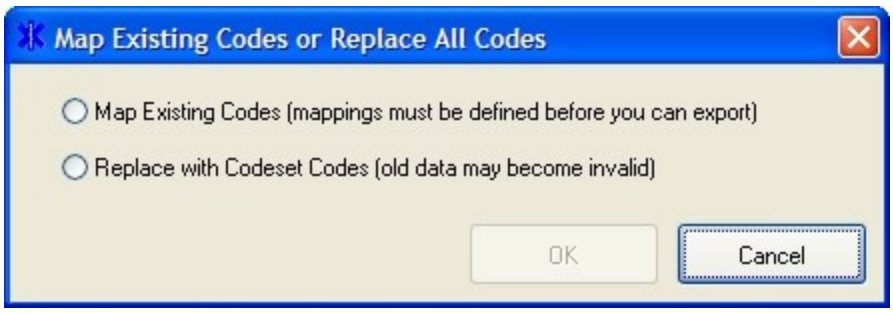
7. Click **No**, since you are already reading the *NEMSIS Implementation and Installation Guide*.

The **Confirm EMS Code Set Change** dialog box appears.



8. In the yellow field, type `Yes` and then click **OK**.

   The **Map Existing Codes or Replace All Codes** dialog box appears.



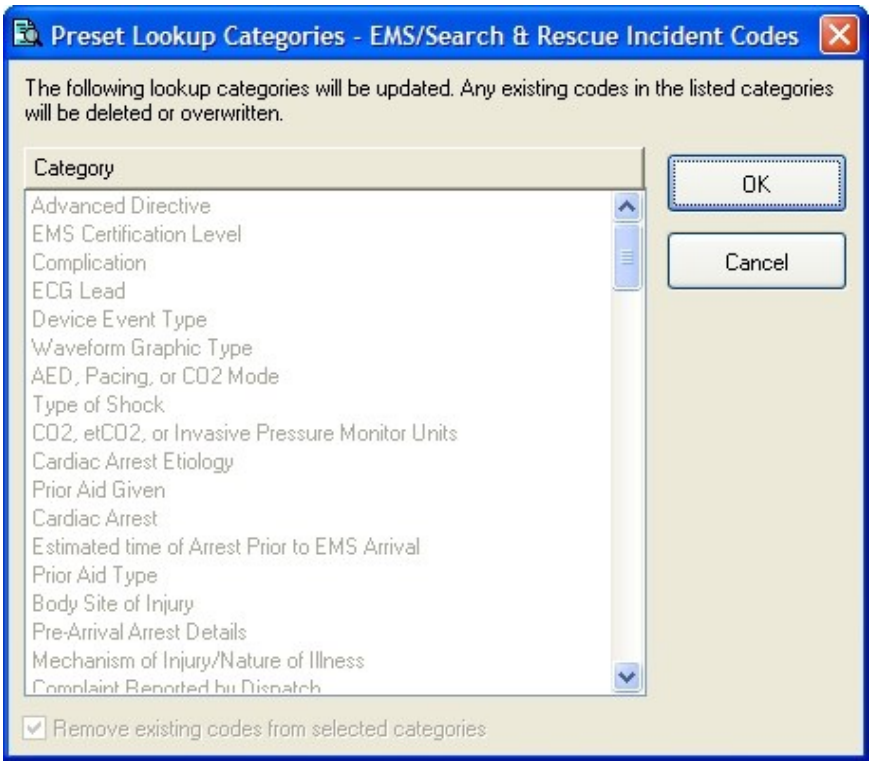
9. Select **Map Existing Codes (mappings must be defined before you can export)** and then click **OK**.

   A message dialog box appears informing you that if you have created groupings for your existing codes, the codes will now appear in the lookup list under <Invalid Structure> until you move those codes to the existing pre-defined groups. It also warns that you will not be able to export data containing these codes until that re-grouping has been completed.

   Once the NEMSIS code set is installed, there may be codes that you had in locally-acceptable groupings that may need to be regrouped according to the NEMSIS structure.

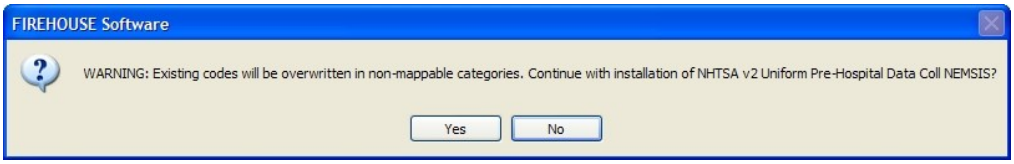
10. Click **OK**.

The **Preset Lookup Categories - EMS/Search & Rescue Incident Codes** dialog box appears.



11. Click **OK**.

    A warning message appears, informing you that existing codes will be overwritten in non-mappable categories, and asking you whether you want to continue.

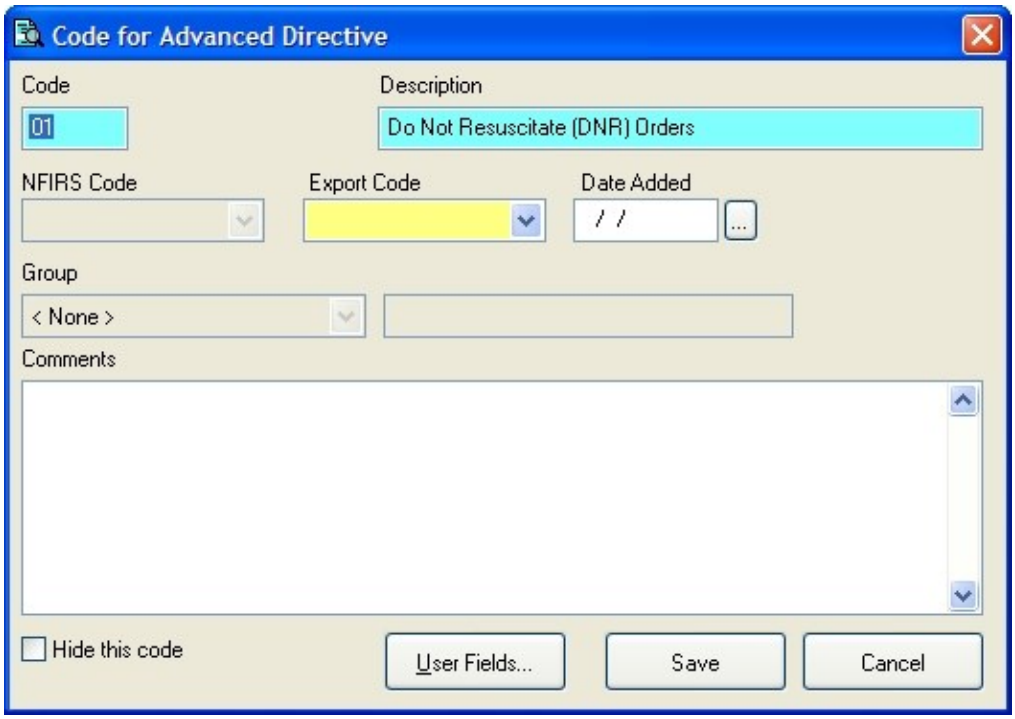


12. Click **Yes**.

    A series of messages and progress bars appear as the codes are overwritten. When the process completes, another message box appears, informing you that the preset lookup setup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully. It also informs you to map your existing codes to state export codes before you export your EMS incidents.

13. Click **OK**.

The **Code for Advanced Directive** dialog box appears.



14. (If necessary) From **Group**, select the appropriate group for the displayed existing code.
15. From **Export Code**, select the appropriate NEMSIS export code to correspond with the displayed existing code.
16. Click **Save**.

    The dialog box refreshes so that you can map the next code.
17. Repeat steps 14-16 for the rest of the codes you need to map.

> **Note:** If you must stop mapping codes in the middle of the process, click **Cancel**. You can re-enter the code mapping process by repeating steps 1-5, and then clicking **Map Unmapped Export Codes** to continue with the mapping process.

18. In the **Preset Lookup Sets - EMS/Search & Rescue Incident Codes** dialog box, click **Close**.
19. In the **Administrative Options** dialog box, click **OK**.
20. Notify all FH users you have completed mapping the existing EMS codes to the NEMSIS code set, and that they may use EMS module again.
21. Continue with **Configure NEMSIS export options and medical devices class codes**, on page 28.

Replace your existing EMS codes with the NEMSIS code set

Do EMS incident records exist?	Then do this
Yes	Continue with **Archive your database**, on page 19.
No	Continue with **Replace with code set codes**, on page 23.

Archive your database

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running. FIREHOUSE Software Database Archiver is run outside of FH.

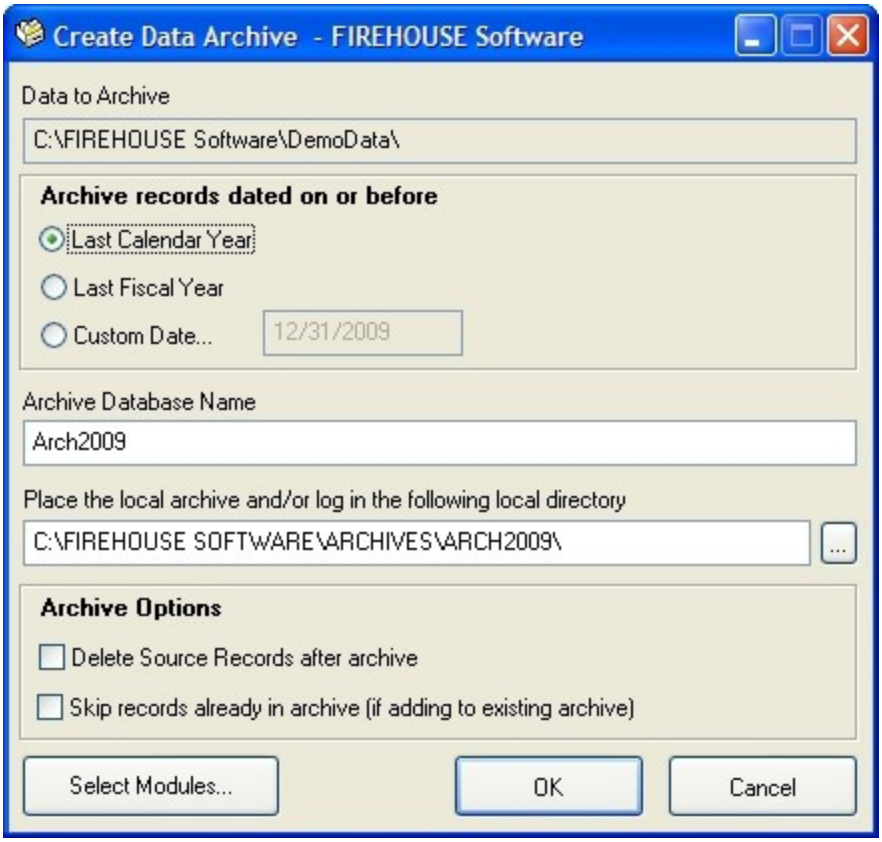
1. Choose **Start** → **Programs** → **FIREHOUSE Software** → **FIREHOUSE Software Database Archiver**.

   The **Login Required - FIREHOUSE Software** dialog box appears.

2. (If the path in **Database** is not to your live database) Click the lookup button to the right of **Database** and use the **Select Directory** dialog box to navigate to the directory where your department's live database is located.

3. Enter the administrative username and password for FH in the **Login Required - FIREHOUSE Software** dialog box, and then click **OK**.

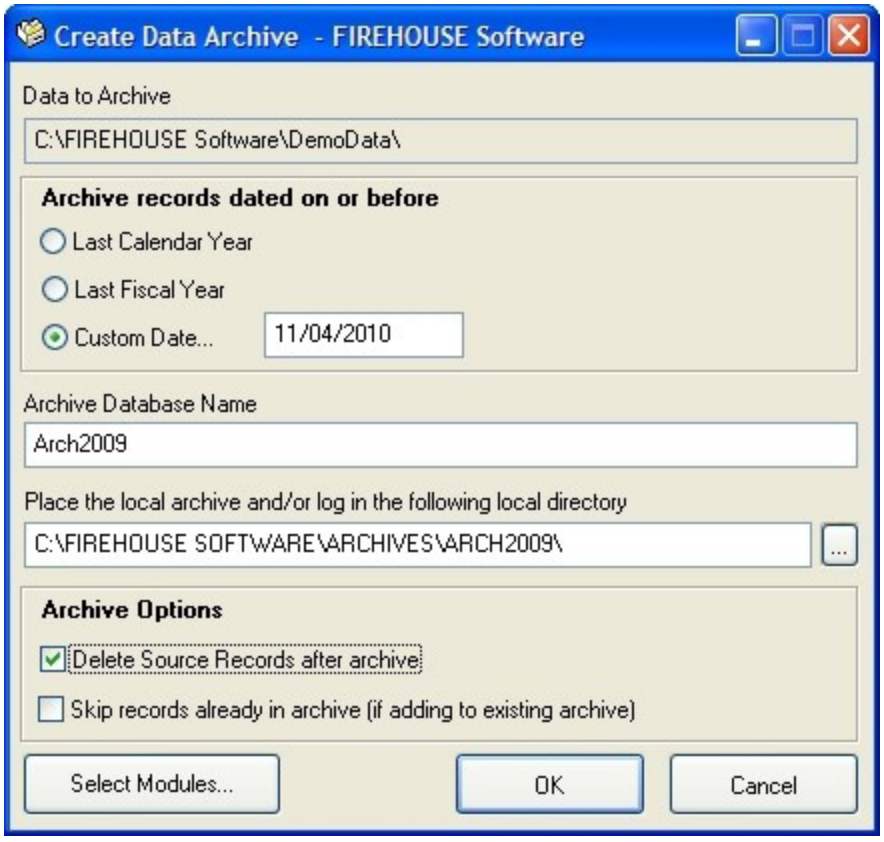
   The **Create Data Archive - FIREHOUSE Software** dialog box appears.



4. Under **Archive records dated on or before**, select **Custom Date**, and then enter the current date in the field.
5. In **Archive Database Name**, type a name for the archive.
6. In **Place the local archive and/or log in the following local directory**, verify that the path is correct.

   Note: If the path is incorrect, you can either click in the path field and type the correct path, or you can click the lookup ... button to the right of the field and navigate to the correct location as you did in step 2.

7. Under **Archive Options**, select **Delete Source Records after archive**.



8. Click **Select Modules**.
   The **Select Modules to Archive - FIREHOUSE Software** dialog box appears.
9. Click **Select None** to clear any existing selections.

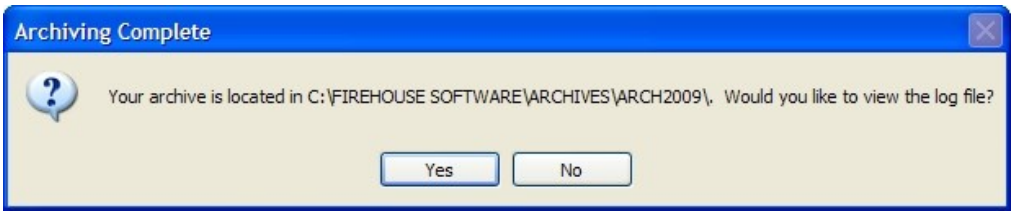
10. Select **EMS/Search & Rescue Incident Reports**, and then click **OK**.

11. In the **Create Data Archive - FIREHOUSE Software** dialog box, click **OK** to start the archiving process.

    Progress updates and a series of information dialog boxes appear on your screen. This process may take some time if you have many records or a large database.

    Note: If error messages are shown during this process, contact FH® technical support.

    The **Archiving Complete** dialog appears.



12. Click **Yes**.

    A log file appears.

13. Check the log file for errors and warnings.
14. Choose **File** → **Exit** to close the log file.

    The **Create Data Archive** dialog box closes when the log file closes.

15. Verify that the EMS incidents deleted from your live database.
16. Create another backup of the database, as you did earlier.
17. Continue with **Replace with code set codes**, on page 23.

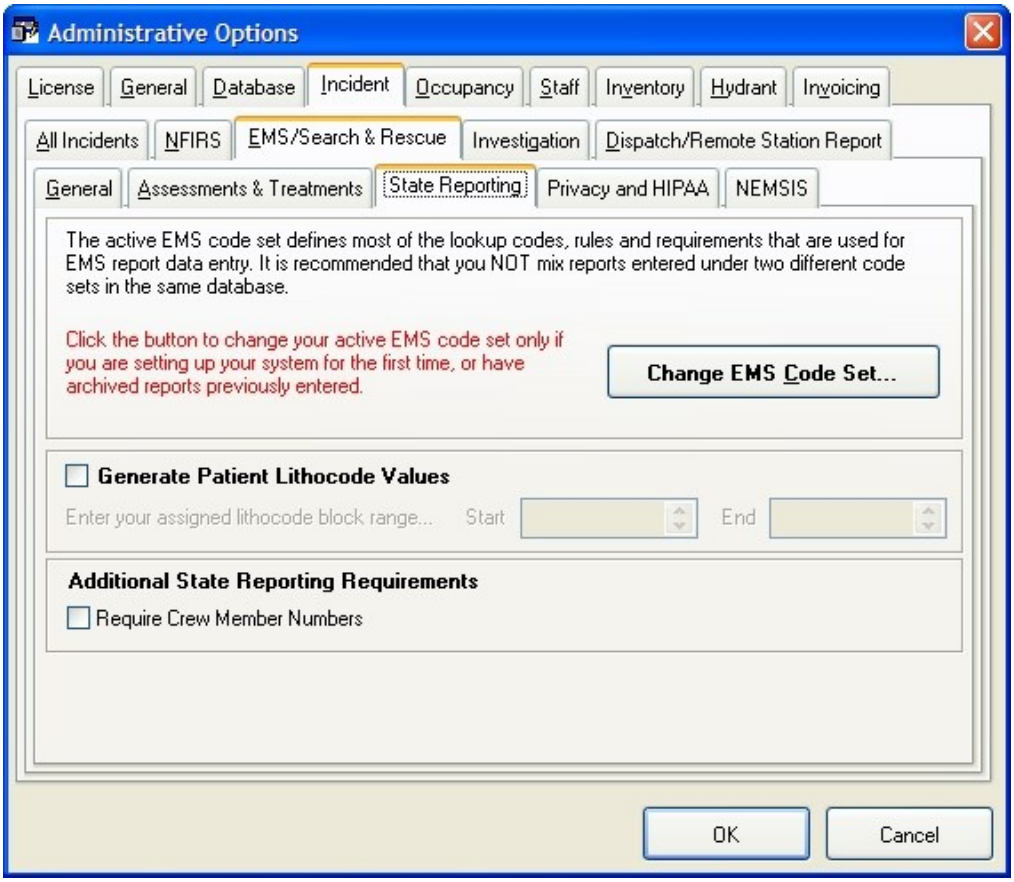
Replace with code set codes

Note:

- Users can log in and use the software during these steps, but the EMS module should not be accessed while you replace the existing EMS codes with the NEMSIS code set.
- You will need an FH administrator account to perform the steps below.
- (FH Enterprise) You must log into FH using an SQL administrator account for proper security access to the user field tables of the FH database.

1. Notify all FH users not to use the EMS module until you have completed replacing the existing EMS codes with the NEMSIS code set.
2. Log in to FH using an administrator account.
3. Choose **Administration → Administrative Options**.

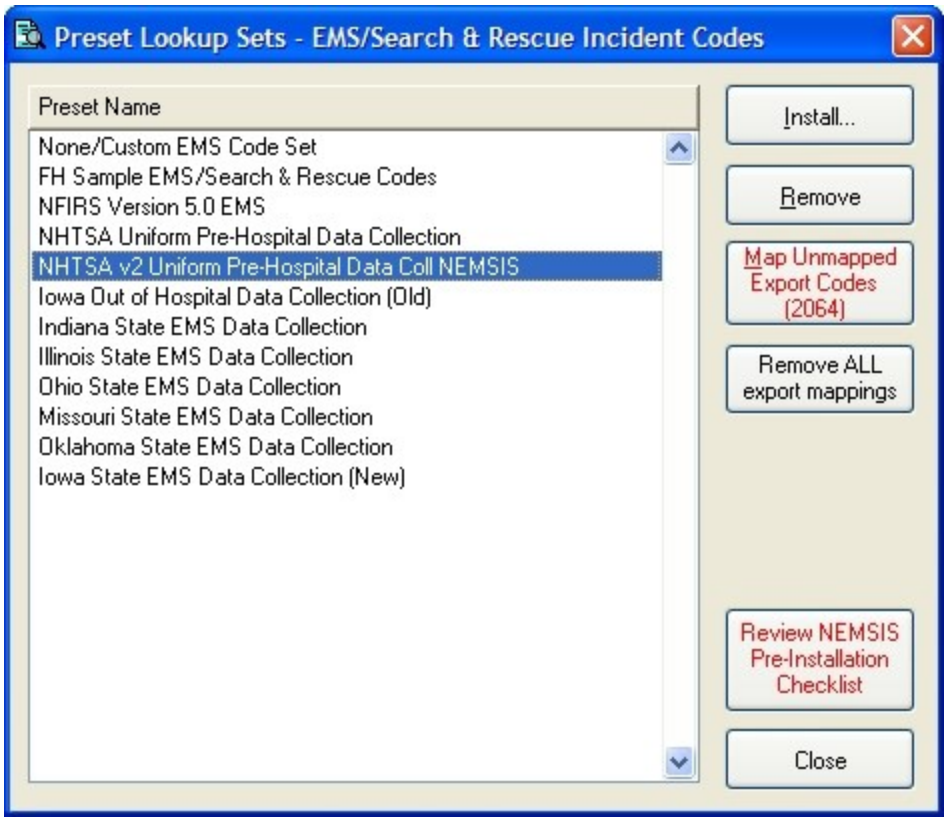
   The **Administrative Options** dialog box appears.
4. Click the **Incident → EMS/Search & Rescue → State Reporting** tabs.



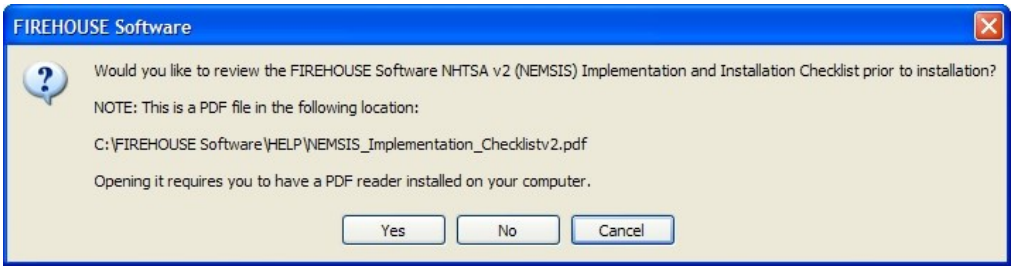
5. Click **Change EMS Code Set**.

The **Preset Lookup Sets - EMS/Search & Rescue Incident Codes** dialog box appears.

6. Select **NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS** from the list, and then click **Install**.

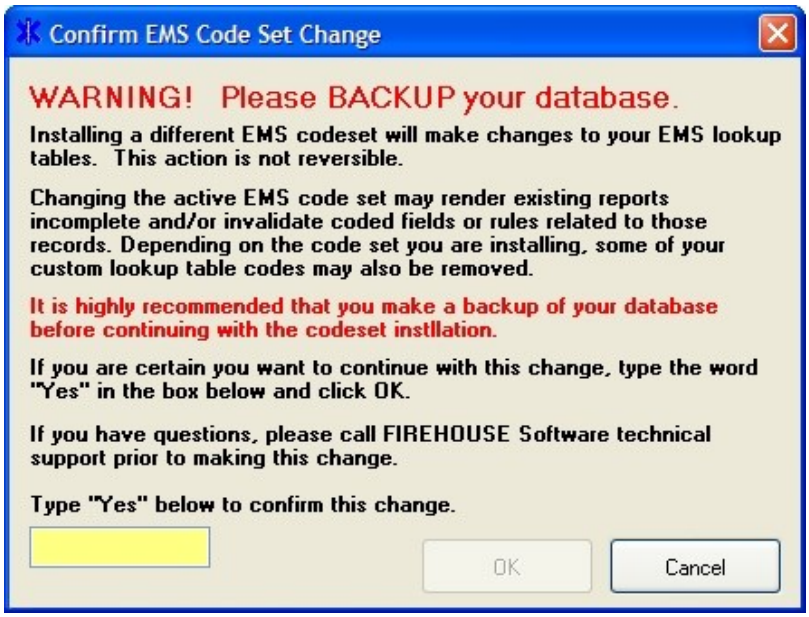


A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



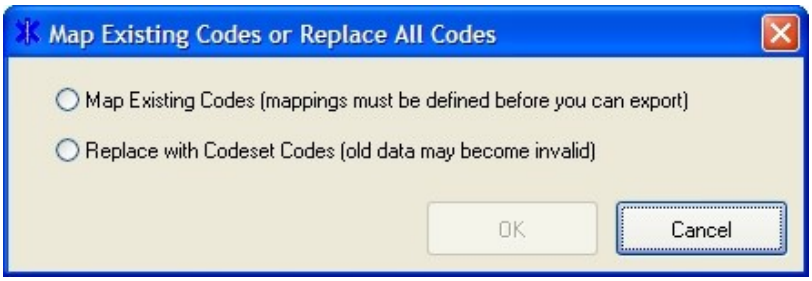
7. Click **No**, since you are already reading the *NEMSIS Implementation and Installation Guide*.

The **Confirm EMS Code Set Change** dialog box appears.



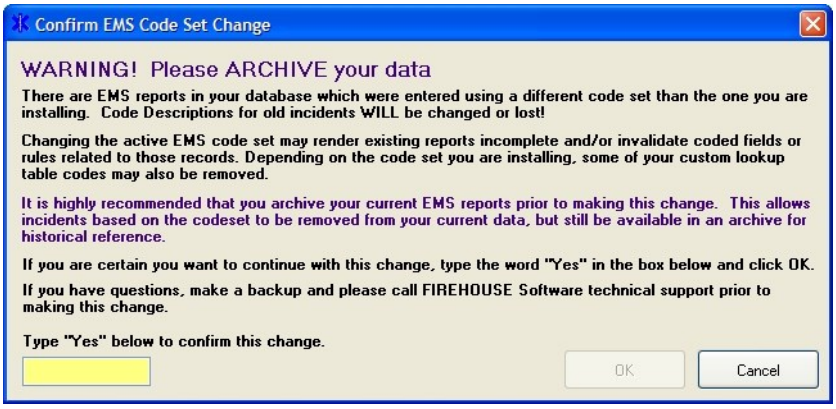
8. In the yellow field, type `Yes` and then click **OK**.

   The **Map Existing Codes or Replace All Codes** dialog box appears.



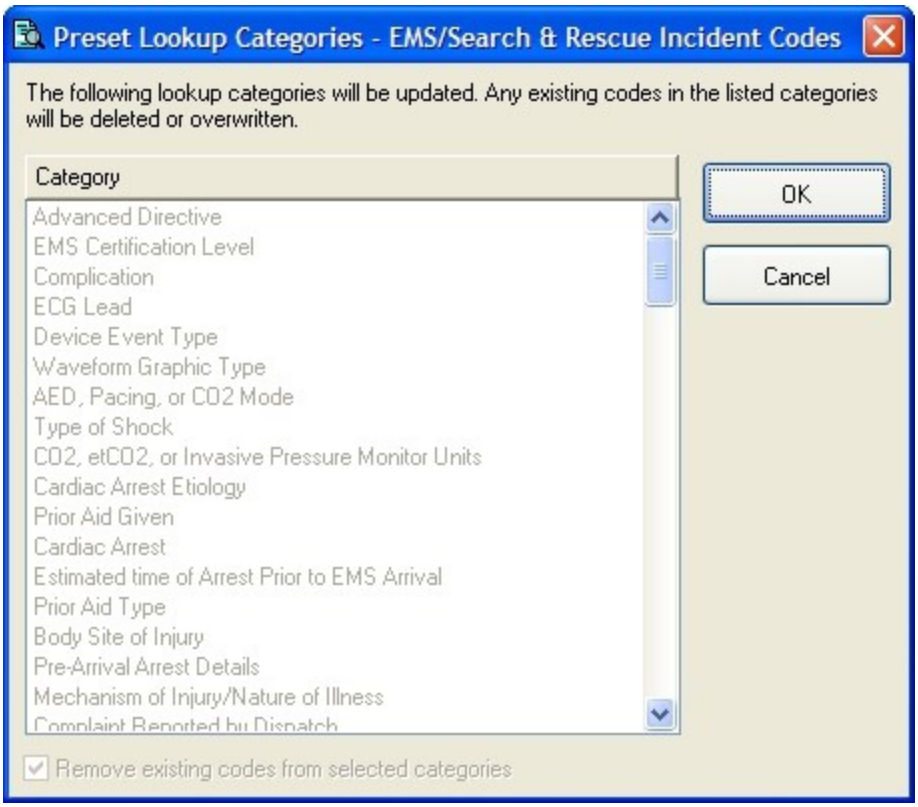
9. Select **Replace with Codeset Codes (old data may become invalid)**, and then click **OK**.

   If you have any EMS runs still in FH, the **Confirm EMS Code Change Set** dialog box appears. If this is a new installation of FH, or if you have deleted the source records, this dialog box does not appear.



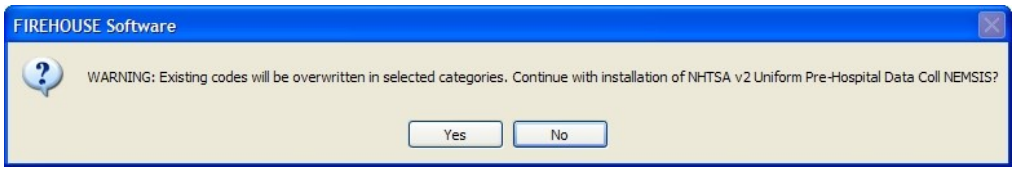
10. In the yellow field, type `Yes`, and then click **OK**

    The **Preset Lookup Categories - EMS/Search & Rescue Incident Codes** dialog box appears.



11. Click **OK**.

    A warning message appears, informing you that existing codes will be overwritten in selected categories, and asking you whether you want to continue.



12. Click **Yes**.

    A series of messages and progress bars appear as the codes are overwritten. When the process completes, another message box appears, informing you that the preset lookup setup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully.

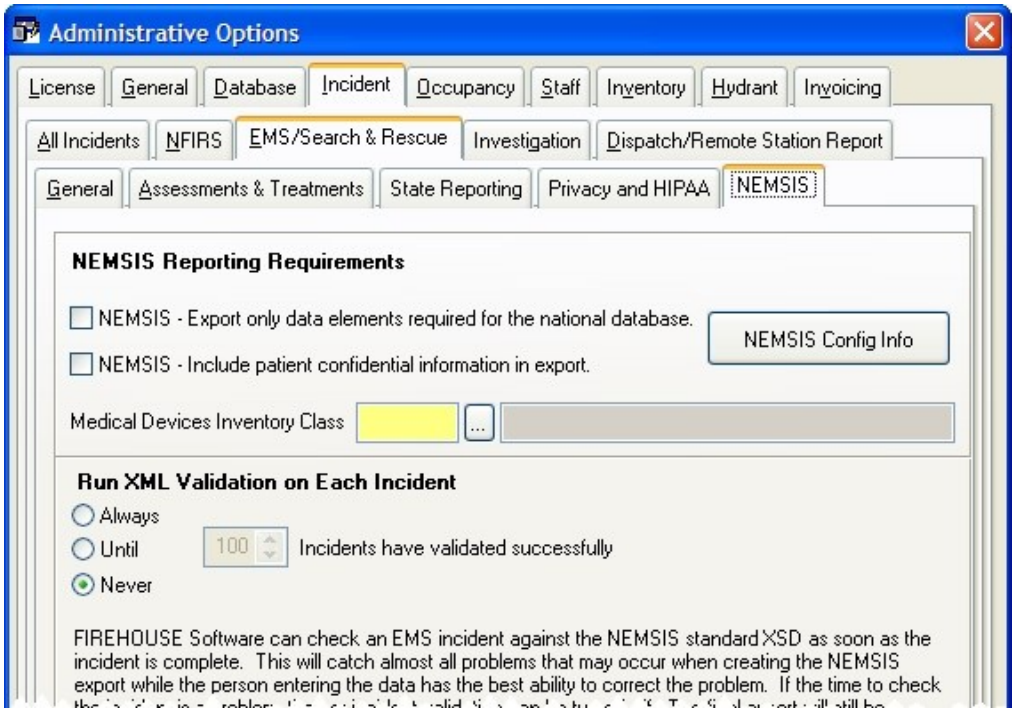
13. Click **OK**.
14. In the **Preset Lookup Sets - EMS/Search & Rescue Incident Codes** dialog box, click **Close**.
15. In the **Administrative Options** dialog box, click **OK**.
16. Notify all FH users you have completed mapping the existing EMS codes to the NEMSIS code set, and that they may use EMS module again.
17. Continue with **Configure NEMSIS export options and medical devices class codes**, on page 28.

Configure NEMSIS export options and medical devices class codes

1. Choose **Administration** → **Administrative Options**.

   The **Administrative Options** dialog box appears.

2. Click the **Incident** → **EMS/Search & Rescue** → **NEMSIS** tabs.



3. (Optional, if you are only reporting to the national reporting body and not to local agencies) Under **NEMSIS - Reporting Requirements**, select **NEMSIS - Export only data elements required for the national database**.

   WARNING: Do not select **NEMSIS - Export only data elements required for the national database** if you are reporting to state and local agencies.

4. (If patient information is required for state reporting) Under **NEMSIS - Reporting Requirements**, select **Include patient confidential information in export**.

5. Under **Run XML Validation on Each Incident**, select the option indicating how frequently you want incidents to be validated.

   Tip: While validating each incident can extend the time it takes for the software to save each incident, it is much easier to correct problems if they are found during data entry.

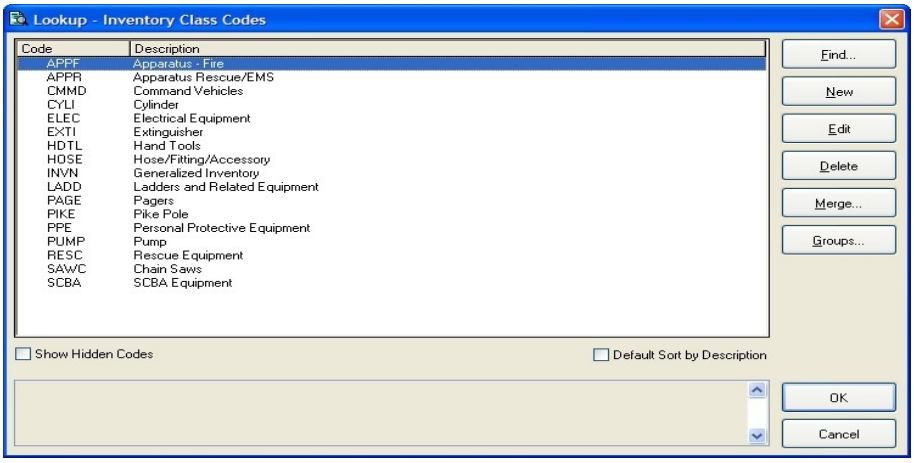
6. (If it is not greyed out) For **Medical Devices Inventory Class**, in the yellow field, enter an existing code or a new code for medical device items in the Inventory module.

   Note: Medical Devices Inventory Class is greyed out if your department has not purchased and activated the Inventory module in FH. If it is greyed out, skip this step and step 7 below.

7. (If you entered a new medical devices inventory code) Do the following:

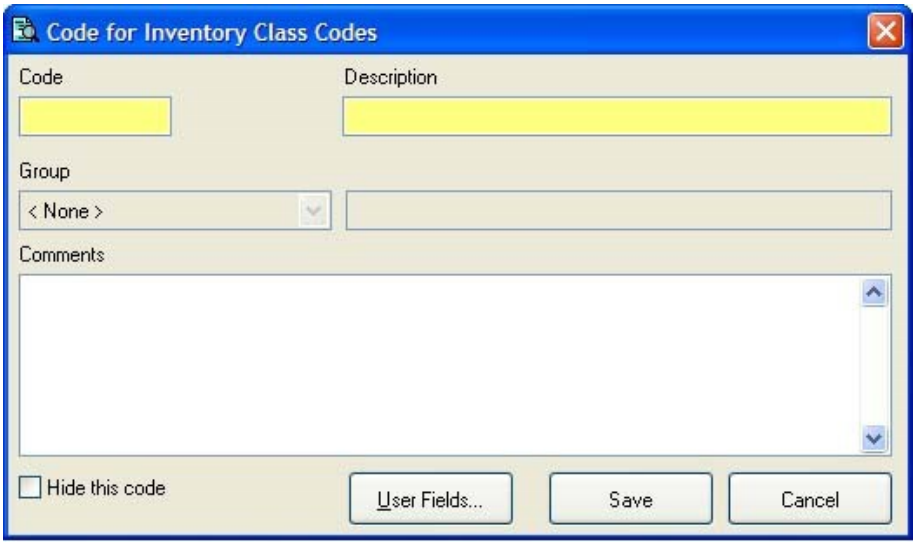
   a. Click the lookup button to the right of **Medical Devices Inventory Class** field.

      The **Lookup - Inventory Class Codes** dialog box appears.



   b. Click **New**.

      The **Code for Inventory Class Codes** dialog box appears.



   c. In **Code**, enter a unique code.

   d. In **Description**, enter a description for the code.

   e. Click **Save**.

   f. In the **Lookup - Inventory Class Codes** dialog box, select the new code you created.

   g. Click **OK**.

      The code you created and its description appears in the **Administrative Options** dialog box, in **Medical Devices Inventory Class**.

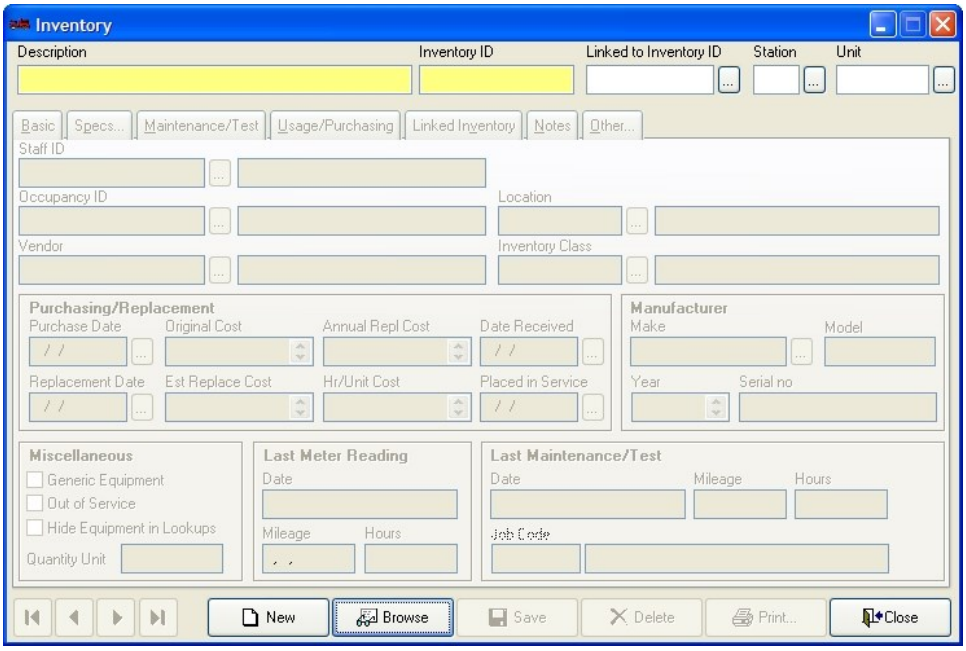
8. In the **Administrative Options** dialog box, click **OK**.

9. (If necessary) Update each record in the Inventory module to include the new medical device inventory class codes.

   Tip: Code any inventory item or device used for monitoring or administering patient care as a medical device in Inventory.

   a. On the **FH** main toolbar, click **Inventory**.

      The **Inventory** dialog box appears.



   b. At the bottom of the dialog box, click **Browse**.

      A **Query** or **Find** dialog box appears, depending on what query is set as the default in your installation of FH.

   c. Use the dialog box to select an inventory record.

      The **Inventory** dialog box populates with data.

   d. In **Inventory Class**, enter a medical device inventory code or use the lookup button to select a medical device inventory code.

   e. Click **Save**.

   f. Repeat steps b-e for any other medical device items that use the new medical device inventory class codes you created.

10. Do one of the following:

If you	Then do this
Mapped your existing EMS codes to the NEMSIS code set	Continue with **Add or update codes in lookup tables**, on page 31.
Replaced your existing EMS codes with the NEMSIS code set	Continue with **Update EMS service numbers**, on page 33.

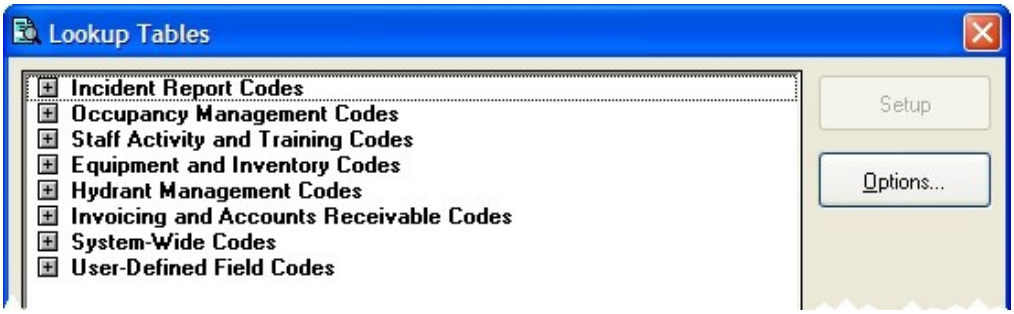
Add or update codes in lookup tables

Note: If you replaced your existing EMS codes with the NEMSIS code set, skip the steps below and go to **Update EMS service numbers**, on page 33.

When you decided to map your existing EMS codes to the NEMSIS code set, no new NEMSIS codes are added to your lookup tables. Now you need to manually add these lookup codes, so that they are available during data entry.

1. Choose **Tools** → **Lookup Tables**.

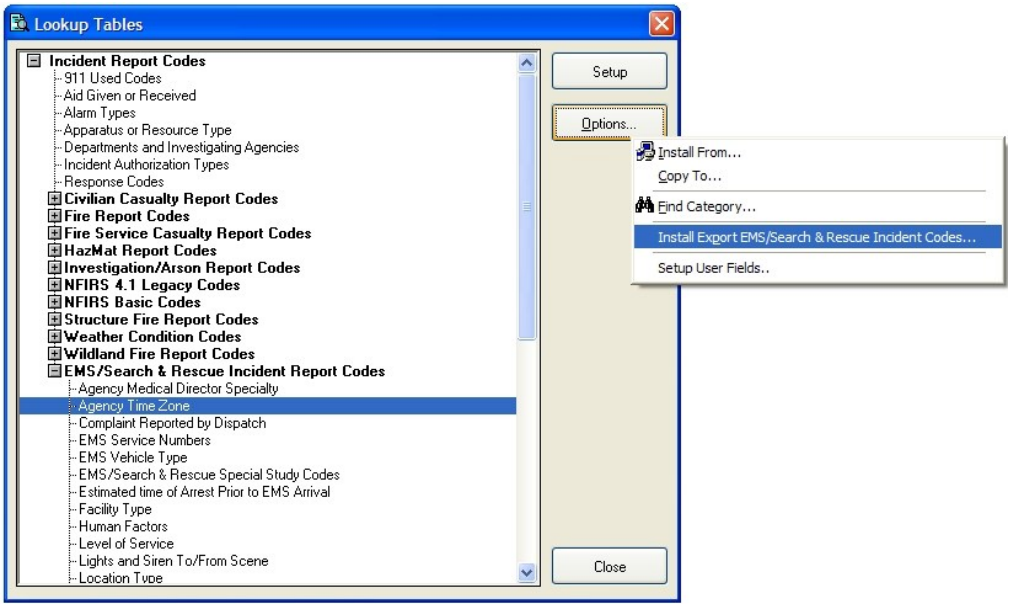
   The **Lookup Tables** dialog box appears.



2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes**, and then highlight **Agency Time Zone**.

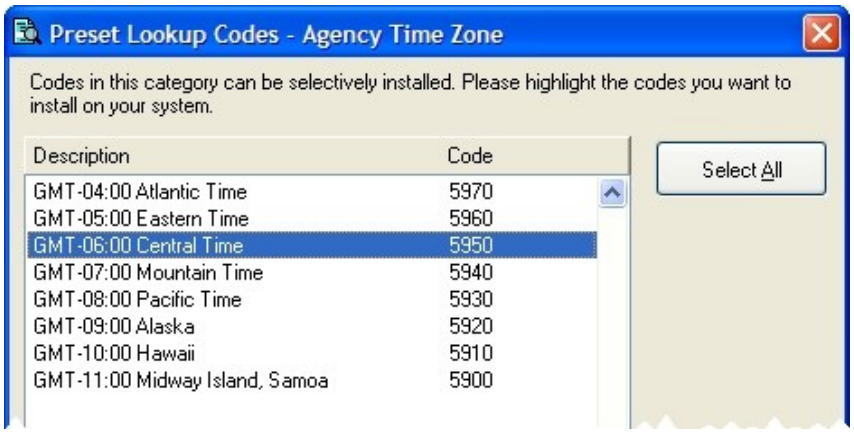
   Caution: Be careful to highlight **Agency Time Zone** with a single left-mouse click. If you double-click the option, the lookup dialog box that appears does not allow you to add or update preset codes.

3. Click **Options** → **Install Export EMS/Search & Rescue Incident Codes**.

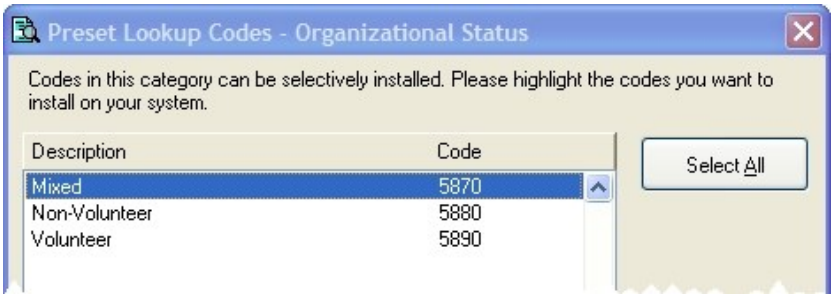


   The **Preset Lookup Codes - Agency Time Zone** dialog box appears.

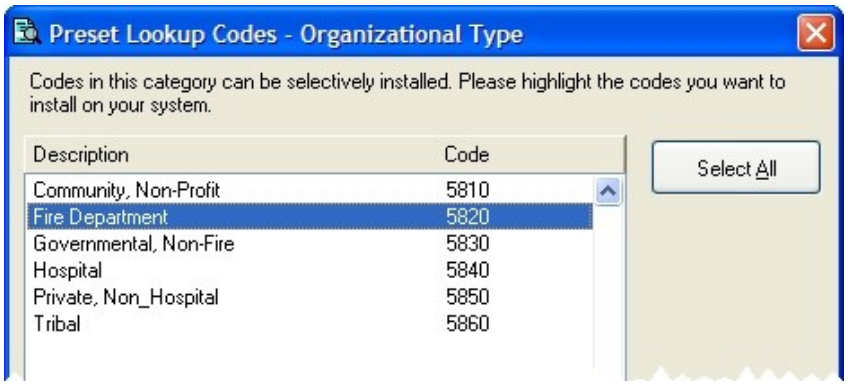
4. Select the appropriate codes for your area, and then click **OK**.



5. In the **Lookup Tables** dialog box, scroll down and highlight **Organizational Status**.
6. Click **Options** → **Install Export EMS/Search & Rescue Incident Codes**.
   The **Preset Lookup Codes - Organizational Status** dialog box appears.
7. Select the appropriate codes for your area, and then click **OK**.



8. In the **Lookup Tables** dialog box, highlight **Organizational Type**.
9. Click **Options** → **Install Export EMS/Search & Rescue Incident Codes**.
   The **Preset Lookup Codes - Organizational Type** dialog box appears.
10. Select the appropriate codes for your area, and then click **OK**.



11. Click **Close**.
12. Continue with **Update EMS service numbers**, on page 33.

Update EMS service numbers

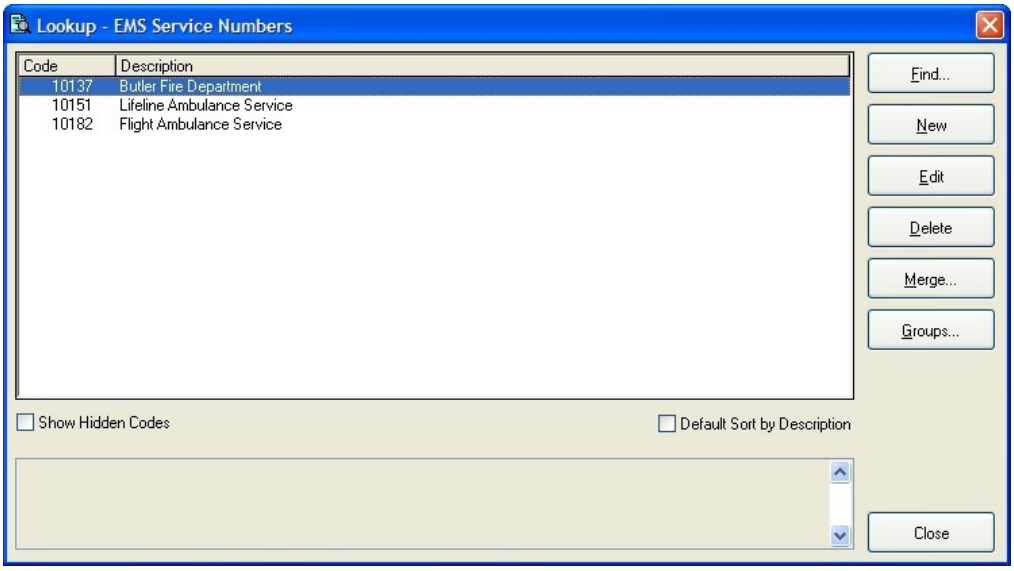
1. Choose **Tools** → **Lookup Tables**.

   The **Lookup Tables** dialog box appears.

2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes**.

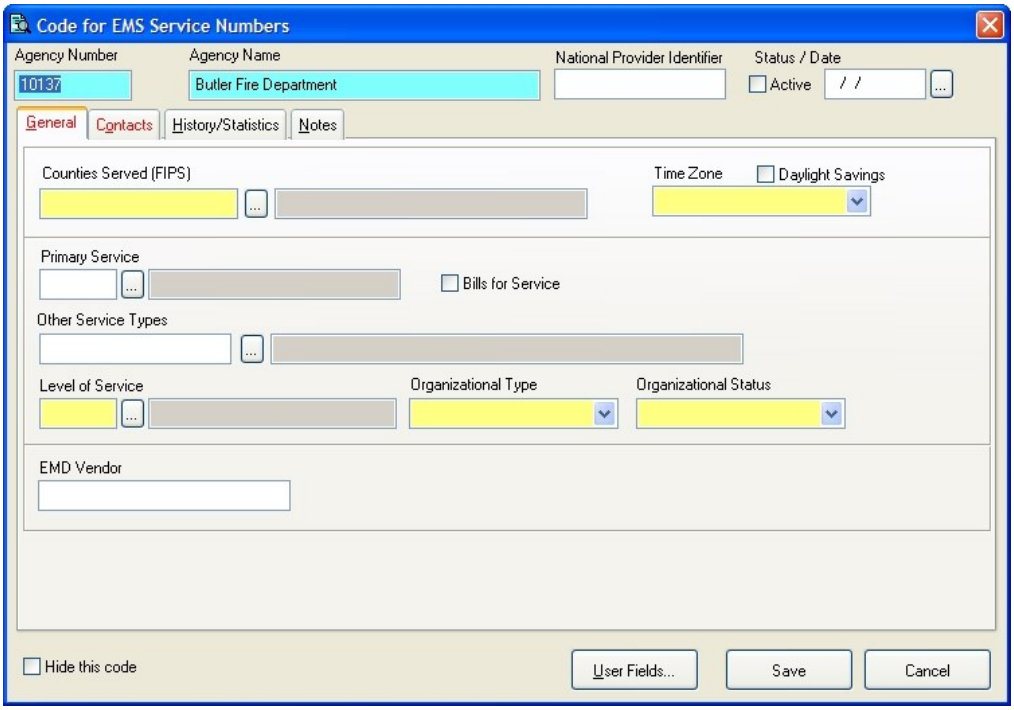
3. Select **EMS Service Numbers**, and then click **Setup**.

   The **Lookup - EMS Service Numbers** dialog box appears.



4. From the list, select an EMS service number, and then click **Edit**.

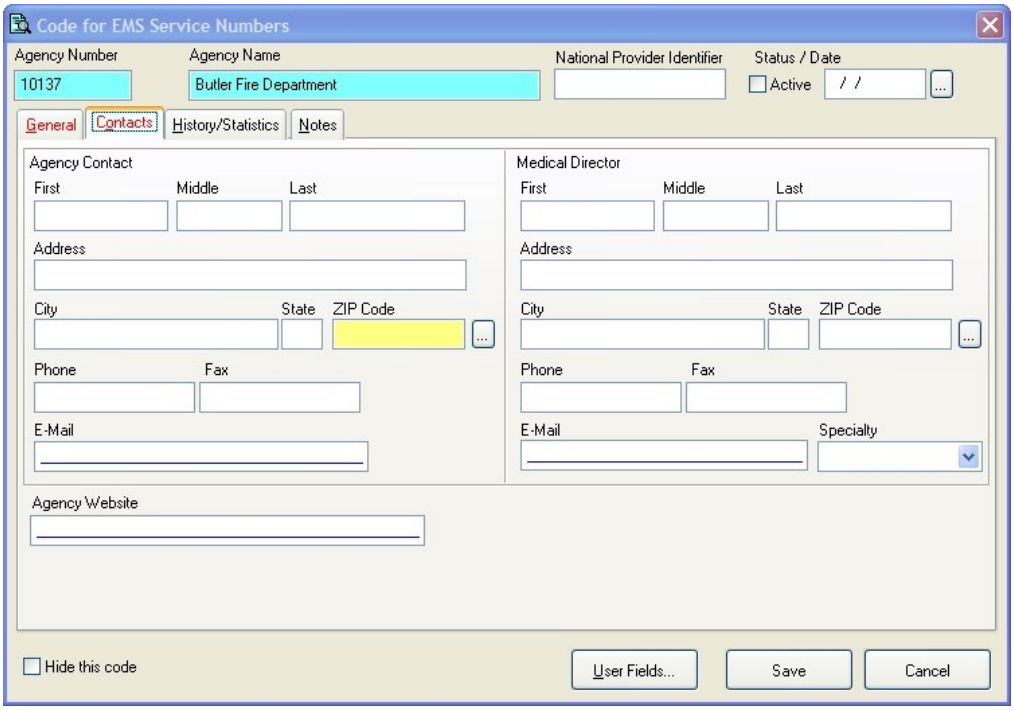
   The **Code for EMS Service Numbers** dialog box appears, set to the **General** tab.



5. Verify that the information in the following fields is correct, and edit if necessary:
   - Under **Status / Date**, the **Active** checkbox and the date in the date field.

     Note: If the **Status / Date** field is disabled (grayed out), this EMS service number is associated with the central station code, and the **Status / Date** information is not needed.

   - **Counties Served (FIPS)**
   - **Time Zone**
   - **Level of Service**
   - **Organizational Type**
   - **Organizational Status**
6. Click the **Contacts** tab.



7. Under **Agency Contact**, in **ZIP Code**, verify that the information is correct, and edit if necessary.
8. Click **Save**.
9. In the **Lookup - EMS Service Numbers** dialog box, for the remaining EMS service numbers in the list, repeat steps 4-8.
10. In the **Lookup - EMS Service Numbers** dialog box, click **Close**.
11. In the **Lookup Tables** dialog box, click **Close**.
12. Continue with **Update city codes**, on page 35.

Update city codes

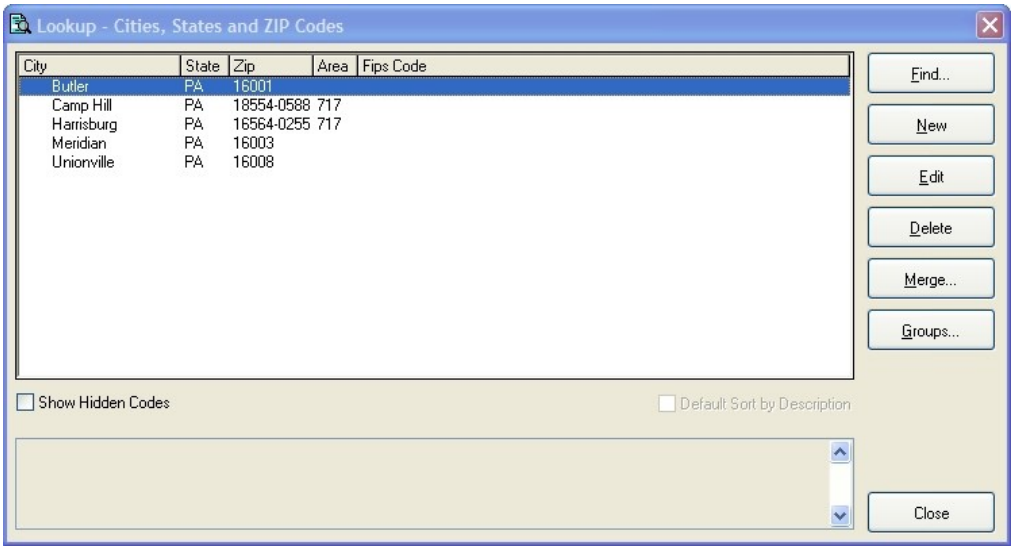
1. Choose **Tools** → **Lookup Tables**.

   The **Lookup Tables** dialog box appears.

2. Expand **System-Wide Codes** → **Cities, States and ZIP Codes**.

3. Select **Cities, States and ZIP Codes**, and then click **Setup**.

   The **Lookup - Cities, States and ZIP Codes** dialog box appears.

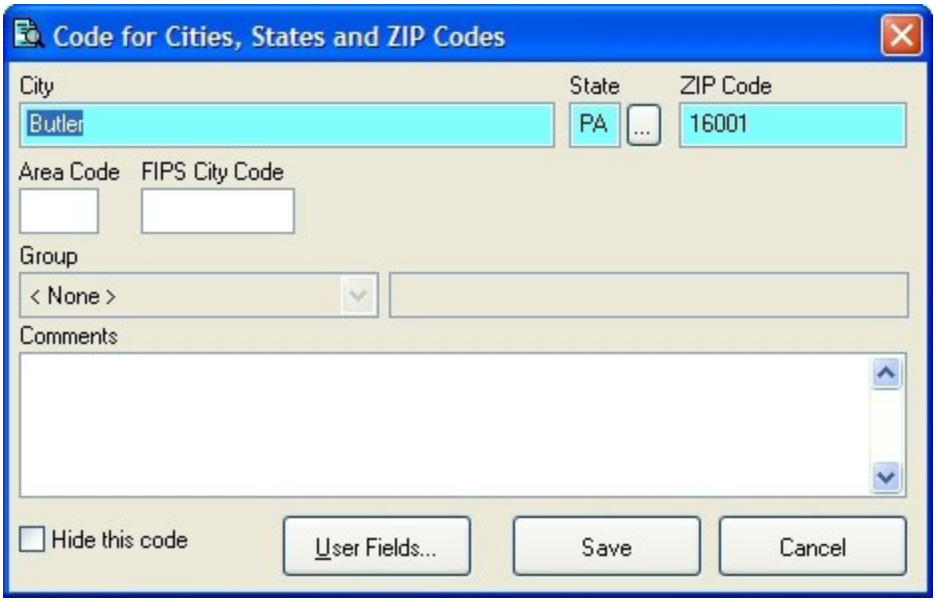


4. For each city listed in the dialog box, check its FIPS city code in the **Fips Code** column.

5. (If you see a blank field or an error in the FIPS code for a city) Do the following.

   a. From the list, select the city, and then click **Edit**.

      The **Code for Cities, States and ZIP Codes** dialog box appears.



b. In **FIPS City Code**, edit the value as needed.

c. Click **Save**.

6. For all the cities in the **Lookup - Cities, States and ZIP Codes** dialog box, repeat steps 4-5.
7. In the **Lookup - Cities, States and ZIP Codes** dialog box, click **Close**.
8. In the **Lookup Tables** dialog box, click **Close**.
9. Continue with **Update unit codes**, on page 37.

Update unit codes

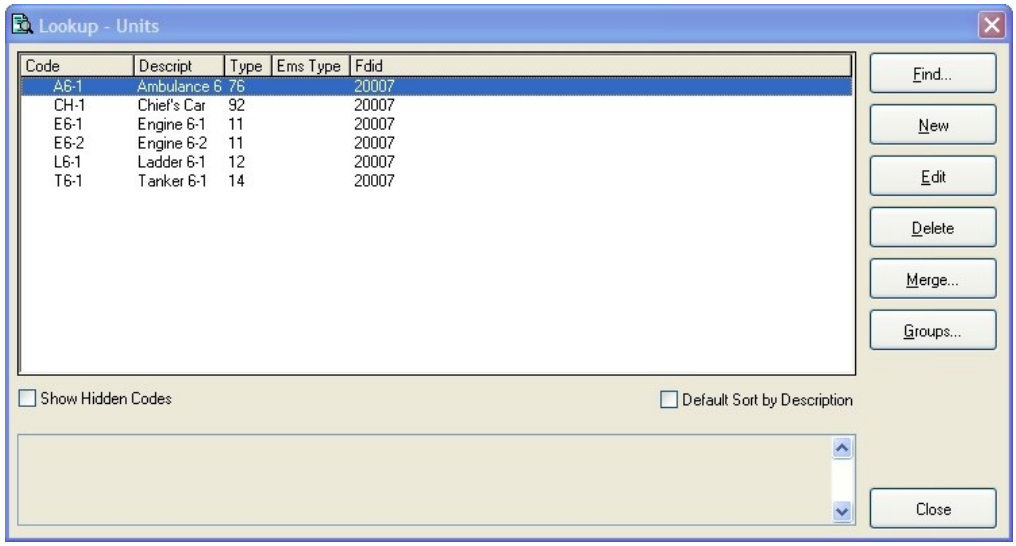
1. Choose **Tools** → **Lookup Tables**.

   The **Lookup Tables** dialog box appears.

2. Expand **System-Wide Codes**.

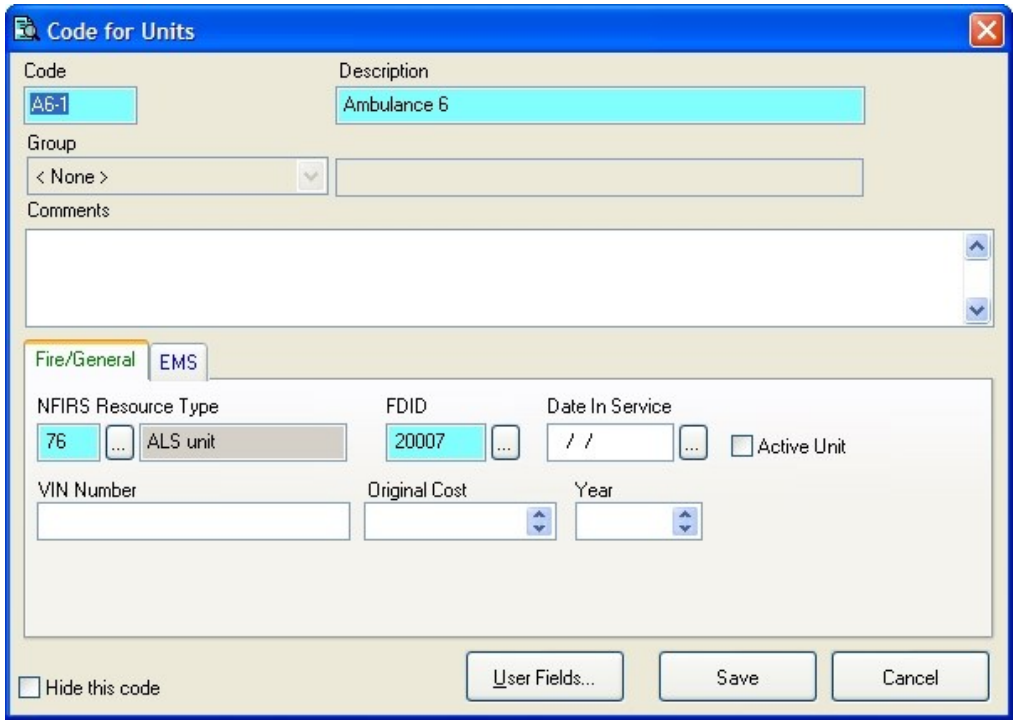
3. Select **Units**, and then click **Setup**.

   The **Lookup – Units** dialog box appears.



4. From the list, select a unit code, and then click **Edit**.

   The **Code for Units** dialog box appears, set to the **Fire/General** tab.



5. (If a VIN number is not present in **VIN Number**) Do one of the following:

Is the unit code associated with an apparatus record in the Inventory module?	Then do this
No	In **VIN Number**, type the VIN number associated with the unit.
Yes	Do one of the following: • In **VIN Number**, enter a VIN Number in this Unit code record. • Confirm that the VIN number has been entered on the **Basic** tab of each apparatus record in the Inventory module.

6. In **NFIRS Resource Type**, notice the code that appears.
7. Click the **EMS** tab.
8. In **NEMSIS Resource Type**, enter a value if either of the following cases are true:
   - The code in **NFIRS Resource Type** was `75 (BLS Unit)` or `76 (ALS Unit).`
   - The unit may be assigned to a patient record.
9. Click **Save**.
10. In the **Lookup - Units** dialog box, for the remaining units in the list, repeat steps 4-9.
11. In the **Lookup - Units** dialog box, click **Close**.
12. In the **Lookup Tables** dialog box, click **Close**.
13. Continue with **Update station codes**, on page 39.

Update station codes

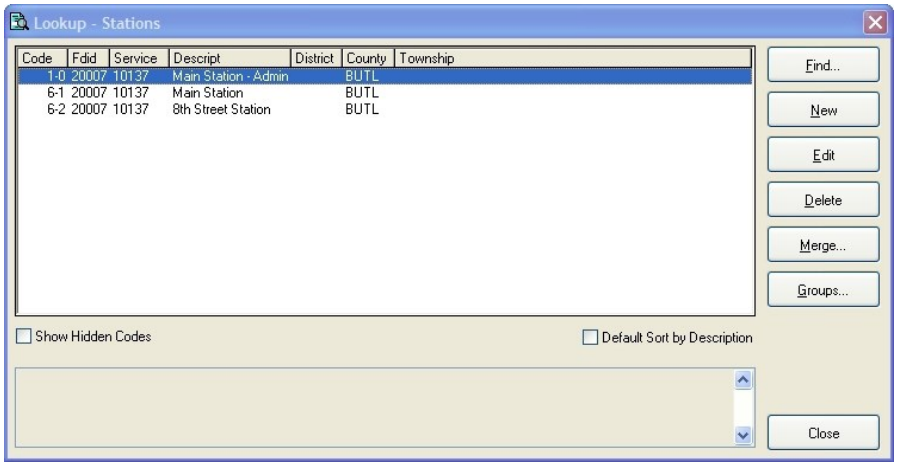
1. Choose **Tools** → **Lookup Tables**.

   The **Lookup Tables** dialog box appears.

2. Expand **System-Wide Codes**.

3. Select **Stations**, and then click **Setup**.

   The **Lookup – Stations** dialog box appears.

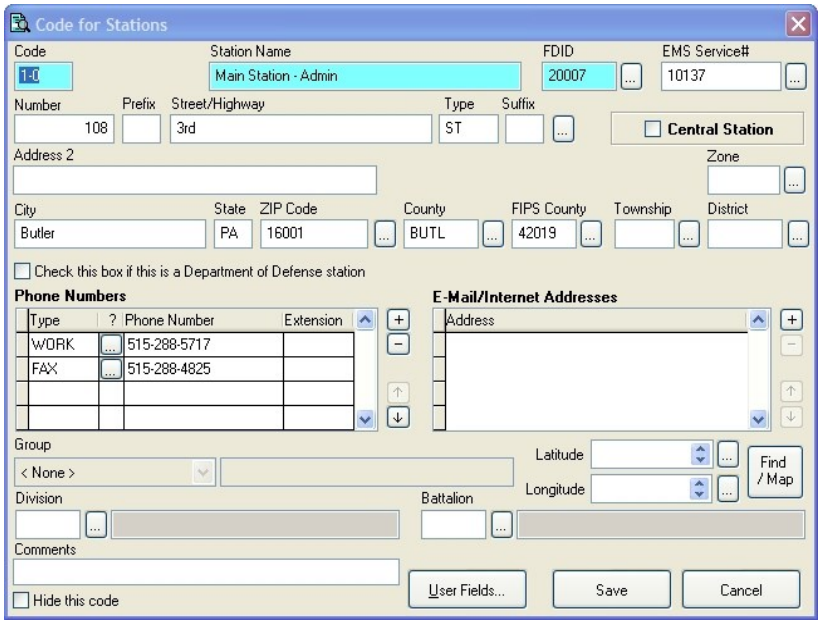


4. For each station listed in the dialog box, check the station's EMS service number in the **Service** column.

5. (If you see a blank field or an error in the EMS service number for a station) Do the following.

   a. From the list, select a station code, and then click **Edit**.

      The **Code for Stations** dialog box appears.



b. In **EMS Service #**, edit the value as needed.

c. (If **Central Station** is selected in the upper right corner) Verify that all required (highlighted) fields have values.

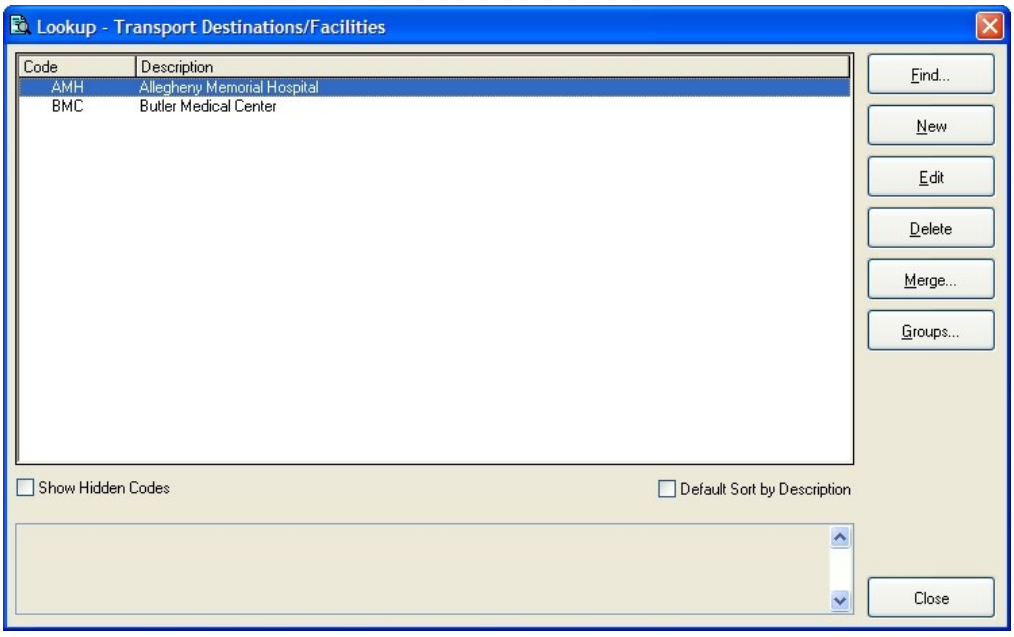
d. Click **Save**.

6. In the **Lookup - Stations** dialog box, for the remaining stations in the list, repeat steps 4-5.
7. In the **Lookup - Stations** dialog box, click **Close**.
8. In the **Lookup Tables** dialog box, click **Close**.
9. Continue with **Update destination facilities codes**, on page 41.

Update destination facilities codes

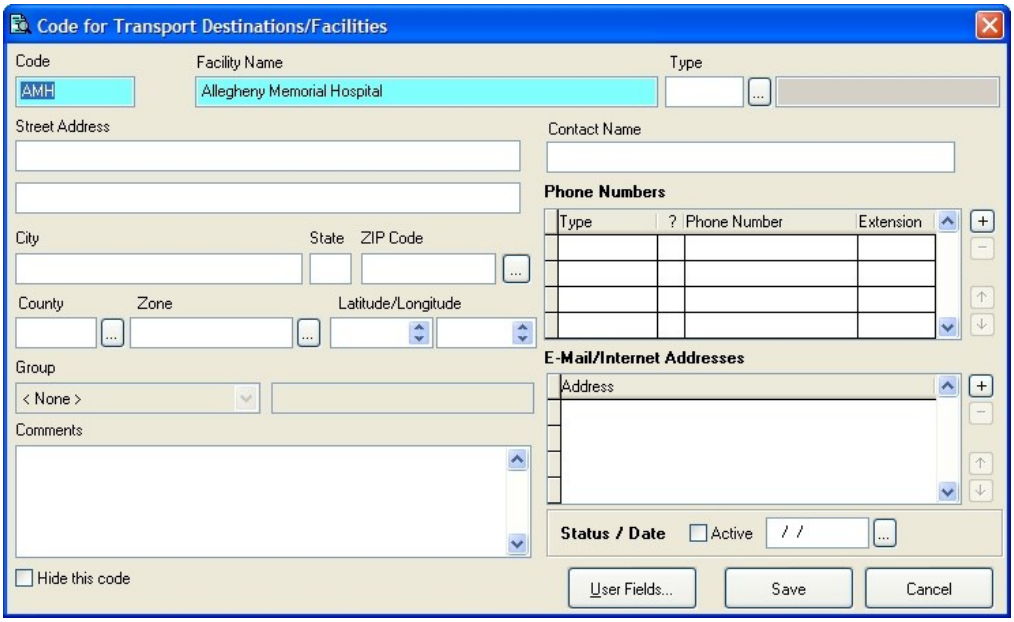
1. Choose **Tools** → **Lookup Tables**.
2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes** → **Transport Codes**.
3. Select **Transport Destinations/Facilities**, and then click **Setup**.

   The **Lookup – Transport Destinations/Facilities** dialog box appears.



4. From the list, select a transport destination/facility code, and then click **Edit**.

   The **Code for Transport Destinations/Facilities** dialog box appears.

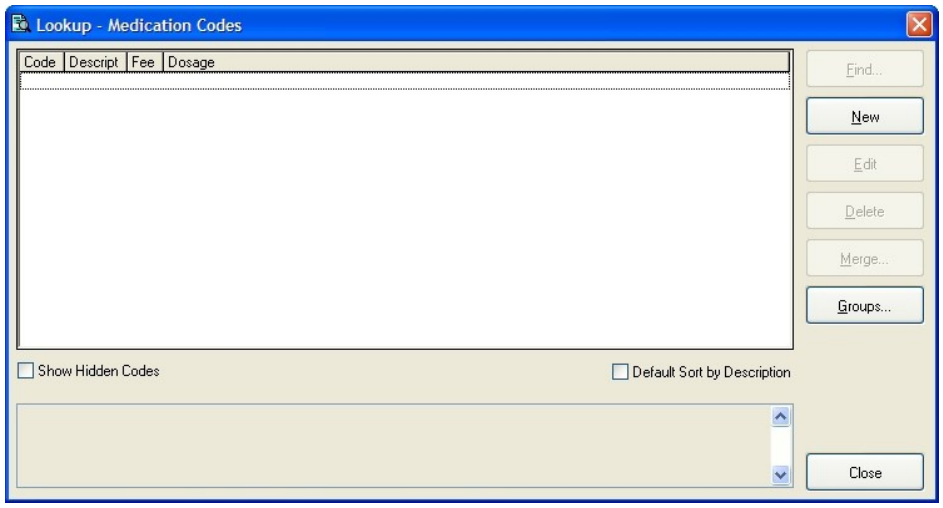


5. In **Type**, verify that the transport destination has a NEMSIS destination type specified.
6. In the lower right corner of the dialog box, under **Status / Date**, verify that **Active** is selected, and that a date is specified in the field to the right of **Active**.
7. Click **Save**.
8. In the **Lookup - Transport Destinations/Facilities** dialog box, for the remaining transport destinations/facilities in the list, repeat steps 4-8.
9. In the **Lookup - Transport Destinations/Facilities** dialog box, click **Close**.
10. In the **Lookup Tables** dialog box, click **Close**.
11. Continue with **Update medication codes (demographic)**, on page 43.

Update medication codes (demographic)

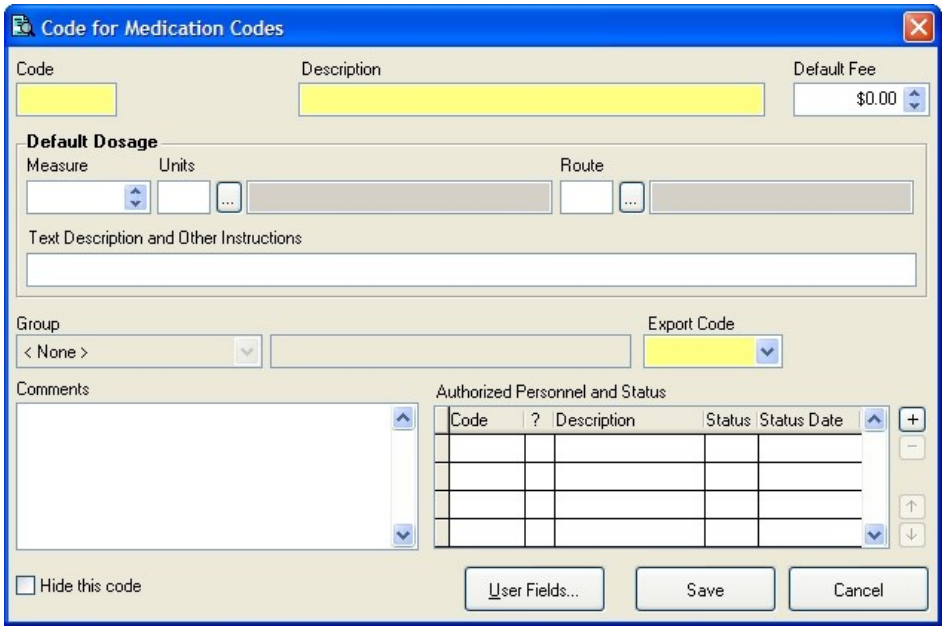
1. Choose **Tools** → **Lookup Tables**.
2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes** → **EMS Clinical Codes**.
3. Select **Medication Codes**, and then click **Setup**.

   The **Lookup - Medication Codes** dialog box appears.



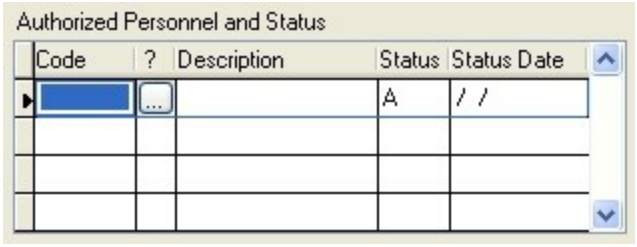
4. From the list, select a medication code, and then click **Edit**.

   The **Code for Medication Codes** dialog box appears.



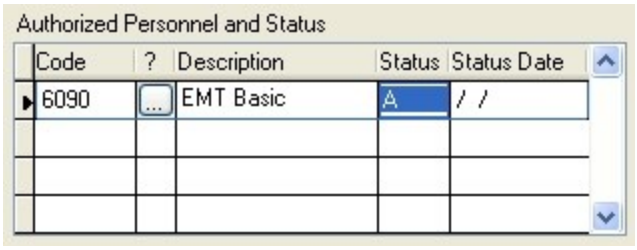
5. Under **Authorized Personnel and Status**, to the right of the grid, click the add button.

   A new row appears at the top of the grid under **Authorized Personnel and Status**.

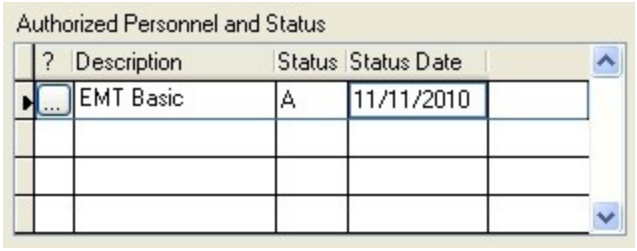


6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup button and select the code from the list that appears.

   The row in the grid populates with data for that code.



7. In the **Status** column, enter an `A` for "Active" or an `I` for "Inactive."
8. In **Status Date** column, enter the date of the status.



9. For each type of personnel authorized to administer the medication, repeat steps 5-8.
10. Click **Save**.
11. For the remaining medications in the list, repeat steps 4-10.
12. In the **Lookup - Medication Codes** dialog box, click **Close**.
13. In the **Lookup Tables** dialog box, click **Close**.
14. Continue with **Update procedure codes (demographic)**, on page 45.

Update procedure codes (demographic)

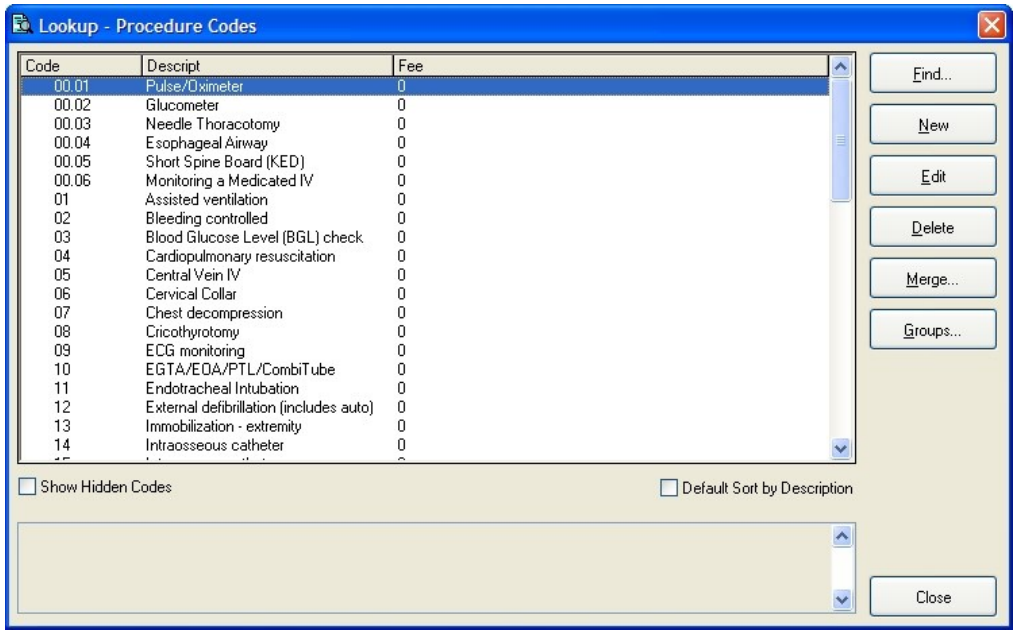
1. Click **Tools** → **Lookup Tables**.

   The **Lookup Tables** dialog box appears.

2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes** → **EMS Clinical Codes**.

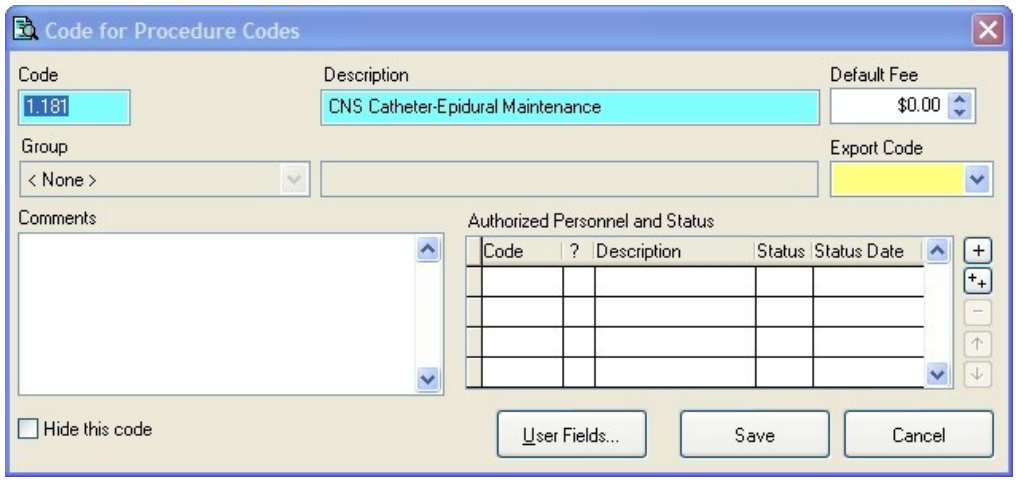
3. Select **Procedure Codes**, and then click **Setup**.

   The **Lookup – Procedure Codes** dialog box appears.



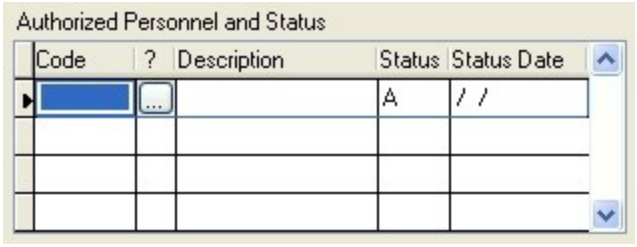
4. In the list, select a procedure code, and then click **Edit**.

   The **Code for Procedure Codes** dialog box appears.



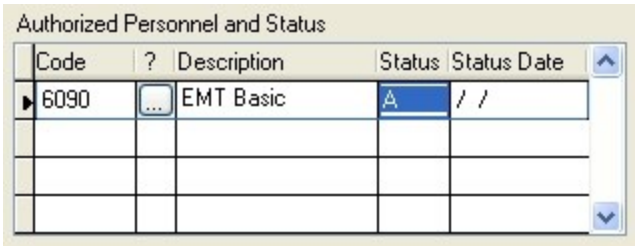
5. Under **Authorized Personnel and Status**, to the right of the grid, click the add button.

   A new row appears at the top of the grid under **Authorized Personnel and Status**.

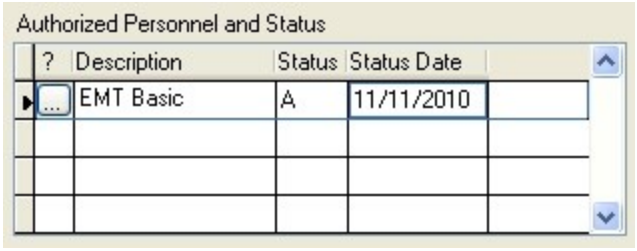


6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup button and select the code from the list that appears.

   The row in the grid populates with data for that code.



7. In the **Status** column, enter an `A` for "Active" or an `I` for "Inactive."
8. In **Status Date** column, enter the date of the status.

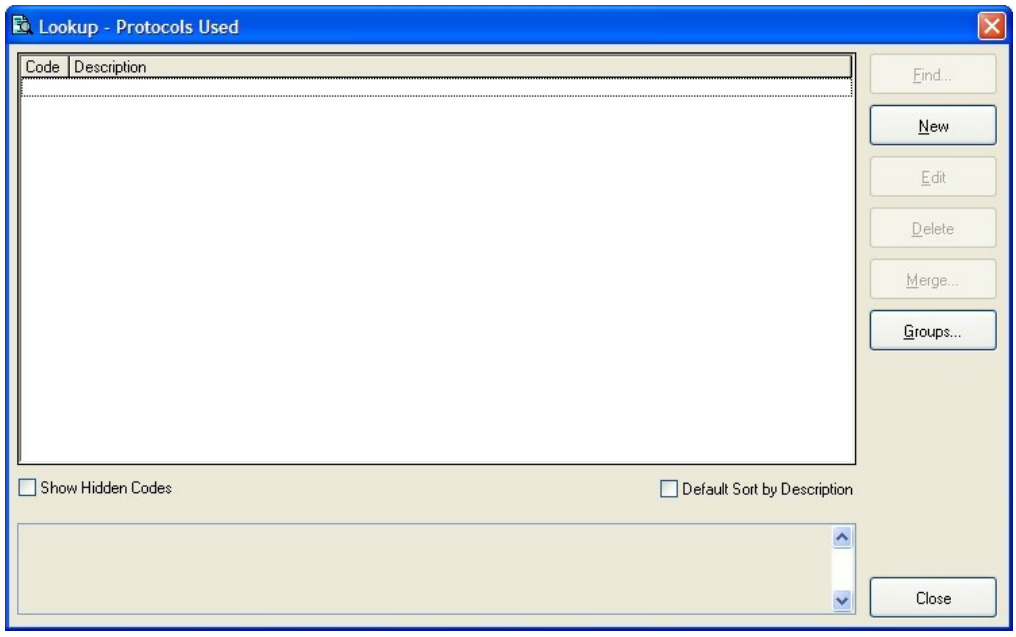


9. For each type of personnel authorized to administer the procedure, repeat steps 5-8.
10. Click **Save**.
11. For the remaining procedures in the list, repeat steps 4-10.
12. In the **Lookup - Procedure Codes** dialog box, click **Close**.
13. In the **Lookup Tables** dialog box, click **Close**.
14. Continue with **Update protocols used codes (demographic)**, on page 47.

Update protocols used codes (demographic)

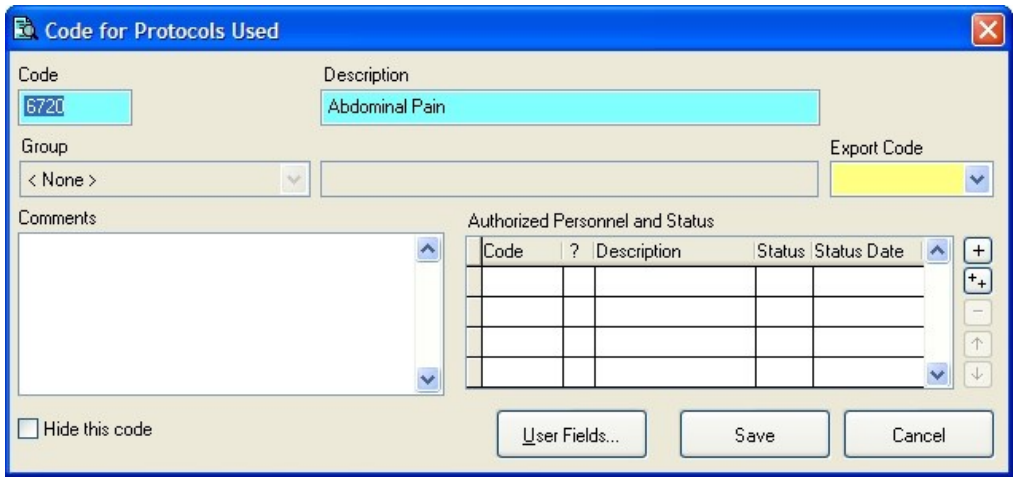
1. Choose **Tools** → **Lookup Tables**.
2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes** → **EMS Clinical Codes**.
3. Select **Protocols Used**, and then click **Setup**.

   The **Lookup - Protocols Used** dialog box appears.



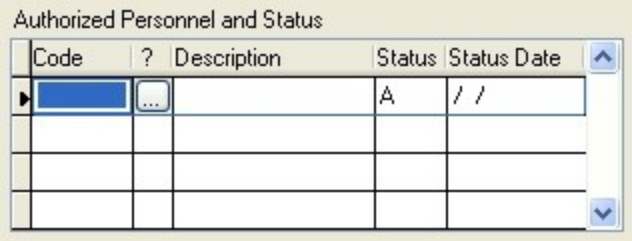
4. From the list, select a protocols used code, and then click **Edit**.

   The **Code for Protocols Used** dialog box appears.



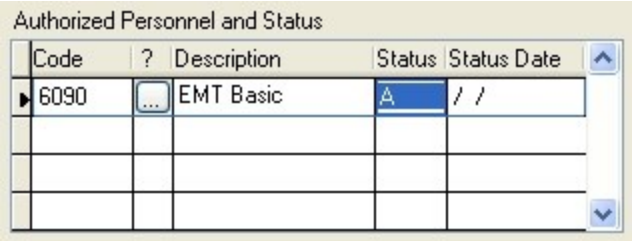
5. Under **Authorized Personnel and Status**, to the right of the grid, click add .

   A new row appears at the top of the grid under **Authorized Personnel and Status**.

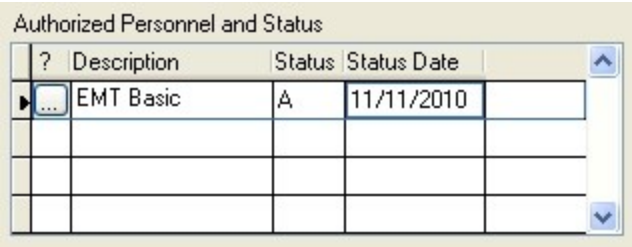


6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup button and select the code from the list that appears.

   The row in the grid populates with data for that code.



7. In the **Status** column, enter an `A` for "Active" or an `I` for "Inactive."
8. In **Status Date** column, enter the date of the status.



9. For each type of personnel authorized to administer the protocol, repeat steps 5-8.
10. Click **Save**.
11. For the remaining medications in the list, repeat steps 4-10.
12. In the **Lookup - Protocols Used** dialog box, click **Close**.
13. In the **Lookup Tables** dialog box, click **Close**.
14. Do one of the following:

If you	Then do this
Mapped your existing EMS codes to the NEMSIS code set	Continue with **Resolve invalid structures**, on page 49.
Replaced your existing EMS codes with the NEMSIS code set	Continue with **Set up staff member information**, on page 51.

Resolve invalid structures

Note: You only need to do the steps below if you mapped your existing EMS codes to the NEMSIS code set. If you replaced your existing EMS codes with the NEMSIS code set, skip this topic and go to **Set up staff member information**, on page 51.

If you had created groupings in your EMS lookup tables for your existing codes, those groupings are now invalid structures in the NEMSIS code structure. To permit incident records containing these codes to export, the codes must be moved into the new, pre-defined NEMSIS groups.

1. Choose **Tools** → **Lookup Tables**.

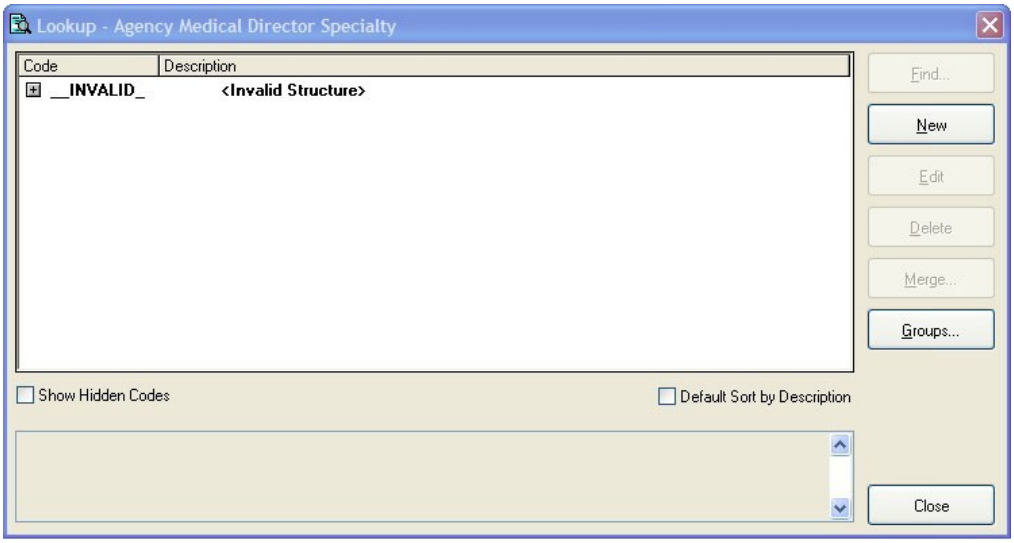
   The **Lookup Tables** dialog box appears.

2. Expand **Incident Report Codes** → **EMS/Search & Rescue Incident Report Codes**.

3. Select **Agency Medical Director Speciality**, and then click **Setup**.

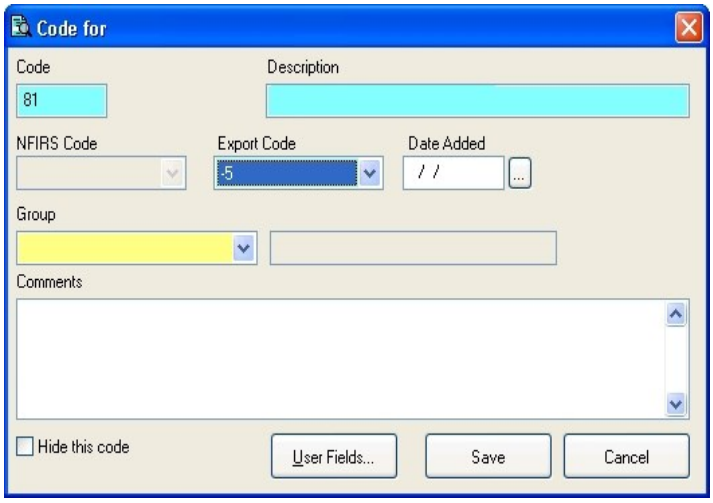
   The **Lookup - Agency Medical Director Speciality** dialog box appears.

4. Check to see if **_INVALID_** appears in the list.



5. Do one of the following:

Does _INVALID_ appear?	Then do this
No	Click **Close**.
Yes	Resolve the invalid structures with the steps below. 1. Expand **_INVALID_**. 2. (If groups appear below **_INVALID_**.) Expand a group below **_INVALID_**. 3. Select a lookup table, and then click **Edit**. The **Code** dialog box for that table appears.

Does _INVALID_ appear?	Then do this
	 4. From **Group**, select the name of the group the item should be in. 5. Click **Save**. 6. Repeat the steps above for the rest of the groups and lookup tables listed under **_INVALID_**. **Note:** Once you have moved all the lookup tables in a group under **_INVALID_** to a valid group, the group under **_INVALID_**. no longer expands. 7. In the **Lookup** dialog box for the lookup table, click **Close**. 8. (Optional) In the **Lookup Tables** dialog box, select the lookup table again and select **Edit** to verify that **_INVALID_** is gone.

6. Repeat steps 4-6 for the rest of the lookup tables listed before the **EMS Clinical Codes** group.
7. For each of the groups listed under **EMS/Search & Rescue Incident Report Codes**, expand the group and repeat steps 4-6 for each of the lookup tables listed within the group.

Note: You do not need to expand **Nemsis Pre-Defined User Fields** and perform steps 4-6 on the lookup tables in that group.

8. In the **Lookup Tables** dialog box, collapse **Incident Report Codes**.
9. Expand **Staff Activity and Training Codes** → **Staff Member Codes**.
10. For **EMS Certification Level** and **EMS Employment Status**, repeat steps 4-6.
11. In the **Lookup Tables** dialog box, click **Close**.
12. Continue with **Set up staff member information**, on page 51.

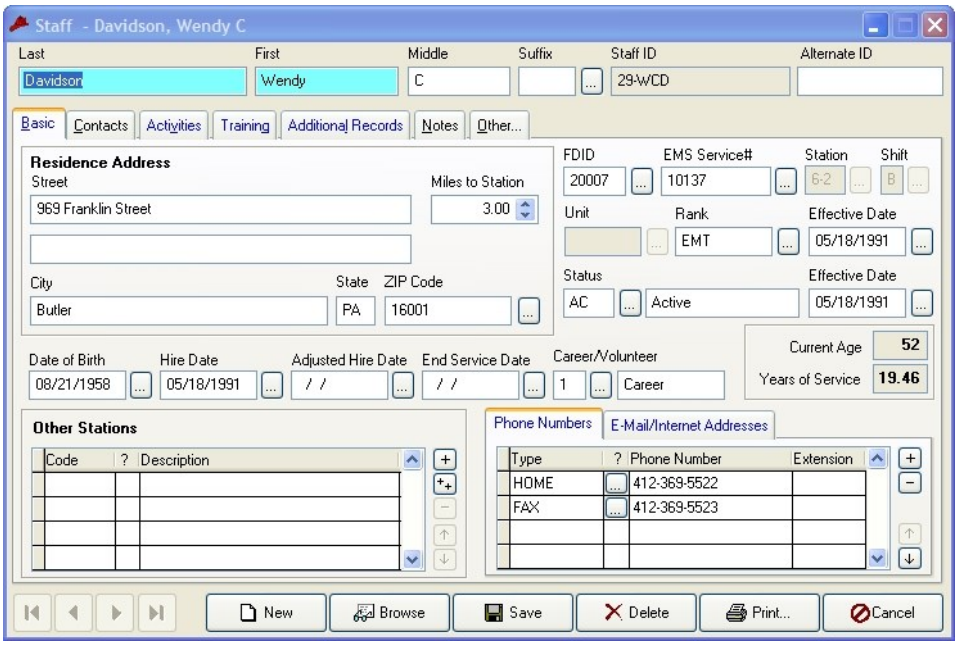
Set up staff member information

1. In the main FH toolbar, click **Staff**.

   The **Staff** dialog box appears, open to the **Basic** tab.

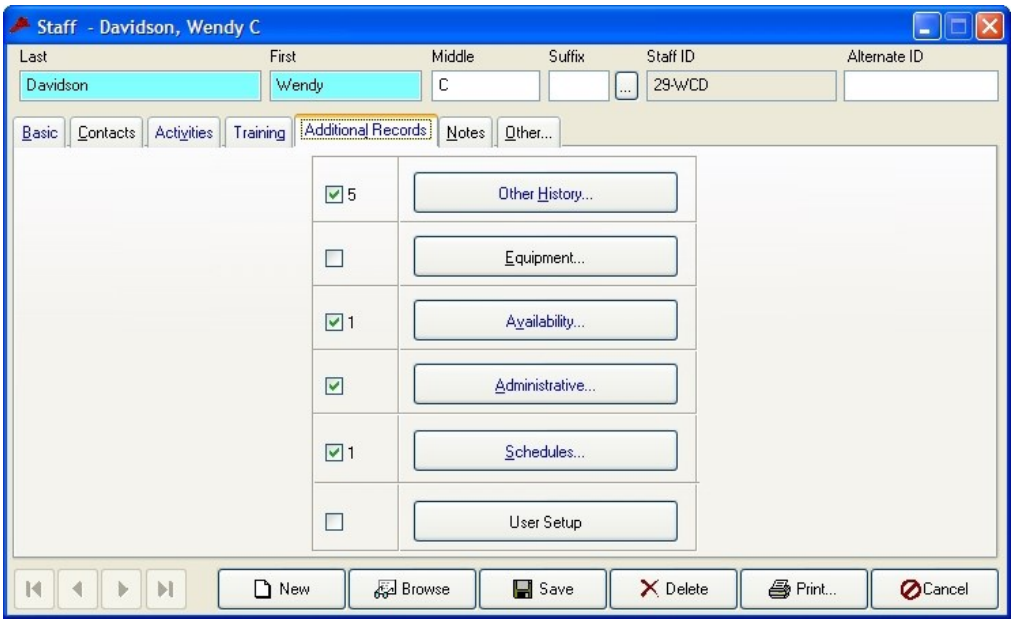
2. In **Last** and **First**, enter a staff member's last and first name to access their staff record.

   The fields populate with data for that staff member.



3. In **Hire Date**, verify that a date is entered, or enter it if necessary.

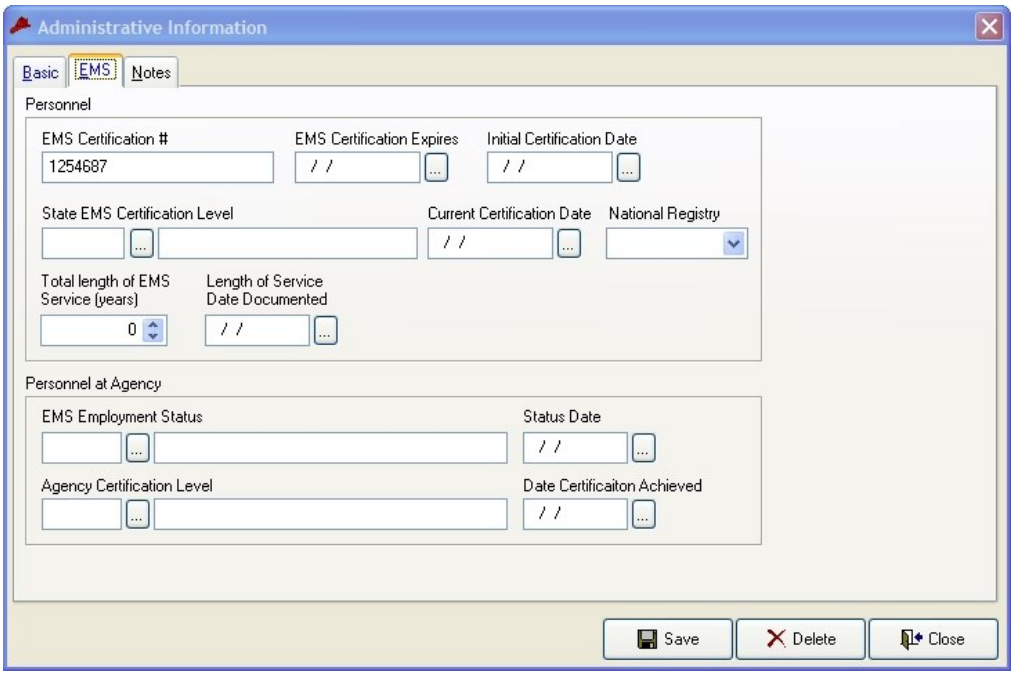
4. Click the **Additional Records** tab.



5. Click **Administrative**.

The **Administrative Information** dialog box appears.

6. Click the **EMS** tab.



7. Under **Personnel**, in **EMS Certification #**, verify that the staff member's EMS certification number is entered, or enter it if necessary.
8. (If your state requires staff member EMS certification levels and certification numbers) In **Initial Certification Date** and **Current Certification Date**, verify that the staff member's certification dates are entered, or type them in their fields.
9. Click **Save**.
10. Click **Close**.
11. In the **Staff** dialog box, click **Save**.
12. Click **Close**.
13. For each EMS staff member, repeat steps 1-12 .
14. Continue with **Add additional user fields**, on page 53.

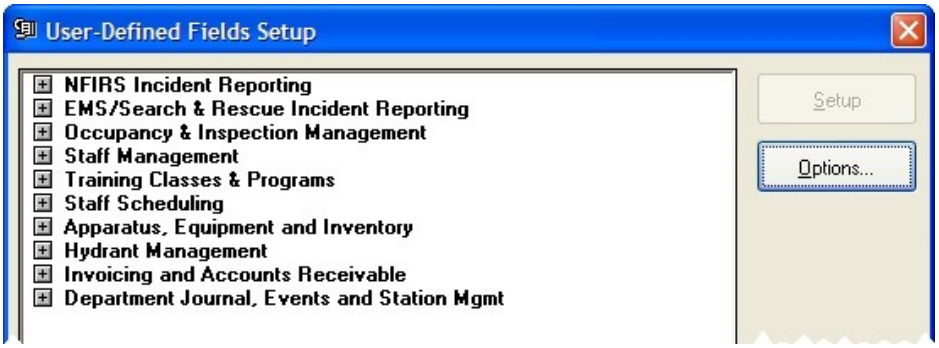
Add additional user fields

Local or state agencies may require some NEMSIS fields which exist in FH as pre-defined (PD) user fields.

Note: To determine if you need to add additional user fields, contact your state EMS agency to verify if additional fields are required. If you do not need to add additional user fields, skip the steps below and continue with **Install NEMSIS patient and demographic export utilities**.

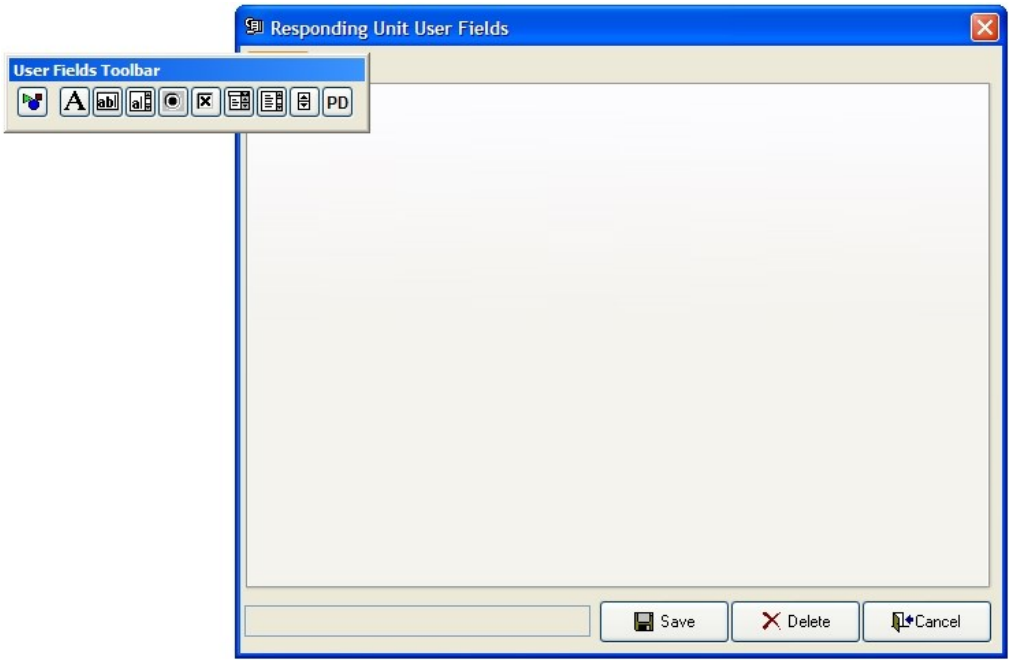
1. Choose **Administration → User-Defined Fields**.

   The **User-Defined Fields Setup** dialog box appears.



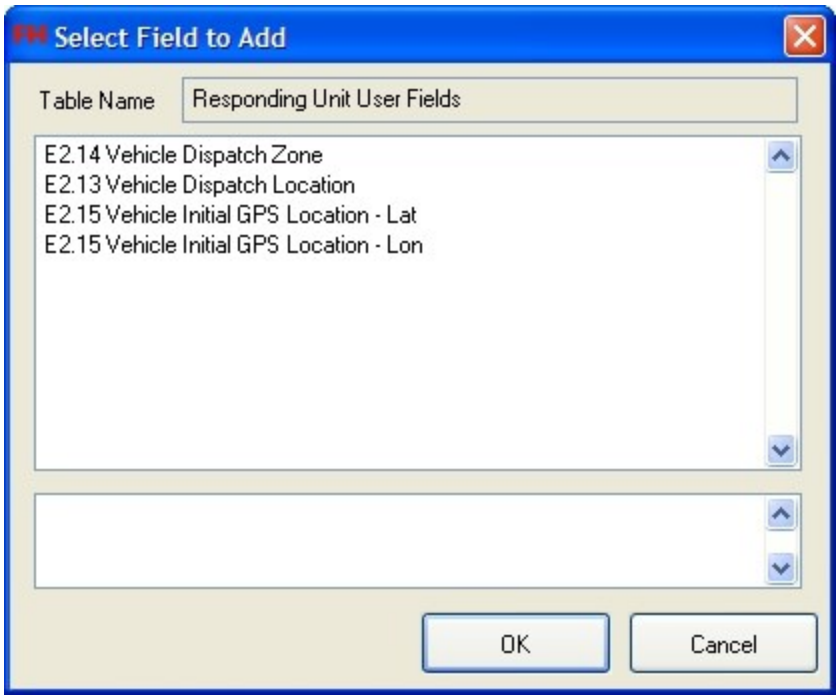
2. Expand **NFIRS Incident Reporting**, select **Responding Unit User Fields**, and then click **Setup**.

   The **Responding Unit User Fields** dialog box appears, with the **User Fields Toolbar** over it.

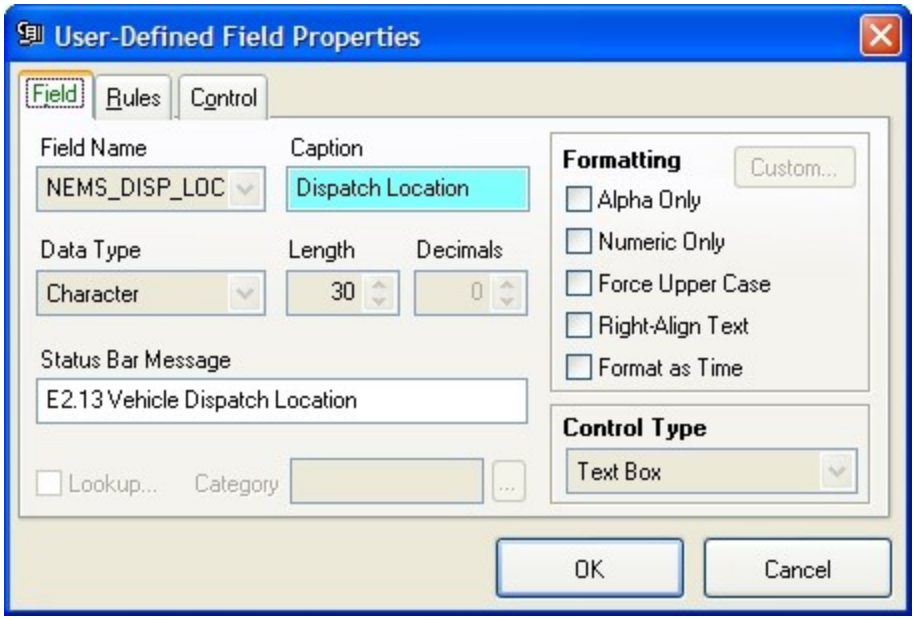


3. (If necessary) Move the **User Fields Toolbar**, so that it is not blocking access to the **Page1** tab in the **Responding Unit User Fields** dialog box.
4. In the **User Fields Toolbar**, click **PD**.

5. In the **User-Defined Fields Setup** dialog box, click the **Page1** tab.
   The **Select Field to Add** dialog box appears.



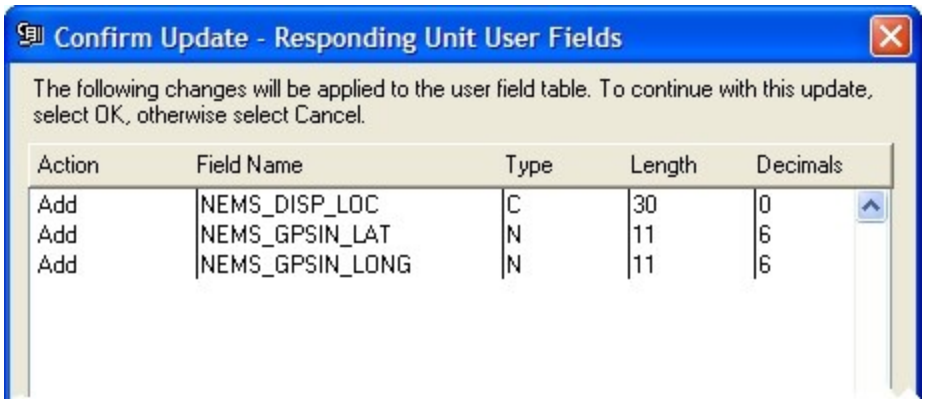
6. Select the name of the user field you want to add, and then click **OK**.
   The **User-Defined Field Properties** dialog box appears.



7. Verify that the information in the dialog box is correct, and edit it if necessary.
8. Click **OK**.
9. Repeat steps 4-8 for each of the responding unit user fields you want to add.

10. In the **Responding Unit User Fields** dialog box, click **Save**.

    The **Confirm Update - Responding Unit User Fields** dialog box appears, displaying the user fields you added.



11. Click **OK**.

    The **Confirm Update - Responding Unit User Fields** dialog box, **Responding Unit User Fields** dialog box, and **User Fields Toolbar** all automatically close, leaving the **User-Defined Fields Setup** dialog box accessible again.

12. Repeat the process described in steps 2-11 for the remaining user fields:

User fields	In the dialog box, expand and select
Staff Activity Participant	**Staff Management → Staff Activity Participant User Fields**
Incident	**EMS/Search & Rescue Incident Reporting → EMS/Search & Rescue Incident User Fields**
Patient Procedures	**EMS/Search & Rescue Incident Reporting → EMS/Search & Rescue Patient Procedures User Fields**
Patient/Victim	**EMS/Search & Rescue Incident Reporting → EMS/Search & Rescue Patient/Victim User Fields**
Patient/Access/Vitals	**EMS/Search & Rescue Incident Reporting → EMS/Search & Rescue Patient/Access/Vitals User Fields**

    A comprehensive list of FH pre-defined user fields is available in **Appendix: Listing of FH predefined user fields**, on page 68.

13. In the **User-Defined Fields Setup** dialog box, click **Close**.

14. Continue with **Install NEMSIS patient and demographic export utilities**, on page 56.

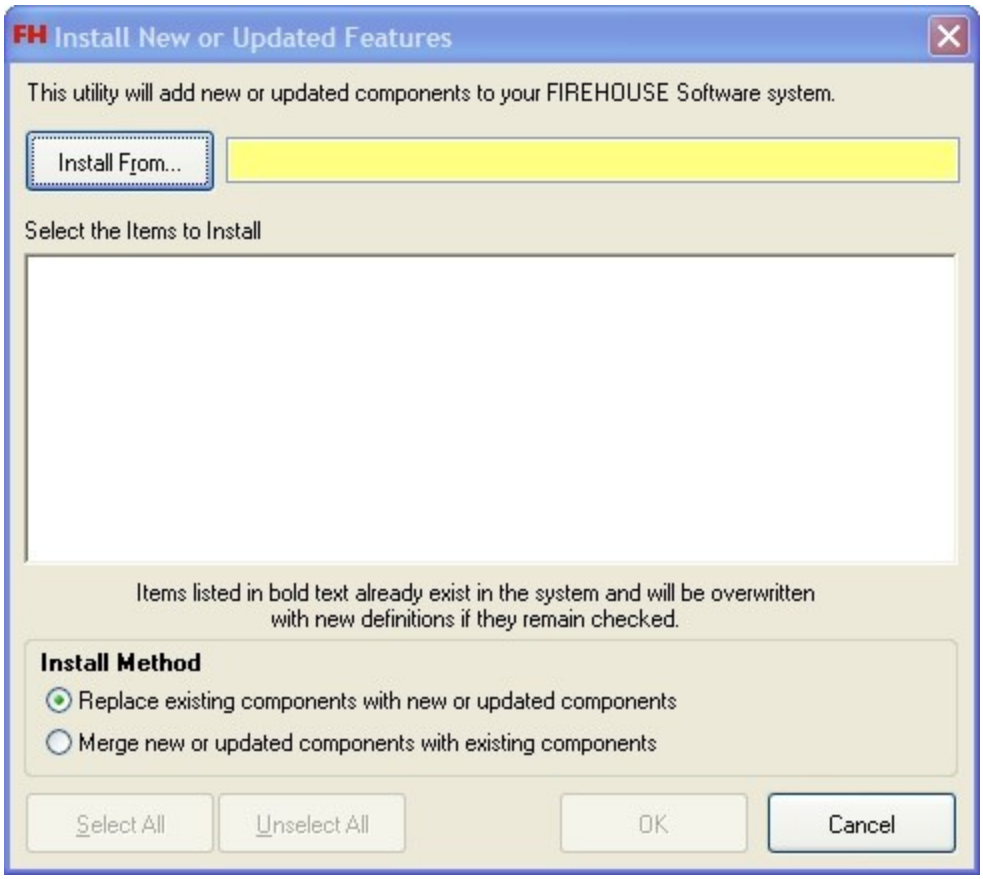
Install NEMSIS patient and demographic export utilities

1. Obtain the `NemsisDemographicExport.FHz` and `NemsisPatientExportv2.FHz` files in one of the following ways:

From this location	Do this
FIREHOUSE Software 7 installation CD	**Note:** If possible, obtain these files from the **FIREHOUSE** Software web site, as newer versions of the files may be available. 1. Open the `State` folder. 2. Copy `NemsisDemographicExport.FHz` and `NemsisPatientExportv2.FHz`. 3. On your hard drive, paste the two `.FHz` files.
FIREHOUSE Software web site	1. In a web browser, go to http://www.firehousesoftware.com/download/NemsisPatientExportv2.FHz. The **File Download** dialog box appears. **Caution:** Do not click **Open** in the dialog box. 2. Click **Save**. The **Save As** dialog box appears. 3. Navigate to the location on your hard drive where you want to save the file. 4. In **File name**, change the extension of the file from `.zip` to `.FHz`. **WARNING:** It is very important to change this file extension to `.FHz`, for FH to recognize the file. You do not need to unzip this file after it is downloaded. 5. In **Save as type**, select **All Files**. 6. Click **Save**. The **Download Complete** dialog box appears. 7. Click **Close**. 8. In a web browser, go to http://www.firehousesoftware.com/dwnld/NemsisDemographicExport.FHz. 9. Repeat steps 2-6 to download the next `.FHz` file.

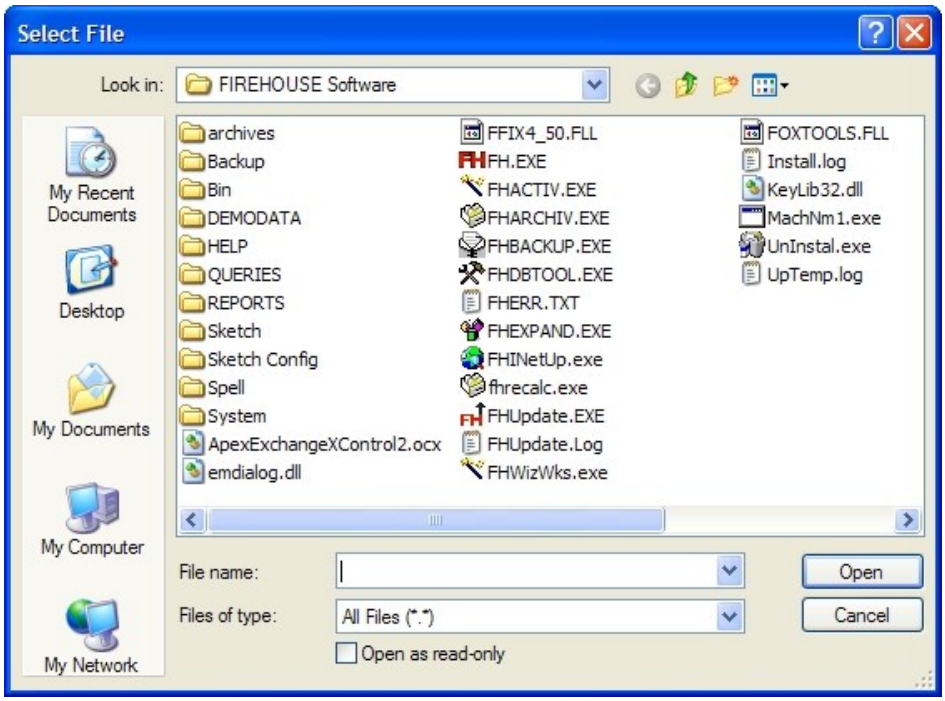
2. (FH Enterprise) Verify that the user name and password for Remote Connection Configuration is for a SQL administrator account.
3. Log into FH as an administrator.
4. Choose **Administration → Install New or Updated Components**.

   The **Install New or Updated Features** dialog box appears.



5. Click **Install From**.

The **Select File** dialog box appears.



6. Use the dialog box to find and open the `NemsisDemographicExport.FHz` file you saved to your hard drive.

   It may take a few moments for the **Install New or Updated Features** dialog box to list the items that will install.

7. Click **OK**.

   A series of dialog boxes and status bars displaying the progress of the installation appear and then close automatically. The installation process can take some time to complete, depending on your computer configuration and the number of codes included. This installs the report needed to check FH for user-defined fields.

8. Repeat steps 4-7 with `NemsisPatientExportv2.FHz`.

9. Continue with **Verify the NEMSIS configuration**, on page 59.

Verify the NEMSIS configuration

You should confirm that your NEMSIS configuration creates a valid NEMSIS export file before actually exporting the NEMSIS data.

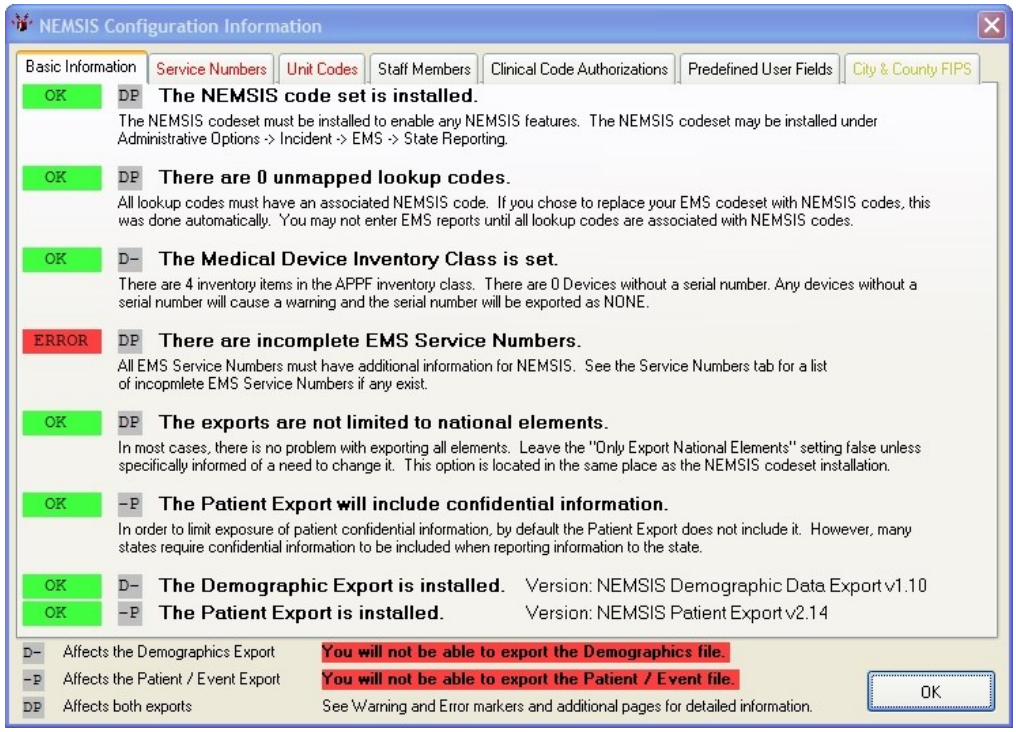
1. Choose **Administration → Administrative Options**.

   The **Administrative Options** dialog box appears.

2. Click the **Incident → EMS/Search & Rescue → NEMSIS** tabs.

3. Click **NEMSIS Config Info**.

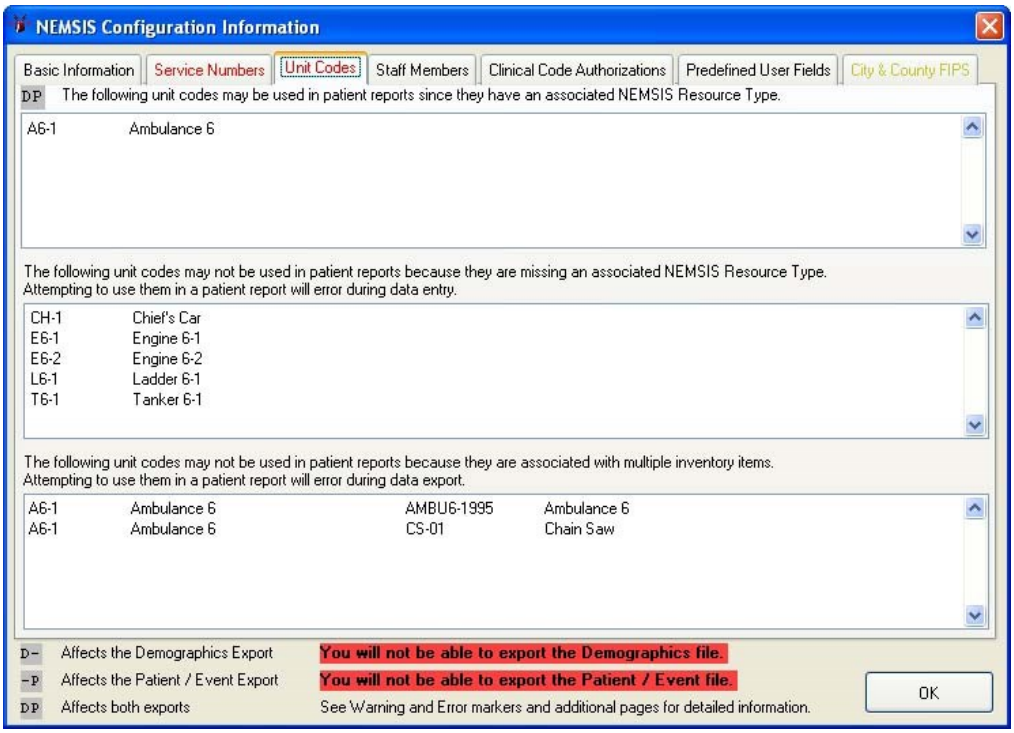
   The **NEMSIS Configuration Information** dialog box appears.



Items marked in red indicate an issue that needs to be corrected to complete EMS reports and create valid NEMSIS export files. Items marked in yellow indicate uncommon settings that may be valid in some situations. Items marked in yellow will not stop the data export.

4. Click the **Unit Codes** tab, and then check to see if any inventory items appear under **The following unit codes may not be used in patient reports because they are associated with multiple inventory items**.

WARNING: If any inventory items appear in this list, you will not be able to complete the NEMSIS record.



5. Click **OK**.
6. Depending on whether any inventory items appeared under **The following unit codes may not be used in patient reports because they are associated with multiple inventory items**, do one of the following.
   - Continue with **Correct unit codes associated with multiple inventory items**, on page 61.
   - Continue with **Export NEMSIS data for state and national reporting**, on page 63.

Correct unit codes associated with multiple inventory items

Note: The steps below are only necessary if unit codes appeared under **The following unit codes may not be used in patient reports because they are associated with multiple inventory items**. If unit codes did not appear, go to **Export NEMSIS data for state and national reporting**, on page 63.

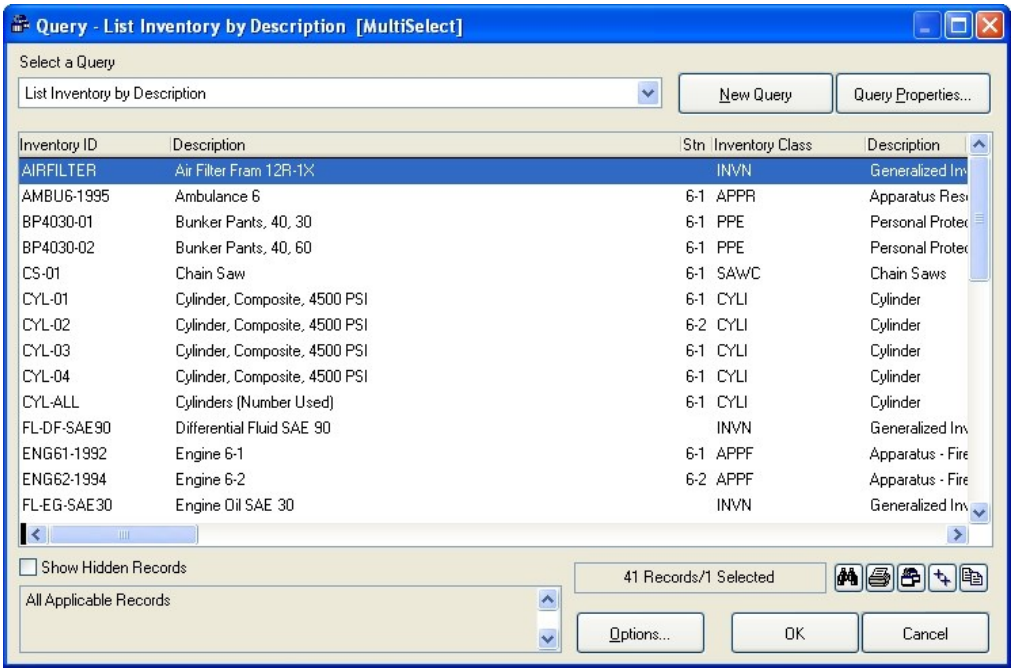
1. In the main toolbar menu, click **Inventory**.

   The **Inventory** dialog box appears.

2. At the bottom of the dialog box, click **Browse**.

   The **Query** dialog box appears.

3. From **Select a Query**, select **List Inventory by Description**.

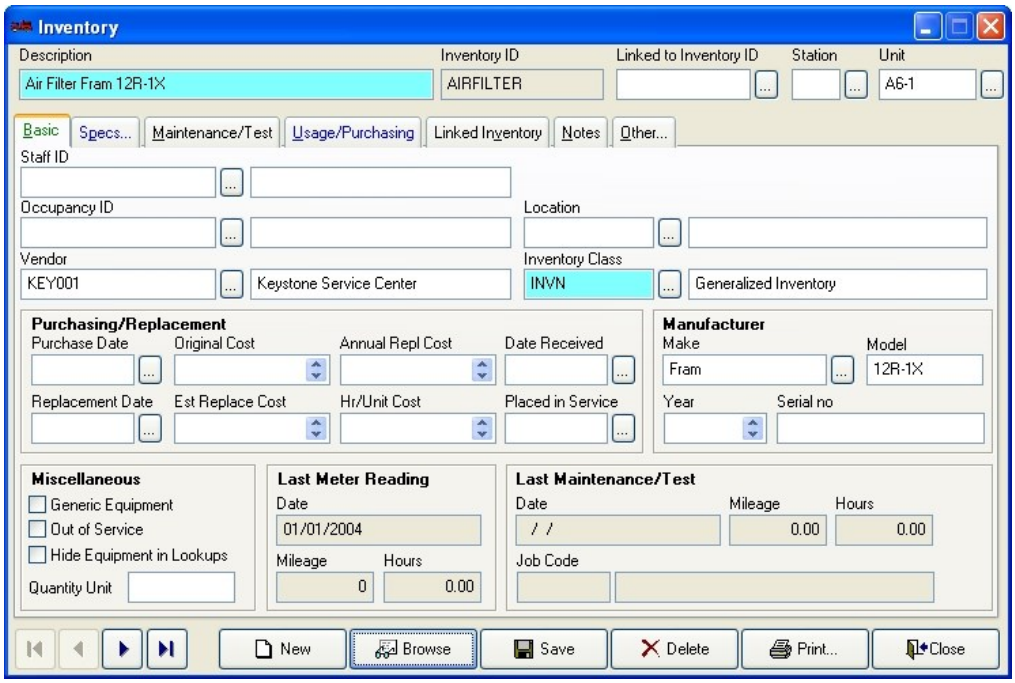


4. In the lower left corner of the dialog box, select **Show Hidden Records**.
5. In the lower right corner of the dialog box, click the **++** (Select All) button.

   All the records in the Inventory module become selected.

6. Click **OK**.

The **Inventory** dialog box appears, displaying the information for the first inventory item in the module.



Note: First record, previous record, next record, and last record buttons are located in the lower left corner of the dialog box.

7. In the upper right corner of the dialog box, check **Unit** to see if it has a value.
8. (If **Unit** is blank) Skip to step 12 below.
9. (If **Unit** contains a value) In the upper left corner of the dialog box, in **Description**, read the description of the inventory item and determine if it is an apparatus (vehicle).
10. (If the inventory item is an apparatus) Skip to step 12 below.
11. (If the inventory item is not an apparatus) Do the following.
    a. (If this item needs to be linked to a specific apparatus) Click the lookup button for **Linked to Inventory ID**, and then select the apparatus the inventory item should be linked to.
    b. Delete the value from **Unit**.
    c. Click **Save**.
12. Click the next record button in the lower left corner of the dialog box.
13. Repeat steps 7-12 until the next record button becomes inactive.
14. To verify that there are no longer any unit codes associated with multiple inventory items, repeat the steps in **Verify the NEMSIS configuration**, on page 59.

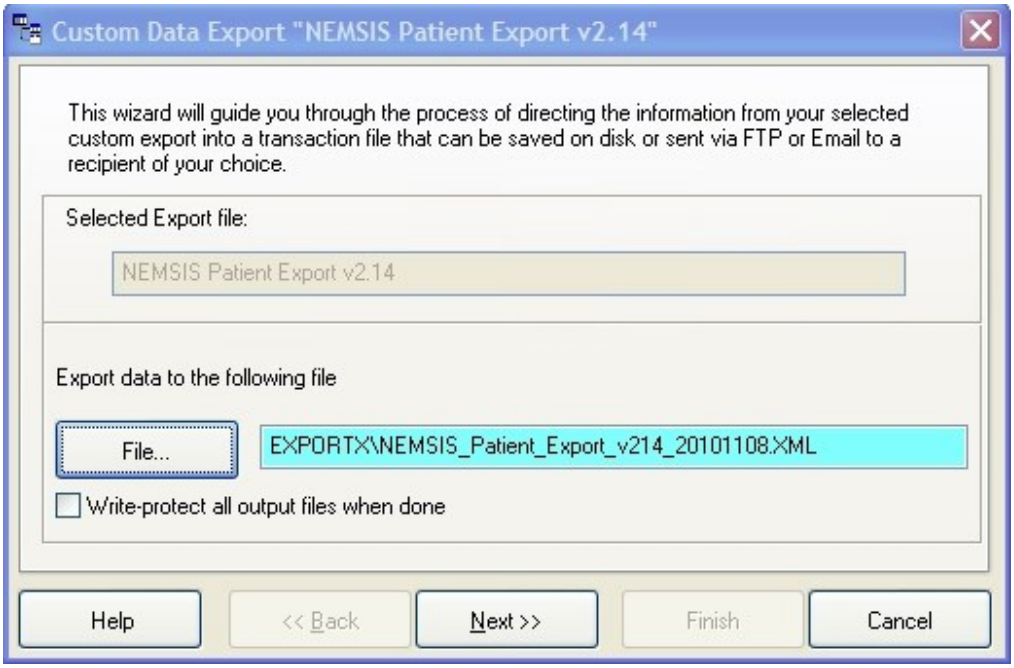
Export NEMSIS data for state and national reporting

1. Choose **File → EMS/Search & Rescue Reporting → Export EMS Transaction File**.

   The **Select EMS Export** dialog box appears.

2. Select **NEMSIS Patient Export**, and then click **OK**.

   The **Custom Data Export** dialog box appears, listing the name of the file the data will be exported to.



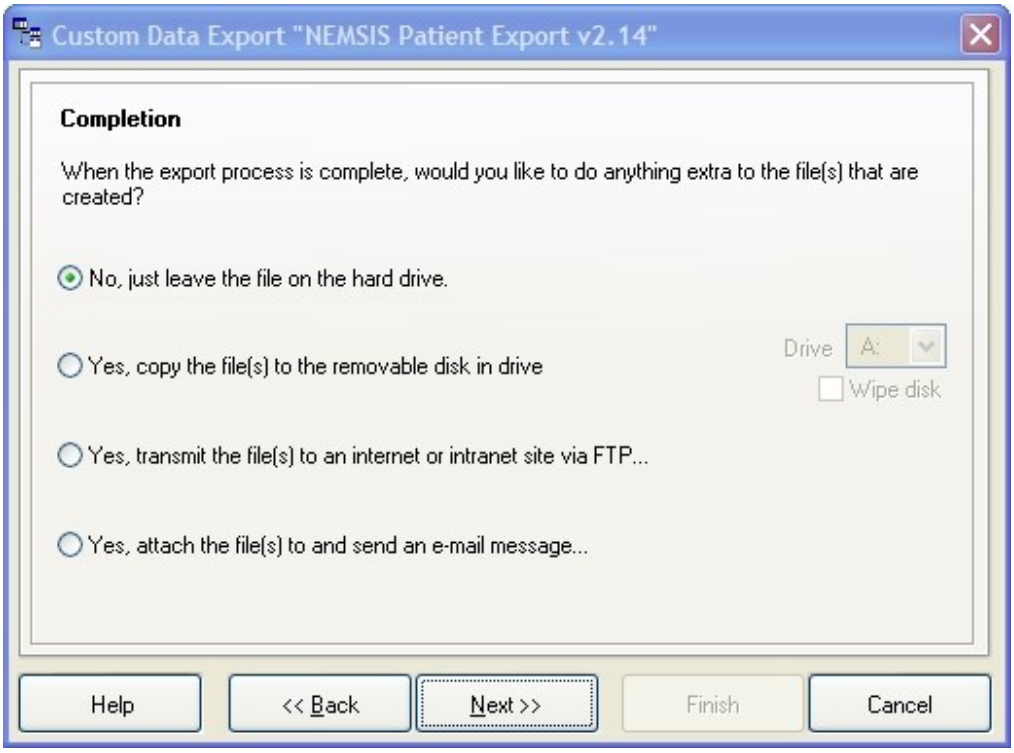
3. Verify the path to export the file to, and change if you want to.

   By default, the XML file is exported to `C:\Program Files\FIREHOUSE Software\Exportx\`*filename.XML*.

4. Click **Next >**.

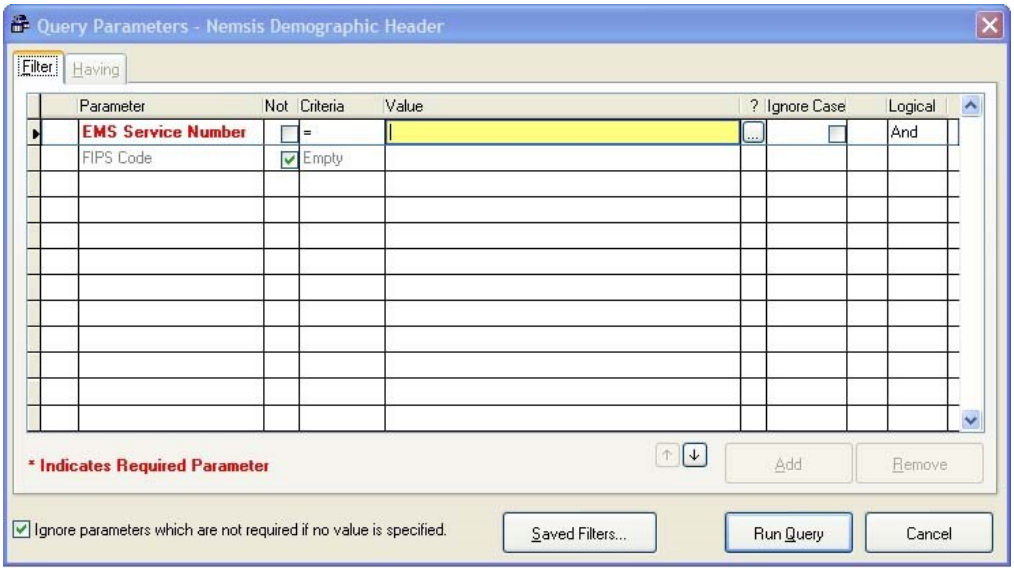
5. Select an option for the export to perform when the process is completed.

Note: It is recommended that you select **No, just leave the file on the hard drive.**



6. Click **Next >**.
7. Review the summary export settings information.
8. Click **Finish**.
9. (If prompted to create the `\Exportx` directory) Click **Yes**.

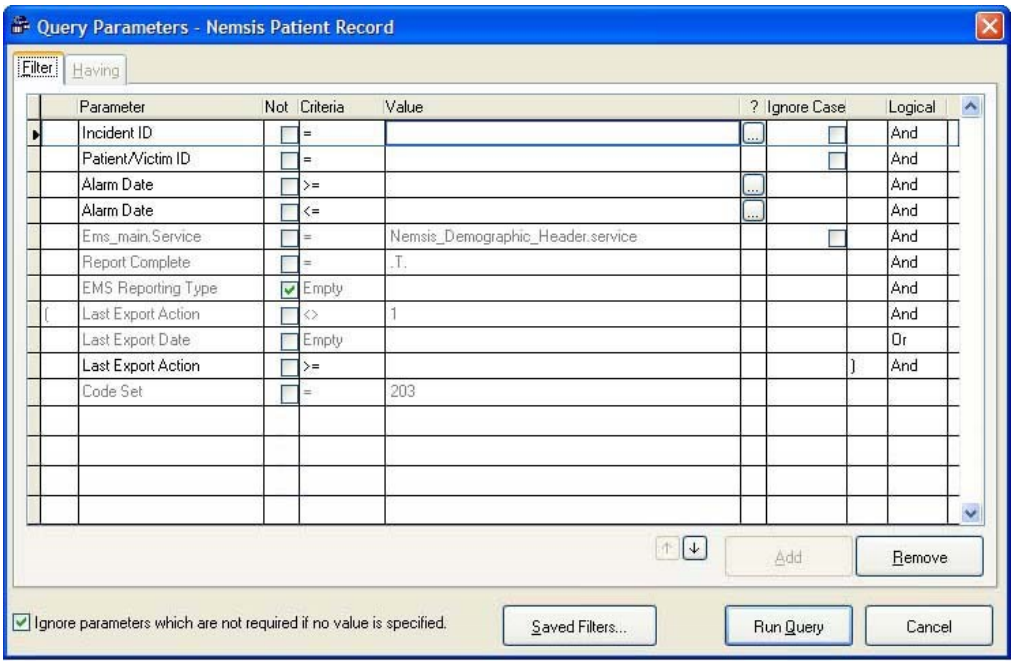
   The **Query Parameters - Nemsis Demographic Header** dialog box appears.



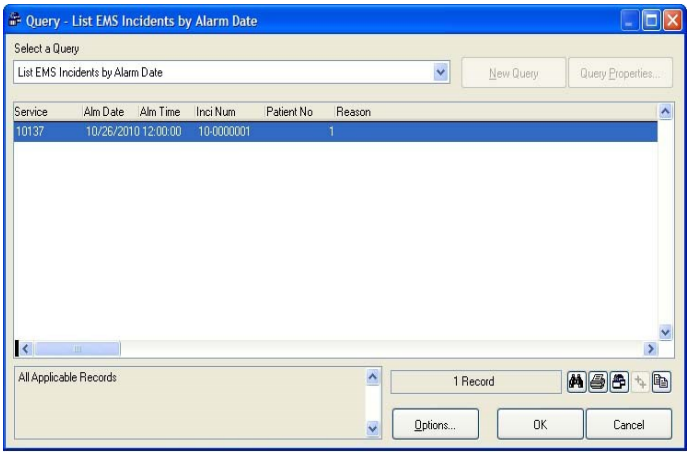
10. In the highlighted field in the **Value** column, enter the EMS service number or use the lookup button next to the field to select it.

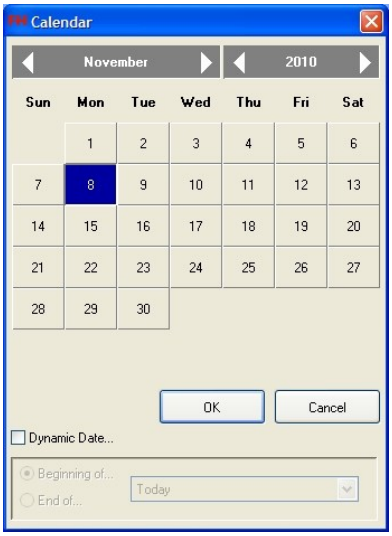
11. Click **Run Query**.

    The **Query Parameters** dialog box populates with data.



12. Do one of the following.

To do this	Do this
Export a specific incident	a. On the **Incident ID** parameter row, click the lookup button. The **Query - List EMS Incidents by Alarm Date** dialog box appears.  b. Select the incident you want to export. c. Click **OK**.
Export a group of	a. On the first **Alarm Date** parameter row (with >= in the **Cri-**

To do this	Do this
incidents within a date range	**teria** column), click the lookup button. The **Calendar** dialog box appears.  b. Select the beginning alarm date, and then click **OK**. c. Repeat the previous steps for the second **Alarm Date** parameter row (with <= in the **Criteria** column) to set the ending alarm date.

13. Click **Run Query**.

    A dialog box with a message regarding your export appears.

> **Note:** If errors appear and you need assistance resolving them, contact **FIREHOUSE** Software technical support at 800-921-5300, option 2.

14. (If the validation produced no errors) Click **OK** to display the log file for the export.
15. Repeat steps 1-13 for the **NEMSIS Demographic Data Export** file.
16. Submit the files to your data collection agency by their preferred method.

Appendix: Listing of FH predefined user fields

Below is the comprehensive list of predefined user fields that you should add.

Return to step 12 of Add additional user fields.

Element	Staff Activity Participant User Fields
E04_03	Crew Member Level
E04_02	Crew Member Role

Element	Responding Unit User Fields
E2_14	Vehicle Dispatch Zone
E2_13	Vehicle Dispatch Location
E2_15	Vehicle Dispatch Location – Lat;
E2_15	Vehicle Dispatch Location – Lon

Element	EMS/Search & Rescue Patient Procedures User Fields
E19_04	Size of Procedure Equipment

Element	EMS/Search & Rescue Incident User Fields
E08_08	Incident Facility Code
E08_01	Other EMS Agencies at Scene
E08_02	Other Services at Scene
E23_04	Suspected Intentional/Unintentional

Element	EMS/Search & Rescue Patient/Victim User Fields
E06_06	Patient Home County
E06_09	Patients Home Country
E07_02	Certificate of Medical Necessity
E07_33	Response Urgency
E07_37	CMS Condition Code Modifier
E08_03	Time Differential Initial Responder
E10_10	Height of Fall in Feet
E12_02	Sending Facility Medical Record Number
E12_03	Destination Medical Records Number
E12_18	Presence of Emergency Info
E12_20	Pregnancy
E16_02	Broselow/Luten Color
E19_04	Tube Placement Confirm at Destination

Element	EMS/Search & Rescue Patient/Victim User Fields
E19_12	Successful IV Site
E19_13	Tube Placement Confirm at Scene
E20_11	How Patient Moved to Ambulance
E20_12	Patient Position During Transport
E20_13	How Patient Moved from Ambulance
E22_06	Patient ID Band/Tag Number
E23_01	Review Requested
E23_02	Potential Registry Candidate
E23_07	Personnel Exposed
E23_08	Required Reportable Conditions

Element	EMS/Search & Rescue Patient/Access/Vitals User Fields
E14_13	Carbon Dioxide
E14_14	Blood Glucose Level
E14_23	Pain Scale 1 – 10
E14_24	Stroke Scale
E14_25	Thrombolytic Screen
E14_26	APGAR Score
E14_28	Pediatric Trauma Score
E16_03	GU Assessment
E16_04	Skin Assessment
E16_05	Head/Face Assessment
E16_06	Neck Assessment
E16_07	Chest/Lungs Assessment
E16_08	Heart Assessment
E16_09	Abdomen-Left Upper Assessment
E16_10	Abdomen-Left Lower Assessment
E16_11	Abdomen-Right Upper Assessment
E16_12	Abdomen-Right Lower Assessment
E16_14	Back Cervical Assessment
E16_15	Back-Thoracic Assessment
E16_16	Back Lumbar/Sacral Assessment
E16_17	Extremities-Right Upper Assessment

Element	EMS/Search & Rescue Patient/Access/Vitals User Fields
E16_18	Extremities-Right Lower Assessment
E16_19	Extremities-Left Upper Assessment
E16_20	Extremities-Left Lower Assessment
E16_21	Eyes-Left Assessment
E16_22	Eyes-Right Assessment
E16_23	Mental Status Assessment
E16_24	Neurological Assessment