



## **National EMS Information System (NEMSIS)**

## Oklahoma

## **Installation and Implementation Guide**

### **Technical support**

Contact methods:

- Phone: 800-921-5300, extension 2
- Email: <u>support@firehousesoftware.com</u>

**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 <a href="http://www.firehousesoftware.com/contact-us/sales.php">http://www.firehousesoftware.com/contact-us/sales.php</a>.

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 (<u>http://www.firehousesoftware.com/</u>), 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

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## 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 .  ${\tt FHz}$  files.
- 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  $\rightarrow$  Programs  $\rightarrow$  FIREHOUSE Software  $\rightarrow$  FIREHOUSE Software Database Tools.

| -        |                  | 🤰 Windows Live ID          |              |   |
|----------|------------------|----------------------------|--------------|---|
|          | Programs •       | 💼 FIREHOUSE Software 7 🔹 🕨 |              | FIREHOUSE Software Enterprise Edition Tools |
| र्द्ध 👼  | Documents •      | 1                          | FH           | FIREHOUSE Software 7                        |
| <u>o</u> |                  |                            | 8            | FIREHOUSE Software 7 Help                   |
| SS 🛃     | Settings 🕨       |                            | $\mathbf{Q}$ | FIREHOUSE Software Backup Utility           |
| Profes   | Search 🕨         |                            | ۲            | FIREHOUSE Software Database Archiver        |
| a. 🧨     | Jearch •         |                            | 1            | FIREHOUSE Software Database Tools           |
|          | Help and Support |                            | 0            | FIREHOUSE Software Internet Updates         |
| S        |                  |                            |              | FIREHOUSE Software Mobile License Manager   |
| indows   | Run              |                            | at "         | FIREHOUSE Software System Activation        |
| Ě.       |                  |                            | 1            | Uninstall FIREHOUSE Software                |
| > 0      | Shut Down        |                            |              |   |
| 🕐 Start  |                  | -                          |              |   |

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**.

| Selected Database   |                                     |                  |
|---|-------------------------------------|------------------|
| C:\FIREHOUSE Software\DemoD   | ata\                                |                  |
| Connect To Remote Database  |                                     |                  |
| Operations to Perform   |                                     |                  |
| <ul> <li>Validate File Locations<br/>Checks for duplicate or misplace<br/>restore or a restore to the wrong</li> <li>Compact Tables<br/>Physically removes records mark<br/>narrative and memo fields to hel</li> </ul> | ) location or manually moving file  | es or folders.   |
| <ul> <li>Rebuild Index Files         Rebuilds the index files from info<br/>operation must complete once s     </li> <li>Verify Logical Integrity         Performs various logical integrity     </li> </ul>            | started or you will get errors runn | ing the program. |
| 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.

|          |                  | Active Logins - FIREHO  |
|----------|------------------|-------------------------|
| Username | Workstation Name | ogin Time               |
|          |                  |                         |
|          |                  |                         |
|          |                  |                         |
|          |                  |                         |
|          |                  |                         |
|          |                  | <                       |
| (1999)   | )                | ) Active Logins Listed. |
|          |                  |                         |

- 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.
- (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<sup>®</sup> 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.

| 🔫 Login Red | quired - FIREHOUSE Software     | × |
|-------------|---------------------------------|---|
| User Name   |                                 |   |
| Password    |                                 |   |
| Database    | C:\FIREHOUSE Software\DemoData\ | ] |
| Login to Re | emote Database OK Cancel        |   |

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.

| Packup/Restore                | - FIREHOUSE Software                         |  |  |  |
|-------------------------------|--|--|--|--|
| Backup Bestore                | Remote Backup/Restore                        |  |  |  |
| Select the compo              | onents to back up                            |  |  |  |
| 🔽 Database                    | C:\FIREHOUSE Software\DemoData\              |  |  |  |
| 🔽 System Data                 | C:\FIREHOUSE Software\System\                |  |  |  |
| Queries                       | C:\FIREHOUSE Software\Queries\               |  |  |  |
| Reports                       | C:\FIREHOUSE Software\Reports\               |  |  |  |
| Lookup Tables                 |  |  |  |  |
| Test for exclusive            | e access to database before running backup   |  |  |  |
| Verify backup file            | e upon completion                            |  |  |  |
| Path of backup fil            | e to auto-generate 🗹 Auto-generate file name |  |  |  |
| C:\FIREHOUSE Software\Backup\ |  |  |  |  |
|                               | OK Cancel                                    |  |  |  |

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.

| Backup/Restore (fh_demo) - FIREHOUS                | E Soft   | ware         |           |
|--|----------|--------------|-----------|
| ackup <u>R</u> estore <u>Remote Backup/Restore</u> |          |              |           |
| 🖲 Backup To  |          |              |           |
| No Backup Devices Found                            | •        | Manage Backu | p Devices |
| Name of Backup                                     |          |              |           |
| Description of Backup                              |          |              |           |
| © Restore From                                     |          |              |           |
| No Backup Devices Found                            | <u> </u> |              |           |
| Backup to Restore                                  |          |              |           |
|  |          |              | ~         |
| Description of Backup                              |          |              |           |
|  |          |              |           |
|  |          |              |           |
|  |          | OK           | Cancel    |

- 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.

| 11 Remote Backup Dev   | rices - FIREHOUSE Softw | are 🛛 👔                               |
|------------------------|-------------------------|---------------------------------------|
| Backup Device          |                         |                                       |
| No Backup Devices Foun |                         | · · · · · · · · · · · · · · · · · · · |
|                        |                         |                                       |
|                        |                         |                                       |
|                        |                         |                                       |
|                        |                         |                                       |
|                        |                         |                                       |
|                        |                         | ~                                     |
|                        | ( )                     |                                       |
|                        |                         |                                       |

b. Click Add Backup Device.

The Add Remote Backup Device dialog box appears.

| 🛍 Add Remote Backup Devi      | ice - FIREHOU      | ISE Software 🛛 🔀 |
|-------------------------------|--------------------|------------------|
| Device Name                   |                    |                  |
| Device Path and Filename (rel | ative to the SQL s | erver)           |
|                               | OK                 | Cancel           |
|                               | UK                 | Lancel           |

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<sup>®</sup> 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 loc-<br>ation                           | Do this  |
|---|--|
| <b>FIREHOUSE</b><br>Software 7<br>installation CD | <b>Note:</b> If possible, obtain these files from the <b>FIREHOUSE</b> Software web site, as newer versions may exist.   |
|   | a. Open the State folder.  |
|   | b. Copy NemsisOK.FHz and NemsisOK2.FHz.  |
|   | c. On your hard drive, paste the . FHz files.  |
| FIREHOUSE<br>Software web                         | a. In a web browser, go to <u>http://www.fire-</u><br>housesoftware.com/download/NemsisOK.FHz.   |
| site  | <b>Caution:</b> Do not click <b>Open</b> in the <b>File Download</b> dialog box that appears.  |
|   | b. Click <b>Save</b> .   |
|   | c. In the Save As dialog box that appears, navigate to the location<br>on your hard drive where you want to save the file.   |
|   | d. In File name, change the file extension from .zip to .FHz.  |
|   | <b>WARNING:</b> 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 <u>http://www.fire-housesoftware.com/download/NemsisOK2.FHz</u> .   |
|   | h. Repeat steps b-f to download the next . ${\tt FHz}$ file.   |

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

- In a web browser, go to <u>http://www.firehousesoftware.com/download/OKHosp.FHz</u>. The File Download dialog box appears.
- 3. Save the file to a location on your hard drive.
- 4. (FH Enterprise) Verify that the user name and password for Remote Connection Configuration is for a SQL administrator account.
- 5. Log into FH as an administrator.
- 6. Choose Administration  $\rightarrow$  Install New or Updated Components.

The Install New or Updated Feature dialog box appears.

| Ħ Install New or L       | Jpdated Features                                  |  |         |
|--------------------------|---|--|---------|
| Install From             | or updated components                             | s to your FIREHOUSE Software s                               | iystem. |
| Select the Items to Inst | all   |  |         |
| Items listed             |   | t in the system and will be overwi<br>f they remain checked. | itten   |
| Replace existing         | components with new or<br>dated components with ( |  |         |
| Select All               | Unselect All                                      |  |         |

7. Click Install From.

The Select File dialog box appears.

| Select File                                       |  |   | ? 🛽   |
|---|--|---|---|
| Look in:  | C FIREHOUSE Software   | Y G 🛛   | ۰ 📂 🛄   |
| My Recent<br>Documents<br>Desktop<br>My Documents | archives Backup Bin DEMODATA HELP QUERIES REPORTS Sketch Sketch Config System ApexExchangeXControl2.ocx emdialog.dll | FFIX4_50.FLL<br>FFH.EXE<br>FHACTIV.EXE<br>FHACCIV.EXE<br>FHACKUP.EXE<br>FHBBCKUP.EXE<br>FHDBTOOL.EXE<br>FHERR.TXT<br>FHEXPAND.EXE<br>FHINetUp.exe<br>FHINetUp.exe<br>FHUpdate.EXE<br>FHUpdate.Log<br>FHUpdate.Log<br>FHWizWks.exe | FOXTOOLS.FLL<br>FInstall.log<br>KeyLib32.dll<br>MachNm1.exe<br>UnInstal.exe<br>UpTemp.log |
| My Computer                                       | <  |   | >   |
| My Network  | File name:       Files of type:       All Files (*.*)       Open as re   | ead-only  | Open     Cancel   |

8. Use the dialog box to find and open the NemsisOK. 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.

| FH Install New or Updated Features  |                                | ×       |
|---|--------------------------------|---------|
| This utility will add new or updated components t   | to your FIREHOUSE Software :   | system. |
| Install From  |                                |         |
| Select the Items to Install   |                                |         |
| Codeset Codes - NHTSA v2 Uniform  | Pre-Hospital Data Coll NE      | MSIS    |
|   |                                |         |
|   |                                |         |
|   |                                |         |
|   |                                |         |
|   |                                |         |
| J<br>Items listed in bold text already exist i  | n the sustem and will be overw | ritten  |
| with new definitions if t   |                                | interi  |
| Install Method  |                                |         |
| Replace existing components with new or the second seco | updated components             |         |
| Merge new or updated components with e:   | kisting components             |         |
|   |                                |         |
| Select All  | ОК                             | Cancel  |

9. 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.

- 10. Repeat steps 6-9 to find and open the NemsisOK2.FHz file you saved to your hard drive.
- 11. Repeat steps 6-9 to find and open the OKHosp.FHz file you saved to your hard drive.
- 12. 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

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

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

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  $\rightarrow$  Administrative Options.

The Administrative Options dialog box appears.

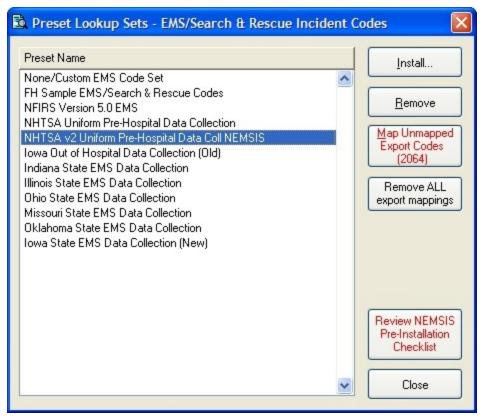
4. Click the Incident  $\rightarrow$  EMS/Search & Rescue  $\rightarrow$  State Reporting tabs.

| Administrative Options   |
|--|
| License General Database Incident Occupancy Staff Inventory Hydrant Invoicing  |
| All Incidents NFIRS EMS/Search & Rescue Investigation Dispatch/Remote Station Report   |
| General Assessments & Treatments State Reporting Privacy and HIPAA NEMSIS  |
| The active EMS code set defines most of the lookup codes, rules and requirements that are used for EMS report data entry. It is recommended that you NOT mix reports entered under two different code sets in the same database.         Click the button to change your active EMS code set only if you are setting up your system for the first time, or have archived reports previously entered.         Change EMS Code Set |
| Carlot Content Lithocode Values Enter your assigned lithocode block range Start  |
| Additional State Reporting Requirements  |
| Require Crew Member Numbers  |
|  |
|  |
| OK Cancel  |

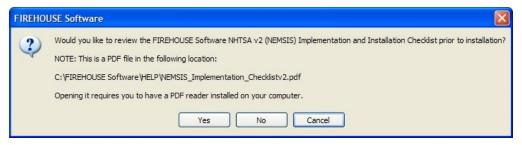
#### 5. Click Change EMS Code Set.

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.

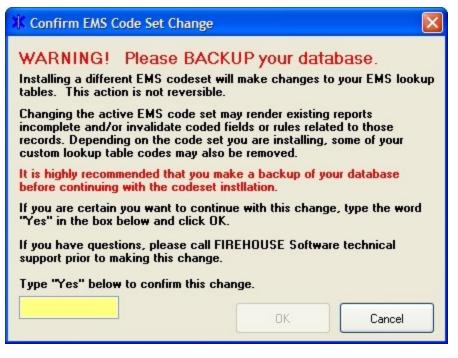


A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



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.

| 🕷 Map Existing Codes or Replace Al   | I Codes 🛛 🛛 |
|--|-------------|
| <ul> <li>Map Existing Codes (mappings must be</li> <li>Replace with Codeset Codes (old data</li> </ul> |             |
|  | OK Cancel   |

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.

| FIREH | IOUSE Software  |  |  |
|-------|---|--|--|
|       | NOTE: If you have created groupings for your existing codes, those groups will now show up in the lookup list under <invalid structure=""> until you move those codes into the existing pre-defined groups.</invalid> |  |  |
|       | You will not be able to export data containing these codes until that re-grouping has been completed.   |  |  |
|       | OK  |  |  |

Once the NEMSIS code set is installed, there may be codes that you had in locallyacceptable 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.

| Category                                       | ПК       |
|--|----------|
| Advanced Directive                             |          |
| EMS Certification Level                        |          |
| Complication                                   | Cancel   |
| ECG Lead                                       |          |
| Device Eivent Type                             |          |
| Waveform Graphic Type                          |          |
| ED, Pacing, or CO2 Mode                        |          |
| Type of Shock                                  |          |
| CO2, etCO2, or Invasive Pressure Monitor Units |          |
| Cardiac Arrest Etiology                        |          |
| Prior Aid Given                                |          |
| Cardiac Arrest                                 |          |
| stimated time of Arrest Prior to EMS Arrival   |          |
| Prior Aid Type                                 |          |
| Body Site of Injury                            |          |
| Pre-Arrival Arrest Dietails                    |          |
| dechanism of Injury/Nature of Illness          |          |
| Complaint Reported by Dispatch                 | <b>×</b> |

#### 11. Click **OK**.

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

| FIREHOU | IREHOUSE Software   |  |  |
|---------|---|--|--|
| ?       | WARNING: Existing codes will be overwritten in non-mappable categories. Continue with installation of NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS? |  |  |
|         | Yes No  |  |  |

#### 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.

| FIREHOL | USE Software  |
|---------|---|
| •       | Preset lookup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully. You need to map your existing codes to state export codes before you can<br>export your EMS incidents. You may cancel out of this process and finish it later by using the 'Map Unmapped Export Codes' button at any time. |
|         | OK  |

13. Click **OK**.

| 🗟 Code for Advanced D | Directive                       | X |
|-----------------------|---------------------------------|---|
| Code                  | Description                     |   |
| 01                    | Do Not Resuscitate (DNR) Orders |   |
| NFIRS Code            | Export Code Date Added          |   |
| Group                 |                                 |   |
| < None >              |                                 |   |
| Comments              |                                 |   |
|                       |                                 |   |
|                       |                                 |   |
|                       |                                 |   |
|                       | ×                               |   |
| Hide this code        | User Fields Save Cancel         |   |

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<br>records exist? | Then do this   |
|-----------------------------------|--|
| Yes                               | Continue with Archive your database, on page 19.               |
| No                                | Continue with <b>Replace with code set codes</b> , 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  $\rightarrow$  Programs  $\rightarrow$  FIREHOUSE Software  $\rightarrow$  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.

| Create Data Archive - FIREHOUSE Software                            |        |
|---|--------|
| Data to Archive   |        |
| C:\FIREHOUSE Software\DemoData\                                     |        |
| Archive records dated on or before                                  |        |
| Last Calendar Year  |        |
| O Last Fiscal Year  |        |
| O Custom Date 12/31/2009  |        |
| Archive Database Name   |        |
| Arch2009  |        |
| Place the local archive and/or log in the following local directory |        |
| C:\FIREHOUSE SOFTWARE\ARCHIVES\ARCH2009\                            |        |
| Archive Options   |        |
| Delete Source Records after archive                                 |        |
| Skip records already in archive (if adding to existing archive)     |        |
| Select Modules OK   | Cancel |

- 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.

| Create Data Archive - FIREHOUSE Software   |        |
|--|--------|
| Data to Archive  |        |
| C:\FIREHOUSE Software\DemoData\  |        |
| Archive records dated on or before   |        |
| O Last Calendar Year   |        |
| O Last Fiscal Year   |        |
| Custom Date     11/04/2010   |        |
| Archive Database Name  |        |
| Arch2009   |        |
| Place the local archive and/or log in the following local directory  |        |
| C:\FIREHOUSE SOFTWARE\ARCHIVES\ARCH2009\   |        |
| Archive Options         Delete Source Records after archive         Skip records already in archive (if adding to existing archive)         Select Modules | Cancel |

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.

| Select Modules to Archive - FIREHOU        | SE Software          |  |  |
|--|----------------------|--|--|
| NFIRS Incident Reports                     | Hydrant Activities   |  |  |
| EMS/Search & Rescue Incident Reports       | Department Events    |  |  |
| Dispatch & Remote Station Incident Reports |                      |  |  |
| Occupancy Inspections/Activities           |                      |  |  |
| Occupancy Permits                          |                      |  |  |
| Training Classes                           |                      |  |  |
| Staff Activities                           |                      |  |  |
| Staff Member History                       | Staff Member History |  |  |
| Inventory Maintenance/Test                 |                      |  |  |
| Inventory Usage                            |                      |  |  |
| Select All Select None                     | ОК                   |  |  |

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<sup>®</sup> technical support.

The Archiving Complete dialog appears.

| Archivin | Archiving Complete   |  |  |
|----------|--|--|--|
| ?        | Your archive is located in C: \FIREHOUSE SOFTWARE\ARCHIVES\ARCH2009\. Would you like to view the log file? |  |  |

12. Click Yes.

A log file appears.

- 13. Check the log file for errors and warnings.
- 14. Choose File  $\rightarrow$  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  $\rightarrow$  Administrative Options.

The Administrative Options dialog box appears.

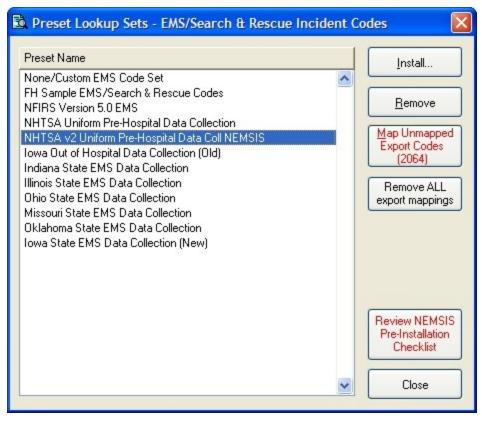
4. Click the Incident  $\rightarrow$  EMS/Search & Rescue  $\rightarrow$  State Reporting tabs.

| Administrative Options   |
|--|
| License General Database Incident Occupancy Staff Inventory Hydrant Invoicing  |
| All Incidents NFIRS EMS/Search & Rescue Investigation Dispatch/Remote Station Report   |
| General Assessments & Treatments State Reporting Privacy and HIPAA NEMSIS  |
| The active EMS code set defines most of the lookup codes, rules and requirements that are used for EMS report data entry. It is recommended that you NOT mix reports entered under two different code sets in the same database. Click the button to change your active EMS code set only if you are setting up your system for the first time, or have archived reports previously entered. Change EMS Code Set   |
| Carlot Content Lithocode Values Enter your assigned lithocode block range Start Carlot Content Con |
| Additional State Reporting Requirements  |
| Require Crew Member Numbers  |
|  |
| OK Cancel  |

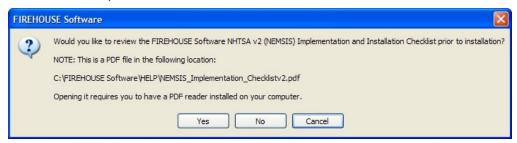
5. Click Change EMS Code Set.

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.

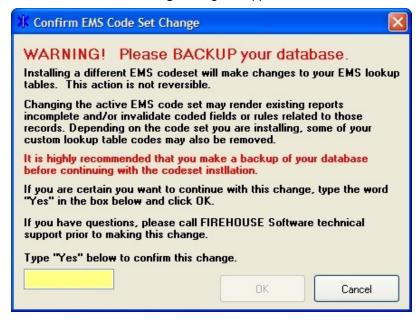


A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



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.

| 🕷 Map Existing Codes or Replace All  | Codes |        |
|--|-------|--------|
| <ul> <li>Map Existing Codes (mappings must be</li> <li>Replace with Codeset Codes (old data )</li> </ul> |       |        |
|  | ОК    | Cancel |

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.

| 🗱 Confirm EMS Code Set Change   | ×  |  |
|---|----|--|
| WARNING! Please ARCHIVE your data   |    |  |
| There are EMS reports in your database which were entered using a different code set than the one you are<br>installing. Code Descriptions for old incidents WILL be changed or lost!   | e  |  |
| Changing the active EMS code set may render existing reports incomplete and/or invalidate coded fields or<br>rules related to those records. Depending on the code set you are installing, some of your custom lookup<br>table codes may also be removed. |    |  |
| It is highly recommended that you archive your current EMS reports prior to making this change. This allows<br>incidents based on the codeset to be removed from your current data, but still be available in an archive for<br>historical reference.     |    |  |
| If you are certain you want to continue with this change, type the word "Yes" in the box below and click OK   | к. |  |
| If you have questions, make a backup and please call FIREHOUSE Software technical support prior to<br>making this change.   |    |  |
| Type "Yes" below to confirm this change.  |    |  |
| OK Cancel   |    |  |

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

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

| Category                                       | ОК    |    |
|--|-------|----|
| Advanced Directive<br>EMS Certification Level  |       |    |
| Complication                                   | Cance | el |
| ECG Lead                                       |       |    |
| Device Eivent Type                             |       |    |
| Naveform Graphic Type                          |       |    |
| AED, Pacing, or CO2 Mode                       |       |    |
| Type of Shock                                  |       |    |
| CO2, etCO2, or Invasive Pressure Monitor Units |       |    |
| Cardiac Arrest Etiology<br>Prior Aid Given     |       |    |
| Cardiac Arrest                                 |       |    |
| Estimated time of Arrest Prior to EMS Arrival  |       |    |
| Prior Aid Type                                 |       |    |
| Body Site of Injury                            |       |    |
| Pre-Arrival Arrest Details                     |       |    |
| dechanism of Injury/Nature of Illness          |       |    |
| Complaint Benorted by Dispatch                 | ~     |    |

#### 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.

| FIREHOL | USE Software  |
|---------|---|
| ?       | WARNING: Existing codes will be overwritten in selected categories. Continue with installation of NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS? |
|         | Yes No  |

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  $\rightarrow$  Administrative Options.

The Administrative Options dialog box appears.

2. Click the Incident  $\rightarrow$  EMS/Search & Rescue  $\rightarrow$  NEMSIS tabs.

| Administrative                       | Options  |
|--------------------------------------|--|
| License <u>G</u> eneral              | Database Incident Occupancy Staff Inventory Hydrant Invoicing  |
| All Incidents NFIF                   | S EMS/Search & Rescue Investigation Dispatch/Remote Station Report   |
| General Assessn                      | nents & Treatments State Reporting Privacy and HIPAA NEMSIS  |
| NEMSIS - Ex                          | porting Requirements port only data elements required for the national database. Clude patient confidential information in export.   |
| Run XML Va                           | idation on Each Incident   |
| O Always<br>Until<br>O Never         | 100 Incidents have validated successfully  |
| incident is comp<br>export while the | oftware can check an EMS incident against the NEMSIS standard XSD as soon as the<br>lete. This will catch almost all problems that may occur when creating the NEMSIS<br>person entering the data has the best ability to correct the problem. If the time to check<br>problem that will be the standard state and a the contract of the track state with all still be |

 (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.

| 🗟 Lookup             | Inventory Class Codes  |                             |                |
|----------------------|--|-----------------------------|----------------|
| Code<br>APPF         | Description<br>Apparatus - Fire  |                             | Eind           |
| APPR<br>CMMD<br>CYLI | Apparatus Rescue/EMS<br>Command Vehicles<br>Cylinder                             |                             | New            |
| ELEC<br>EXTI<br>HDTL | Electrical Equipment<br>Extinguisher<br>Hand Tools                               |                             | Edit           |
| HOSE<br>INVN<br>LADD | Hose/Fitting/Accessory<br>Generalized Inventory<br>Ladders and Related Equipment |                             |                |
| PAGE<br>PIKE<br>PPE  | Pagers<br>Pike Pole<br>Personal Protective Equipment                             |                             | Merge          |
| PUMP<br>RESC<br>SAWC | Pump<br>Rescue Equipment<br>Chain Saws   |                             | <u>G</u> roups |
| SCBA                 | SCBA Equipment   |                             |                |
| 1000                 |  |                             |                |
| Show Hide            | en Codes   | Default Sort by Description |                |
|                      |  |                             | ок             |
|                      |  |                             | Cancel         |

b. Click New.

The Code for Inventory Class Codes dialog box appears.

| Code for Inventory Class Codes |             |      | X        |
|--------------------------------|-------------|------|----------|
| Code                           | Description |      |          |
| Group                          |             |      |          |
| < None >                       | <u>.</u>    |      |          |
| Comments                       |             |      |          |
|                                |             |      | <u>^</u> |
|                                |             |      |          |
|                                |             |      | ~        |
| Hide this code                 | User Fields | Save | Cancel   |

- 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.

| and Inventory                                 |                       |                        |                |
|---|-----------------------|------------------------|----------------|
| Description                                   | Inventory ID          | Linked to Inventory ID | Station Unit   |
|   |                       |                        |                |
| Basic Specs Maintenance/Test Usage/Purchasing | Linked Inventory      | Other                  |                |
| Staff ID                                      | 14 14                 | 14                     |                |
|   | Location              |                        |                |
| Occupancy ID                                  | Location              |                        |                |
| Vendor  | Inventory Cla         | B\$\$                  |                |
|   |                       |                        |                |
| Purchasing/Replacement                        |                       | Manufacturer           |                |
| Purchase Date Original Cost Annual Rep        | pl Cost Date Received |                        | Model          |
| Replacement Date Est Replace Cost Hr/Unit Cos |                       | ce Year Se             | rial no        |
|   |                       |                        | narno          |
|   |                       |                        |                |
| Miscellaneous Last Meter Readin               |                       | enance/Test            |                |
| Generic Equipment Date                        | Date                  | Mileage                | Hours          |
| Hide Equipment in Lookups Mileage Hour        | rs Job Code           |                        |                |
| Quantity Unit                                 |                       |                        |                |
|   |                       |                        |                |
|   | Irowse 🛛 🔚 Save       | 🗙 Delete 🛛 🛃           | Print De Close |

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:

| lf you  | Then do this  |
|---|---|
| Mapped your existing EMS codes to the NEMSIS code set     | Continue with <b>Add or update codes in lookup tables</b> , on page 31. |
| Replaced your existing EMS codes with the NEMSIS code set | Continue with <b>Update EMS service numbers</b> , 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**  $\rightarrow$  **Lookup Tables**.

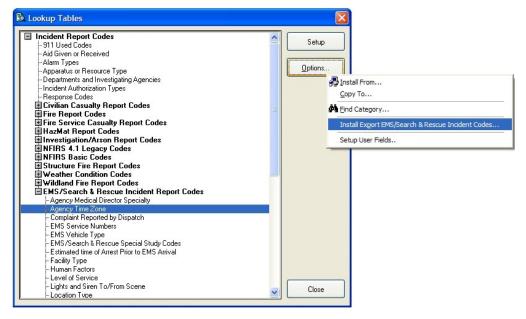
The Lookup Tables dialog box appears.

| 🗟 Lookup Tables   |       |
|---|-------|
| <ul> <li>Incident Report Codes</li> <li>Occupancy Management Codes</li> <li>Staff Activity and Training Codes</li> <li>Equipment and Inventory Codes</li> <li>Hydrant Management Codes</li> <li>Invoicing and Accounts Receivable Codes</li> <li>System-Wide Codes</li> <li>User-Defined Field Codes</li> </ul> | Setup |

2. Expand Incident Report Codes  $\rightarrow$  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  $\rightarrow$  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**.

| Codes in this category can be selectively installed. Please highlight the codes you want to<br>install on your system. |      |   |            |  |
|--|------|---|------------|--|
| Description  | Code | 1 | Select All |  |
| GMT-04:00 Atlantic Time  | 5970 | ~ |            |  |
| GMT-05:00 Eastern Time   | 5960 |   |            |  |
| GMT-06:00 Central Time   | 5950 |   |            |  |
| GMT-07:00 Mountain Time  | 5940 |   |            |  |
| GMT-08:00 Pacific Time   | 5930 |   |            |  |
| GMT-09:00 Alaska   | 5920 |   |            |  |
| GMT-10:00 Hawaii   | 5910 |   |            |  |
| GMT-11:00 Midway Island, Samoa   | 5900 |   |            |  |

- 5. In the Lookup Tables dialog box, scroll down and highlight Organizational Status.
- 6. Click Options  $\rightarrow$  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**.

| Reset Lookup Codes -  | Organizational Status                      | ×                 |
|---|--|-------------------|
| Codes in this category can be se<br>install on your system. | electively installed. Please highlight the | codes you want to |
| Description   | Code                                       | Select All        |
| Mixed   | 5870 🔺                                     |                   |
| Non-Volunteer   | 5880                                       |                   |
| Volunteer   | 5890                                       |                   |
|   |  |                   |

- 8. In the Lookup Tables dialog box, highlight Organizational Type.
- 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**.

| Codes in this category can be selectively installed. Please highlight the codes you want to install on your system. |      |            |  |
|---|------|------------|--|
| Description   | Code | Select All |  |
| Community, Non-Profit   | 5810 | Select All |  |
| Fire Department   | 5820 |            |  |
| Governmental, Non-Fire  | 5830 |            |  |
| Hospital  | 5840 |            |  |
| Private, Non Hospital   | 5850 |            |  |
| Tribal  | 5860 |            |  |

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

### **Update EMS service numbers**

- 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.

| 🗟 Lookup       | EMS Service Numbers                                    |                |
|----------------|--|----------------|
| Code<br>10137  | Description<br>Butler Fire Department                  | <u></u>        |
| 10151<br>10182 | Lifeline Ambulance Service<br>Flight Ambulance Service | New            |
|                |  | Edit           |
|                |  | Delete         |
|                |  | Merge          |
|                |  | <u>G</u> roups |
|                |  |                |
| Show Hide      | len Codes Default Sort by Description                  |                |
|                | <u> </u>   |                |
|                | ×  | Close          |

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.

| Code for EMS Service Numbers   |   |
|--|---|
| Agency Number Agency Name           Agency Number         Butler Fire Department           General         Contacts         History/Statistics | National Provider Identifier     Status / Date       artment     Active     / /       Notes |
| Counties Served (FIPS)   | Time Zone Daylight Savings  |
| Primary Service  | Bills for Service   |
| Level of Service   | Organizational Type Organizational Status   |
| EMD Vendor   |   |
| Hide this code   | User Fields Save Cancel   |

- 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.

| Code for EMS Service Nu    |                           |                |                     |                |        |
|----------------------------|---------------------------|----------------|---------------------|----------------|--------|
|                            | y Name<br>Fire Department | National       | Provider Identifier | Status / Date  |        |
| General Contacts History/S | tatistics <u>N</u> otes   |                |                     |                |        |
| Agency Contact             |                           | Medical Direct | or                  |                |        |
| First Middle               | Last                      | First          | Middle              | Last           |        |
| Address                    |                           | Address        |                     |                |        |
| City                       | State ZIP Code            | City           |                     | State ZIP Code |        |
| Phone Fax                  |                           | Phone          | Fax                 |                |        |
| E-Mail                     |                           | E-Mail         |                     | Specialty      | ~      |
| Agency Website             |                           |                |                     |                |        |
|                            |                           |                |                     |                |        |
| Hide this code             |                           | <u>U</u> s     | ser Fields          | Save           | Cancel |

- Under Agency Contact, in ZIP Code, verify that the information is correct, and edit if necessary.
- 8. Click Save.
- 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

- Choose Tools → Lookup Tables.
   The Lookup Tables dialog box appears.
- 2. Expand System-Wide Codes  $\rightarrow$  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.

| 🗟 Lookup - Citie                    | s, States      | and ZIP Co                        | des  |                             | ×              |
|-------------------------------------|----------------|-----------------------------------|------|-----------------------------|----------------|
| City<br>Butler                      | State<br>PA    | Zip<br>16001                      | Area | Fips Code                   | <u>F</u> ind   |
| Camp Hill<br>Harrisburg<br>Meridian | PA<br>PA<br>PA | 18554-0588<br>16564-0255<br>16003 |      |                             | New            |
| Unionville                          | PA             | 16008                             |      |                             | Edit           |
|                                     |                |                                   |      |                             | Delete         |
|                                     |                |                                   |      |                             | Merge          |
|                                     |                |                                   |      |                             | <u>G</u> roups |
| Show Hidden Cod                     | des            |                                   |      | Default Sort by Description |                |
|                                     |                |                                   |      |                             |                |
|                                     |                |                                   |      | <u> </u>                    | Close          |

- 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.

| 🗟 Code for Cities, States and ZIP Codes |  |
|---|--|
| City<br>Butler                          | State         ZIP Code           PA          16001 |
| Area Code FIPS City Code                |  |
| < None >                                |  |
| Comments                                |  |
|   |  |
|   | ~  |
| Hide this code                          | Save Cancel  |

- b. In FIPS City Code, edit the value as needed.
- c. Click Save.
- 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

- 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.

| 🗟 Lookup -           | Units                                   |                |                                  |                             | ×              |
|----------------------|---|----------------|----------------------------------|-----------------------------|----------------|
| Code<br>A6-1         | Descript<br>Ambulance 8                 | Type Em        | s Type Fdid<br>20007             |                             | <u> </u>       |
| CH-1<br>E6-1<br>E6-2 | Chief's Car<br>Engine 6-1<br>Engine 6-2 | 92<br>11<br>11 | 20007<br>20007<br>20007<br>20007 |                             | New            |
| L6-1<br>T6-1         | Ladder 6-1<br>Tanker 6-1                | 12<br>14       | 20007<br>20007                   |                             | Edit           |
|                      |   |                |                                  |                             | Delete         |
|                      |   |                |                                  |                             | Merge          |
|                      |   |                |                                  |                             | <u>G</u> roups |
| Show Hidd            | en Codes                                |                |                                  | Default Sort by Description |                |
|                      |   |                |                                  | <u>~</u>                    |                |
|                      |   |                |                                  | <br><b>⊻</b>                | Close          |

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.

| 🖻 Code for Units    |                         |
|---------------------|-------------------------|
| Code                | Description             |
| A6-1                | Ambulance 6             |
| Group               |                         |
| < None >            |                         |
| Comments            |                         |
|                     | <u>^</u>                |
|                     |                         |
|                     | ×                       |
| Fire/General EMS    |                         |
| NFIRS Resource Type | FDID Date In Service    |
| 76 ALS unit         | 20007 / / Active Unit   |
| VIN Number          | Original Cost Year      |
|                     |                         |
|                     |                         |
|                     |                         |
|                     |                         |
| Hide this code      | User Fields Save Cancel |

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

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

- 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.

| Look | up - Stations              |                                    |                               |     |                      |         | ×            |
|------|----------------------------|------------------------------------|-------------------------------|-----|----------------------|---------|--------------|
| 1-0  | Fdid Service 20007 10137   | Descript<br>Main Station - Admin   | District County Towns<br>BUTL | hip |                      |         | <u>F</u> ind |
|      | 20007 10137<br>20007 10137 | Main Station<br>8th Street Station | BUTL<br>BUTL                  |     |                      |         | New          |
|      |                            |                                    |                               |     |                      |         | <u>E</u> dit |
|      |                            |                                    |                               |     |                      |         | Delete       |
|      |                            |                                    |                               |     |                      |         | Merge        |
|      |                            |                                    |                               |     |                      |         | Groups       |
| Show | Hidden Codes               |                                    |                               |     | Default Sort by Desc | ription |              |
|      |                            |                                    |                               |     |                      | ^       |              |
|      |                            |                                    |                               |     |                      | ~       | Close        |

- 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.

| 🗟 Code for Stations            |                              |                         | ×                 |
|--------------------------------|------------------------------|-------------------------|-------------------|
| Code                           | Station Name                 | FDID                    | EMS Service#      |
| 10                             | Main Station - Admin         | 20007                   | 10137             |
| Number Prefix Stree            | et/Highway                   | Type Suffix             |                   |
| 108 3rd                        |                              | ST                      | Central Station   |
| Address 2                      |                              |                         | Zone              |
|                                |                              |                         |                   |
| City                           | State ZIP Code               | County FIPS County      | Township District |
| Butler                         | PA 16001                     | BUTL 42019              |                   |
| Check this box if this is a De | nartment of Defense station  |                         |                   |
| Phone Numbers                  | partition of Derense station | E-Mail/Internet Address | 99                |
| Type ? Phone Numb              | per Extension 🔼 🕂            |                         | ·· (+)            |
| WORK 515-288-571               | per Extension \land (+       |                         |                   |
| FAX 515-288-482                | 25                           |                         |                   |
|                                | 1                            |                         | $\uparrow$        |
|                                | ✓ ↓                          |                         |                   |
| Group                          |                              | Latitude                |                   |
| < None >                       | v                            |                         |                   |
| Division                       |                              | Battalion Longitude     | 😴 🗆 🖓 Map         |
|                                |                              |                         |                   |
| Comments                       |                              |                         |                   |
|                                |                              | Llagr Fielda            | iave Cancel       |
| Hide this code                 |                              | User Fields             |                   |

- 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.
- 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**  $\rightarrow$  **Lookup Tables**.
- 2. Expand Incident Report Codes  $\rightarrow$  EMS/Search & Rescue Incident Report Codes  $\rightarrow$  Transport Codes.
- 3. Select Transport Destinations/Facilities, and then click Setup.

The Lookup – Transport Destinations/Facilities dialog box appears.

| 🗟 Lookup -  | Transport Destinations/Facilities          |                             |                |
|-------------|--|-----------------------------|----------------|
| Code<br>AMH | Description<br>Allegheny Memorial Hospital |                             | <u>E</u> ind   |
| BMC         | Butler Medical Center                      |                             | New            |
|             |  |                             | <u>E</u> dit   |
|             |  |                             | <u>D</u> elete |
|             |  |                             | Merge          |
|             |  |                             | Groups         |
|             |  |                             |                |
|             |  |                             |                |
| Show Hidde  | en Codes                                   | Default Sort by Description |                |
|             |  | <u>^</u>                    |                |
|             |  | <u>~</u>                    | Close          |

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

The Code for Transport Destinations/Facilities dialog box appears.

| 🗟 Code for Transpor | rt Destinations/Facilities  |                                   |
|---------------------|-----------------------------|-----------------------------------|
| Code                | Facility Name               | Туре                              |
| AMH                 | Allegheny Memorial Hospital |                                   |
| Street Address      |                             | Contact Name                      |
|                     |                             | Phone Numbers                     |
| City                | State ZIP Code              | Type ? Phone Number Extension A + |
| City                |                             |                                   |
| County Zone         | Latitude/Longitude          | <b>•</b>                          |
|                     |                             |                                   |
| Group               |                             | E-Mail/Internet Addresses         |
| < None >            | ~                           | Address                           |
| Comments            |                             |                                   |
|                     |                             | ↑<br>                             |
|                     | ×                           | Status / Date Active / /          |
| Hide this code      |                             | User Fields Save Cancel           |

- 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**  $\rightarrow$  **Lookup Tables**.
- 2. Expand Incident Report Codes  $\rightarrow$  EMS/Search & Rescue Incident Report Codes  $\rightarrow$  EMS Clinical Codes.
- 3. Select Medication Codes, and then click Setup.

The Lookup - Medication Codes dialog box appears.

| 🗟 Lookup - Medication Codes                   | X              |
|---|----------------|
| Code   Descript   Fee   Dosage                | Eind           |
|   | New            |
|   | <u>E</u> dit   |
|   | Delete         |
|   | Merge          |
|   | <u>G</u> roups |
| Show Hidden Codes Default Sort by Description |                |
| <u> </u>                                      |                |
| <b>&gt;</b>                                   | Close          |

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

The Code for Medication Codes dialog box appears.

| 🗟 Code for Medication Codes            |                                 |                        |
|--|---------------------------------|------------------------|
| Code                                   | Description                     | Default Fee            |
|  |                                 | \$0.00 😂               |
| Default Dosage                         |                                 |                        |
| Measure Units                          | Route                           |                        |
| Text Description and Other Instruction | 15                              |                        |
|  |                                 |                        |
| Group                                  | Expo                            | ort Code               |
| < None >                               |                                 | ~                      |
| Comments                               | Authorized Personnel and Status |                        |
|  | Code ? Description              | Status Status Date 🔼 🕂 |
|  |                                 |                        |
|  |                                 |                        |
|  |                                 |                        |
| Hide this code                         | User Fields                     | Save Cancel            |

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.

| Code | ? Description | Status Status Date | 1 |
|------|---------------|--------------------|---|
|      |               | A //               |   |
| 20   |               |                    |   |
|      | 6.6           |                    |   |

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.

Authorized Personnel and Status

|   | Code | ? | Description | Status | Status Date | ~ |
|---|------|---|-------------|--------|-------------|---|
| • | 6090 |   | EMT Basic   | A      | 1.1         | ] |
| ľ |      |   |             |        |             |   |
| l |      |   |             |        |             |   |
|   |      |   |             |        |             | ~ |

- 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.

| ? Description | Statu | us Status Date | ^ |
|---------------|-------|----------------|---|
| EMT Basic     | A     | 11/11/2010     |   |
|               |       |                |   |
|               |       |                |   |
|               |       |                | ~ |

- 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**  $\rightarrow$  **Lookup Tables**.

The Lookup Tables dialog box appears.

- 2. Expand Incident Report Codes  $\rightarrow$  EMS/Search & Rescue Incident Report Codes  $\rightarrow$  EMS Clinical Codes.
- 3. Select Procedure Codes, and then click Setup.

The Lookup – Procedure Codes dialog box appears.

| ode        | Descript                                | Fee | ·                           | Eind           |
|------------|---|-----|-----------------------------|----------------|
| 00.01      | Pulse/Oximeter                          | 0   |                             | <u>r</u> mu    |
| 00.02      | Glucometer                              | 0   |                             |                |
| 00.03      | Needle Thoracotomy                      | 0   |                             | New            |
| 00.04      | Esophageal Airway                       | 0   |                             |                |
| 00.05      | Short Spine Board (KED)                 | 0   |                             |                |
| 00.06      | Monitoring a Medicated IV               | 0   |                             | <u>E</u> dit   |
| 01         | Assisted ventilation                    | 0   |                             |                |
| 02         | Bleeding controlled                     | 0   |                             | Delete         |
| 03         | Blood Glucose Level (BGL) check         | 0   |                             | Delete         |
| 04         | Cardiopulmonary resuscitation           | 0   |                             |                |
| 05         | Central Vein IV                         | 0   |                             | Merge          |
| 06         | Cervical Collar                         | 0   |                             | Toulan.        |
| 07         | Chest decompression                     | 0   |                             |                |
| 08         | Cricothyrotomy                          | 0   |                             | <u>G</u> roups |
| 09         | ECG monitoring                          | 0   |                             |                |
| 10         | EGTA/EOA/PTL/CombiTube                  | 0   |                             |                |
| 11         | Endotracheal Intubation                 | 0   |                             |                |
| 12         | External defibrillation (includes auto) | 0   |                             |                |
| 13         | Immobilization - extremity              | 0   |                             |                |
| 14         | Intraosseous catheter                   | 0   | ~                           |                |
| Show Hidde | en Codes                                |     | Default Sort by Description | n              |
|            |   |     | <b>^</b>                    |                |
|            |   |     |                             |                |
|            |   |     |                             |                |

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

| 🗟 Code for Procedure Codes |                                  |               |                |        |                | ×  |
|----------------------------|----------------------------------|---------------|----------------|--------|----------------|--|
| Code                       | Description<br>CNS Catheter-Epid | lural Mainten | ance           |        | Default Fe     | e<br>0.00 😂  |
| Group < None >             |                                  |               |                |        | Export Cod     | le<br>🗸  |
| Comments                   |                                  | Authorized P  | ersonnel and 9 | itatus |                |  |
|                            |                                  | Code          | ? Descriptio   | n Stat | us Status Date | <ul> <li>+++</li> <li>+ ++</li> <li< th=""></li<></ul> |
| Hide this code             |                                  | <u>U</u> ser  | Fields         | Save   | Ca             | incel  |

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.

|   | d Personnel and Status<br>? Description | Status Status Date | e 🔥 |
|---|---|--------------------|-----|
| • |   | A 7.7              |     |
|   |   |                    | -   |
|   |   |                    | ~   |

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.

Authorized Personnel and Status

|   | Code | ? | Description | Status | Status Date | ~ |
|---|------|---|-------------|--------|-------------|---|
| • | 6090 |   | EMT Basic   | A      | 1.1         | ] |
| ľ |      |   |             |        |             |   |
| l |      |   |             |        |             |   |
|   |      |   |             |        |             | ~ |

- 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.

| ? Descriptio | on Stal | tus Status Date | ^ |
|--------------|---------|-----------------|---|
| EMT Bas      | sic A   | 11/11/2010      |   |
|              |         |                 |   |
|              |         |                 |   |
|              |         |                 | ~ |

- 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**  $\rightarrow$  **Lookup Tables**.
- 2. Expand Incident Report Codes  $\rightarrow$  EMS/Search & Rescue Incident Report Codes  $\rightarrow$  EMS Clinical Codes.
- 3. Select Protocols Used, and then click Setup.

The Lookup - Protocols Used dialog box appears.

| 🗟 Lookup - Protocols Used                     |                |
|---|----------------|
| Code Description                              | Eind           |
|   | New            |
|   | Edit           |
|   | Delete         |
|   | Merge          |
|   | <u>G</u> roups |
|   |                |
|   |                |
| Show Hidden Codes Default Sort by Description | on             |
| 8   |                |
|   | Close          |

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

The Code for Protocols Used dialog box appears.

| 🗟 Code for Protocols Used |                               |                |                     |        |               | ×                     |
|---------------------------|-------------------------------|----------------|---------------------|--------|---------------|-----------------------|
| Code<br>6720              | Description<br>Abdominal Pain |                |                     |        | ]             |                       |
| Group Kone >              |                               |                |                     |        | Export Code   | ~                     |
| Comments                  |                               | Authorized Pe  | ersonnel and Status |        |               |                       |
|                           |                               | Code           | ? Description       | Status | Status Date 🧧 | +                     |
|                           | ~                             |                |                     |        |               | $+$ $\rightarrow$ $-$ |
| Hide this code            |                               | <u>U</u> ser F | Fields 9            | ave    | Cance         | 9                     |

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.

| Code | ? Description | Status | Status Date | - |
|------|---------------|--------|-------------|---|
| •    |               | A      | 11          |   |
|      |               |        |             |   |
|      |               |        |             |   |
|      |               |        |             | ~ |

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.

| Code   | ? Description | Statu | is Status Date | ^ |
|--------|---------------|-------|----------------|---|
| ▶ 6090 | 🛄 EMT Basic   | A     | 11             |   |
|        |               |       |                |   |
|        |               |       |                |   |
|        |               |       |                | ~ |

- 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.

| ? Description | Stati | us Status Date | ^ |
|---------------|-------|----------------|---|
| EMT Basic     | > A   | 11/11/2010     |   |
|               |       |                |   |
| 1             |       |                |   |

- 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:

| lf you  | Then do this  |
|---|---|
| Mapped your existing EMS codes to the NEMSIS code set     | Continue with <b>Resolve invalid structures</b> , on page 49.   |
| Replaced your existing EMS codes with the NEMSIS code set | Continue with Set up staff member inform-<br>ation, 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**  $\rightarrow$  **Lookup Tables**.

The Lookup Tables dialog box appears.

- 2. Expand Incident Report Codes  $\rightarrow$  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.

| 🗟 Lookup - Ager | ncy Medical Director Specialty   |                             | ×              |
|-----------------|----------------------------------|-----------------------------|----------------|
| Code            | Description                      |                             | Eind           |
| IINVALID_       | <invalid structure=""></invalid> |                             | New            |
|                 |                                  |                             | <u>E</u> dit   |
|                 |                                  |                             | Delete         |
|                 |                                  |                             | Merge          |
|                 |                                  |                             | <u>G</u> roups |
| Show Hidden Co  | des                              | Default Sort by Description |                |
|                 |                                  |                             |                |
|                 |                                  |                             | Close          |

5. Do one of the following:

| Does _INVALID_<br>appear? | Then do this   |
|---------------------------|--|
| No                        | Click Close.   |
| Yes                       | Resolve the invalid structures with the steps below.<br>1. Expand <b>_INVALID_</b> .                                 |
|                           | <ol> <li>2. (If groups appear below _INVALID) Expand a group below _INVALID</li> </ol>                               |
|                           | <ol> <li>Select a lookup table, and then click Edit.</li> <li>The Code dialog box for that table appears.</li> </ol> |

| Does _INVALID_<br>appear? | Then do this  |
|---------------------------|---|
|                           | <ul> <li>Code for</li> <li>Code for</li> <li>Description</li> <li>Bi</li> <li>FIRS Code</li> <li>Export Code</li> <li>Date Added</li> <li>77</li> <li>Group</li> <li>From Group, select the name of the group the item should be in.</li> <li>Click Save.</li> <li>Repeat the steps above for the rest of the groups and lookup tables listed under _INVALID</li> </ul> |
|                           | <b>Note:</b> Once you have moved all the lookup tables in a group under _ <b>INVALID</b> _ to a valid group, the group under _ <b>INVALID</b> no longer expands.  |
|                           | 7. In the <b>Lookup</b> dialog box for the lookup table, click <b>Close</b> .   |
|                           | 8. (Optional) In the <b>Lookup Tables</b> dialog box, select the lookup table again and select <b>Edit</b> to verify that <b>_INVALID_</b> 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  $\rightarrow$  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.

| ist                                       | First                        | Middle                         | Suffix     | Staff ID                    | Alternate ID                             |
|---|------------------------------|--------------------------------|------------|-----------------------------|--|
| avidson                                   | Wendy                        | С                              |            | 29-WCD                      |  |
| asic <u>C</u> ontacts Acti <u>v</u> itie: | s Training Additional F      | lecords <u>N</u> otes <u>C</u> | Ither      |                             |  |
| Residence Address<br>Street               |                              | Miles to 1                     |            | DID EMS Serv<br>20007 10137 | ice# Station Shift                       |
| 969 Franklin Street                       |                              |                                | 3.00 文   ( | Unit Rank                   | Effective Date                           |
| City                                      | Stal                         | e ZIP Code                     | 9          | Status                      | Effective Date                           |
| Butler                                    | PA                           | 16001                          |            | AC Active                   | 05/18/1991                               |
| Date of Birth Hire D<br>08/21/1958 05/1   | ate Adjusted H<br>8/1991 / / | ire Date End Servi             | ce Date Ca | areer/Volunteer             | Current Age 52<br>Years of Service 19.46 |
| Other Stations                            |                              |                                | Phone Num  | bers E-Mail/Internet Add    | dresses                                  |
| Code ? Descriptio                         | on                           | ► +<br>+                       | Туре       | ? Phone Number              | Extension 🔺 🕂                            |
|   |                              |                                | HOME       | 412-369-5522                | -  |
|   |                              |                                | FAX        | 412-369-5523                |  |
|   |                              |                                | 121        |                             | <b>个</b>                                 |

- 3. In **Hire Date**, verify that a date is entered, or enter it if necessary.
- 4. Click the Additional Records tab.

| 🥕 Staff - Davidson, Wendy (   |                     |            |                       |          |       |           |
|-------------------------------|---------------------|------------|-----------------------|----------|-------|-----------|
| Last                          | First               | Middle     | Suffix                | Staff ID | Alb   | ernate ID |
| Davidson                      | Wendy               | С          |                       | 29-WCD   |       |           |
| Basic Contacts Activities Tra | ning Additional Rec | ords Notes | Other                 |          |       |           |
|                               | ₹ 5                 |            | Ither <u>H</u> istory |          |       |           |
|                               |                     |            | Equipment             |          |       |           |
|                               | <b>I</b>            |            | Ayailability          |          |       |           |
|                               |                     | <u>A</u>   | dministrative         |          |       |           |
|                               | ☑ 1                 |            | <u>S</u> chedules     |          |       |           |
|                               |                     |            | User Setup            |          |       |           |
|                               | New 🛃               | Browse     | Save                  | X Delete | Print | Cancel    |

5. Click Administrative.

The Administrative Information dialog box appears.

6. Click the **EMS** tab.

| Administrative Information      |                           |                       |                   | ×        |
|---------------------------------|---------------------------|-----------------------|-------------------|----------|
| Basic EMS Notes                 |                           |                       |                   |          |
| Personnel                       |                           |                       |                   |          |
| EMS Certification #             | EMS Certification Expires | Initial Certification | n Date            |          |
| 1254687                         | 11                        | 11                    |                   |          |
| State EMS Certification Level   | Current                   | Certification Date    | National Registry |          |
|                                 | 11                        |                       |                   |          |
| Total length of EMS Length of S | ervice                    |                       |                   |          |
| Service (years) Date Docu       |                           |                       |                   |          |
|                                 |                           |                       |                   |          |
| Personnel at Agency             |                           |                       |                   |          |
| EMS Employment Status           |                           | Status Date           |                   |          |
|                                 |                           | 11                    |                   |          |
| Agency Certification Level      |                           | Date Certifi          | caiton Achieved   |          |
|                                 |                           | //                    |                   |          |
|                                 |                           |                       |                   |          |
|                                 |                           |                       |                   |          |
|                                 |                           |                       | Save              | Le Close |
|                                 |                           |                       |                   | 42 CI03C |

- 7. Under **Personnel**, in **EMS Certification #**, verify that the staff member's EMS certification number is entered, or enter it if necessary.
- (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  $\rightarrow$  User-Defined Fields.

The User-Defined Fields Setup dialog box appears.

| User-Defined Fields Setup  | ×     |
|--|-------|
| <ul> <li>NFIRS Incident Reporting</li> <li>EMS/Search &amp; Rescue Incident Reporting</li> <li>Occupancy &amp; Inspection Management</li> <li>Staff Management</li> <li>Training Classes &amp; Programs</li> <li>Staff Scheduling</li> <li>Apparatus, Equipment and Inventory</li> <li>Hydrant Management</li> <li>Invoicing and Accounts Receivable</li> <li>Department Journal, Events and Station Mgmt</li> </ul> | Setup |

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.

|                     | Responding Unit User Fields |        |          |        |
|---------------------|-----------------------------|--------|----------|--------|
| User Fields Toolbar |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             |        |          |        |
|                     |                             | 🔚 Save | X Delete | Cancel |

- 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.

| FH Select Fie                  | ld to Add  |
|--------------------------------|--|
| Table Name                     | Responding Unit User Fields  |
| E2.13 Vehicle<br>E2.15 Vehicle | Dispatch Zone<br>Dispatch Location<br>Initial GPS Location - Lat<br>Initial GPS Location - Lon |
|                                | ~  |
|                                | ×  |
|                                | OK Cancel  |

6. Select the name of the user field you want to add, and then click **OK**.

The User-Defined Field Properties dialog box appears.

| User-Defined Field     | d Properties      |   |
|------------------------|-------------------|---|
| Field Rules Control    | Caption           |   |
| NEMS_DISP_LOC          | Dispatch Location | Formatting         Custom           Alpha Only         Alpha Only |
| Data Type<br>Character | Length Decimals   | Numeric Only Force Upper Case Right-Align Text Format as Time     |
| E2.13 Vehicle Dispatch | Location          | Control Type  |
| Lookup Category        | /                 | Text Box  |
|                        |                   | OK Cancel   |

- 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.

| The followin | DUpdate - Responding Un<br>g changes will be applied to the u<br>therwise select Cancel. |      | 12 NO  | with this upd | ate, |
|--------------|--|------|--------|---------------|------|
| Action       | Field Name   | Туре | Length | Decimals      |      |
| Add          | NEMS_DISP_LOC  | С    | 30     | 0             | ^    |
| Add          | NEMS_GPSIN_LAT   | N    | 11     | 6             |      |
| Add          | NEMS_GPSIN_LONG  | N    | 11     | 6             |      |
|              |  |      |        |               |      |

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<br>Participant | Staff Management $\rightarrow$ Staff Activity Participant User Fields                                      |
| Incident                      | EMS/Search & Rescue Incident Reporting →<br>EMS/Search & Rescue Incident User Fields                       |
| Patient Procedures            | EMS/Search & Rescue Incident Reporting $\rightarrow$ EMS/Search & Rescue Patient Procedures User Fields    |
| Patient/Victim                | EMS/Search & Rescue Incident Reporting →<br>EMS/Search & Rescue Patient/Victim User Fields                 |
| Patient/Access/Vitals         | EMS/Search & Rescue Incident Reporting $\rightarrow$ 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 loc-<br>ation                    | Do this   |
|--|---|
| FIREHOUSE<br>Software 7<br>installation CD | <b>Note:</b> If possible, obtain these files from the <b>FIREHOUSE</b> Software web site, as newer versions of the files may be available.  |
|  | 1. Open the State folder.   |
|  | <ol> <li>Copy NemsisDemographicExport.FHz and<br/>NemsisPatientExportv2.FHz.</li> </ol>   |
|  | 3. On your hard drive, paste the two . ${\tt FHz}$ files.   |
| FIREHOUSE<br>Software web<br>site          | <ol> <li>In a web browser, go to<br/><u>http://www.firehousesoftware.com/download/</u><br/><u>NemsisPatientExportv2.FHz</u>.<br/>The File Download dialog box appears.</li> </ol> |
|  | Caution: Do not click Open in the dialog box.   |
|  | 2. Click Save.  |
|  | The <b>Save As</b> dialog box appears.  |
|  | <ol><li>Navigate to the location on your hard drive where you want to<br/>save the file.</li></ol>  |
|  | 4. In File name, change the extension of the file from .zip to .FHz.  |
|  | <b>WARNING:</b> 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 <b>Save</b> .  |
|  | The <b>Download Complete</b> dialog box appears.  |
|  | 7. Click Close.   |
|  | <ol> <li>In a web browser, go to<br/><u>http://www.firehousesoftware.com/dwnld/</u><br/>NemsisDemographicExport.FHz.</li> </ol>   |
|  | 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  $\rightarrow$  Install New or Updated Components.

The Install New or Updated Features dialog box appears.

| FH Install New or Updated Features  | × |
|---|---|
| This utility will add new or updated components to your FIREHOUSE Software system.  |   |
| Install From  |   |
|   |   |
| Select the Items to Install   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| Items listed in bold text already exist in the system and will be overwritten<br>with new definitions if they remain checked. |   |
| Install Method  |   |
| <ul> <li>Replace existing components with new or updated components</li> </ul>  |   |
| O Merge new or updated components with existing components  |   |
|   | 5 |
| Select All Unselect All OK Cancel   |   |

5. Click Install From.

The Select File dialog box appears.

| Select File                                       |  |   | ? 🛛                            |
|---|--|---|--------------------------------|
| Look in:  | C FIREHOUSE Software   | ~   | G 🏚 📂 🖽 -                      |
| My Recent<br>Documents<br>Desktop<br>My Documents | archives Backup Bin DEMODATA HELP QUERIES REPORTS Sketch Sketch Config Spell System ApexExchangeXControl2.ocx emdialog.dll | FFIX4_50.FLL<br>FH.EXE<br>FHACTIV.EXE<br>FHARCHIV.EXE<br>FHBACKUP.EXE<br>FHBBACKUP.EXE<br>FHDBTOOL.EXE<br>FHERR.TXT<br>FHEXPAND.EXE<br>FHINetUp.exe<br>FHINetUp.exe<br>FHINetUp.exe<br>FHUpdate.EXE<br>FHUpdate.Log<br>FHWizWks.exe | 🗊 UnInstal.exe<br>🗐 UpTemp.log |
| My Computer                                       | File name:   |   | Open                           |
| My Network  | Files of type: All Files (*.*)   | ad-only   | Cancel                         |

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  $\rightarrow$  Administrative Options.

The Administrative Options dialog box appears.

- 2. Click the Incident  $\rightarrow$  EMS/Search & Rescue  $\rightarrow$  NEMSIS tabs.
- 3. Click NEMSIS Config Info.

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

| W NEMSIS (    | Configuration Information  |                         |                                 | ×  |
|---------------|--|-------------------------|---------------------------------|--|
| Basic Informa | ation Service Numbers Unit (   | odes Staff Members      | Clinical Code Authorizations    | Predefined User Fields City & County FIPS                                    |
| OK            | DP The NEMSIS code   | e set is installed.     |                                 |  |
|               | The NEMSIS codeset must be i<br>Administrative Options -> Incider  |                         |                                 | codeset may be installed under   |
| OK            | DP There are 0 unma  | pped lookup cod         | es.                             |  |
|               | All lookup codes must have an<br>was done automatically. You m   |                         |                                 | EMS codeset with NEMSIS codes, this<br>ciated with NEMSIS codes.             |
| OK            | D- The Medical Devi  | ce Inventory Clas       | ss is set.                      |  |
|               | There are 4 inventory items in the serial number will cause a warning the serial number will cause a s |                         |                                 | a serial number. Any devices without a                                       |
| ERROR         | DP There are incomp  | lete EMS Service        | e Numbers.                      |  |
|               | All EMS Service Numbers must<br>of incopmlete EMS Service Num  |                         | on for NEMSIS. See the Servic   | ce Numbers tab for a list  |
| OK            | DP The exports are n   | ot limited to natio     | inal elements.                  |  |
|               |  |                         |                                 | National Elements'' setting false unless<br>the NEMSIS codeset installation. |
| OK            | -P The Patient Expo  | t will include con      | fidential information.          |  |
|               | In order to limit exposure of patie<br>states require confidential inform  |                         |                                 | : does not include it. However, many<br>tate.                                |
| OK            | D- The Demographic   | Export is installe      | ed. Version: NEMSIS [           | Demographic Data Export v1.10  |
| OK            | -P The Patient Expo  | t is installed.         | Version: NEMSIS F               | Patient Export ∨2.14   |
| D- Affects    | the Demographics Export  | You will not be able    | to export the Demographi        | cs file.   |
| -P Affects    | the Patient / Event Export   | ou will not be able     | to export the Patient / Ev      | ent file.  |
| DP Affects    | both exports   | See Warning and Error m | harkers and additional pages fo | r detailed information.  |

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.

 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.

| NEMSI                                 | IS Configuration Informati   | on  |   |                       |
|---------------------------------------|--|---|---|-----------------------|
| Basic Info<br>DP The                  |  |   | al Code Authorizations Predefined User Field<br>an associated NEMSIS Resource Type. | ds City & County FIPS |
| A6-1                                  | Ambulance 6  |   |   | ~                     |
|                                       |  |   |   | ~                     |
|                                       | wing unit codes may not be used in<br>Ig to use them in a patient report w |   | nissing an associated NEMSIS Resource Type  | e.                    |
| CH-1                                  | Chief's Car  |   |   | ^                     |
| E6-1                                  | Engine 6-1   |   |   |                       |
| E6-2                                  | Engine 6-2   |   |   |                       |
| L6-1                                  | Ladder 6-1   |   |   |                       |
| T6-1                                  | Tanker 6-1   |   |   |                       |
|                                       |  |   |   | *                     |
|                                       |  | n nationt reports because they are a                  | ssociated with multiple inventory items.  |                       |
|                                       | wing unit codes may not be used in<br>ng to use them in a patient report w |   |   |                       |
|                                       |  |   | Ambulance 6   | ~                     |
| Attempting                            | ng to use them in a patient report w                                       | vill error during data export.                        |   | <u>^</u>              |
| Attempting<br>A6-1                    | ng to use them in a patient report w<br>Ambulance 6                        | vill error during data export.<br>AMBU6-1995          | Ambulance 6   | ^                     |
| Attempting<br>A6-1                    | ng to use them in a patient report w<br>Ambulance 6                        | vill error during data export.<br>AMBU6-1995          | Ambulance 6   |                       |
| Attemptin<br>A6-1<br>A6-1             | ng to use them in a patient report w<br>Ambulance 6                        | vill error during data export.<br>AMBU6-1995          | Ambulance 6<br>Chain Saw  | ~                     |
| Attempting<br>A6-1<br>A6-1<br>D- Affe | ig to use them in a patient report w<br>Ambulance 6<br>Ambulance 6         | vill error during data export.<br>AMBU6-1995<br>CS-01 | Ambulance 6<br>Chain Saw<br>ort the Demographics file.                              | σκ                    |

- 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.

| List Inventory by D | escription                    | <b>~</b>   | <u>N</u> ew Query | Query Properties |
|---------------------|-------------------------------|------------|-------------------|------------------|
| Inventory ID        | Description                   | St         | n Inventory Class | Description      |
| AIRFILTER           | Air Filter Fram 12R-1X        |            | INVN              | Generalized Inv  |
| AMBU6-1995          | Ambulance 6                   | 6-         | 1 APPR            | Apparatus Res    |
| BP4030-01           | Bunker Pants, 40, 30          | 6          | 1 PPE             | Personal Protec  |
| BP4030-02           | Bunker Pants, 40, 60          | 6          | 1 PPE             | Personal Protec  |
| CS-01               | Chain Saw                     | 6-         | 1 SAWC            | Chain Saws       |
| CYL-01              | Cylinder, Composite, 4500 PSI | 6          | 1 CYLI            | Cylinder         |
| CYL-02              | Cylinder, Composite, 4500 PSI | 6          | 2 CYLI            | Cylinder         |
| CYL-03              | Cylinder, Composite, 4500 PSI | 6-         | 1 CYLI            | Cylinder         |
| CYL-04              | Cylinder, Composite, 4500 PSI | 6-         | 1 CYLI            | Cylinder         |
| CYL-ALL             | Cylinders (Number Used)       | 6          | 1 CYLI            | Cylinder         |
| FL-DF-SAE90         | Differential Fluid SAE 90     |            | INVN              | Generalized Inv  |
| ENG61-1992          | Engine 6-1                    | 6-         | 1 APPF            | Apparatus - Fire |
| ENG62-1994          | Engine 6-2                    | 6-         | 2 APPF            | Apparatus - Fire |
| FL-EG-SAE30         | Engine Oil SAE 30             |            | INVN              | Generalized Inv  |
| <                   |                               |            |                   | >                |
| Show Hidden R       | ecords                        | 41 Records | /1 Selected       |                  |

- 4. In the lower left corner of the dialog box, select Show Hidden Records.
- In the lower right corner of the dialog box, click the ++ (Select AII) the 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.                       |  |

| 🛤 Inventory  |                               |                                   |   |     |  |  |  |  |
|--|-------------------------------|-----------------------------------|---|-----|--|--|--|--|
| Description  | Inventory                     | ID Linke                          | ed to Inventory ID Station Unit                           |     |  |  |  |  |
| Air Filter Fram 12R-1X   | AIBFILT                       | ER                                | A6  | .1  |  |  |  |  |
|  |                               |                                   |   |     |  |  |  |  |
| Basic Specs Maintenance/Test   | t Usage/Purchasing Linked Inv | entory <u>N</u> otes <u>O</u> the | er  |     |  |  |  |  |
| Staff ID   | 14                            | 14 14                             |   |     |  |  |  |  |
|  |                               |                                   |   |     |  |  |  |  |
| Occupancy ID   |                               | Location                          |   |     |  |  |  |  |
|  |                               |                                   |   |     |  |  |  |  |
| Vendor   |                               | Inventory Class                   |   |     |  |  |  |  |
| KEY001 Ke  | eystone Service Center        | INVN                              | NVN Generalized Inventory                                 |     |  |  |  |  |
| Purchasing/Replacement Purchase Date Original Cost Replacement Date Est Replace Co |                               | Date Received                     | Manufacturer<br>Make Model<br>Fram 12R-<br>Year Serial no |     |  |  |  |  |
| Miscellaneous  | Last Meter Reading            | Last Maintenance                  | e/Test  |     |  |  |  |  |
| 🔲 Generic Equipment  | Date                          | Date                              | Mileage Hours   |     |  |  |  |  |
| Out of Service   | 01/01/2004                    | 11                                | 0.00  | .00 |  |  |  |  |
| 🔲 Hide Equipment in Lookups  | Mileage Hours                 | Job Code                          |   |     |  |  |  |  |
| Quantity Unit  | 0 0.00                        |                                   |   |     |  |  |  |  |
|  | New 66 Browse                 | Save 3                            | 🗙 Delete 🛛 🖨 Print  |     |  |  |  |  |

**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**

 Choose File → EMS/Search & Rescue Reporting → Export EMS Transaction File. The Select EMS Export dialog box appears.

| 🕸 Select EMS Export   |          |
|---|----------|
| Please select the export to run                                       |          |
| NEMSIS Patient Export v2.14   | <u>~</u> |
| NEMSIS Demographic Data Export v1.10<br>FIREHOUSE Software EMS Export |          |
|   | OK       |

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.

| recipient of yo     |   |
|---------------------|---|
| Selected Expo       | rt file:  |
| NEMSI               | i Patient Export v2.14  |
| Export data to File | he following file           EXPORTX\NEMSIS_Patient_Export_v214_20101108.XML |

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.

| Completion                 |   |                                  |
|----------------------------|---|----------------------------------|
| When the expor<br>created? | t process is complete, would you like to do anythi  | ng extra to the file(s) that are |
| ⊙ No, just leave           | e the file on the hard drive.                       |                                  |
| 🔿 Yes, copy the            | e file(s) to the removable disk in drive            | Drive A: 💌<br>🗌 Wipe disk        |
| 🔿 Yes, transmit            | the file(s) to an internet or intranet site via FTP |                                  |
| ⊖Yes, attach tł            | ne file(s) to and send an e-mail message            |                                  |
|                            |   |                                  |

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.

| Eilter | iery Parameters - Nemsi<br>Having | is Der  | nograph       | ic Header     |                |            |   |                  |                | X |
|--------|-----------------------------------|---------|---------------|---------------|----------------|------------|---|------------------|----------------|---|
|        | Parameter                         | Not     | Criteria      | Value         |                |            | ? | Ignore Case      | Logical        | ~ |
| •      | EMS Service Number                |         | =             |               |                |            |   |                  | And            |   |
| 102    | FIPS Code                         | ~       | Empty         |               |                |            |   |                  |                | _ |
|        |                                   |         |               |               |                |            |   |                  |                |   |
| -      |                                   |         |               |               |                |            | + |                  |                | - |
|        |                                   | -       | 8             |               |                |            |   |                  |                |   |
|        |                                   | <u></u> |               |               |                |            |   | ,<br>            |                |   |
| -      |                                   |         | -             |               |                |            | - |                  | -              | - |
| t      |                                   |         |               | 2.            |                |            | L |                  |                | ~ |
| * In   | dicates Required Paramet          | er      |               |               |                | <u>↑</u> ↓ |   | Add              | <u>R</u> emove |   |
| 🛛 Igno | ore parameters which are not re   | equirec | l if no value | is specified. | Saved Filters. |            | R | un <u>Q</u> uery | Cance          | - |

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.

|   | Parameter          | Not | Criteria | Value                            |   | ? lg | nore Case | Logical        |   |
|---|--------------------|-----|----------|----------------------------------|---|------|-----------|----------------|---|
|   | Incident ID        |     | =        |                                  |   |      |           | And            | Τ |
|   | Patient/Victim ID  |     | -<br>= 2 |                                  |   |      |           | And            | T |
|   | Alarm Date         |     | >=       |                                  |   |      | -         | And            |   |
|   | Alarm Date         |     | <=       |                                  |   |      |           | And            |   |
|   | Ems_main.Service   |     | =        | Nemsis_Demographic_Header.servic | e |      |           | And            |   |
|   | Report Complete    |     | -        | .Τ.                              |   |      |           | And            |   |
|   | EMS Reporting Type | >   | Empty    |                                  |   |      |           | And            |   |
|   | Last Export Action |     | <>       | 1                                |   |      |           | And            |   |
|   | Last Export Date   |     | Empty    |                                  |   |      |           | Or             | T |
|   | Last Export Action |     | >=       |                                  |   |      | )         | And            | Ι |
|   | Code Set           |     | =        | 203                              |   |      |           | e e            |   |
| - |                    |     |          | -                                |   |      |           |                | - |
|   |                    | 1   |          |                                  |   | Ħ    |           |                | t |
|   |                    |     |          |                                  |   |      | Add       | <u>R</u> emove |   |

#### 12. Do one of the following.

| To do this                 | Do this  |
|----------------------------|--|
| Export a specific incident | <ul> <li>a. On the Incident ID parameter row, click the lookup button.</li> <li>The Query - List EMS Incidents by Alarm Date dialog box appears.</li> </ul>  |
|                            | Øuery - List EMS Incidents by Alarm Date          Select a Query         List EMS Incidents by Alarm Date         Service       Alm Date         Service       Alm Date         10137       10226/2010 12:00:00         10137       10226/2010 12:00:00         10137       10226/2010 12:00:00         10137       10226/2010 12:00:00         10137       10226/2010 12:00:00         1020000       10:00:00:00         10137       0/26/2010 12:00:00         1020000       10:00:00:00         1020000       10:00:00:00         1020000       10:00:00:00         1020000       10:00:00:00         1020000       10:00:00:00         1020000       10:00:00:00         1020000       0:00:00:00:00         1020000       0:00:00:00:00:00:00         1020000       0:00:00:00:00:00:00:00:00:00:00:00:00:0 |
|                            | c. Click <b>OK</b> .   |
| Export a group of          | a. On the first <b>Alarm Date</b> parameter row (with >= in the <b>Cri</b> -   |

| To do this         |   |                                   |                                       |                | Do    | this  |     |       |       |     |   |
|--------------------|---|-----------------------------------|---------------------------------------|----------------|-------|-------|-----|-------|-------|-----|---|
| incidents within a | teria                                   | a column                          | ), clic                               | k the          | look  | up 🕻  | bu  | tton. |       |     |   |
| date range         | The <b>Calendar</b> dialog box appears. |                                   |                                       |                |       |       |     |       |       |     |   |
|                    |   |                                   | FH Cale                               | ndar           |       |       |     |       | X     |     |   |
|                    |   |                                   |                                       | Nove           | mber  | Þ     |     | 2010  |       |     |   |
|                    |   |                                   | Sun                                   | Mon            | Tue   | Wed   | Thu | Fri   | Sat   |     |   |
|                    |   |                                   |                                       | 1              | 2     | 3     | 4   | 5     | 6     |     |   |
|                    |   |                                   | 7                                     | 8              | 9     | 10    | 11  | 12    | 13    |     |   |
|                    |   |                                   | 14                                    | 15             | 16    | 17    | 18  | 19    | 20    |     |   |
|                    |   |                                   | 21                                    | 22             | 23    | 24    | 25  | 26    | 27    |     |   |
|                    |   |                                   | 28                                    | 29             | 30    | ]     |     |       |       |     |   |
|                    |   |                                   |                                       |                |       |       |     |       |       |     |   |
|                    |   |                                   |                                       |                | [     | OK    |     | Car   | ncel  |     |   |
|                    |   |                                   | Dynam                                 | nic Date       |       |       |     |       |       |     |   |
|                    |   |                                   | <ul> <li>Begi</li> <li>End</li> </ul> | nning of<br>of | Today | y     |     |       | ~     |     |   |
|                    |   |                                   |                                       |                |       |       |     |       |       |     |   |
|                    | b. Sele                                 | ect the be                        | eginniı                               | ng al          | arm ( | date, | and | then  | click | OK. |   |
|                    | mete                                    | eat the p<br>er row (w<br>m 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                               |