



McLean County Area EMS System

705 North East Street
Bloomington, IL 61701

Phone: (309) 827-4348
Fax: (309) 827-2017

MEMO

TO: MCAEMS System Transport Providers
FROM: Michael Crabtree, QA Coordinator
DATE: 4/14/2014
RE: ePCR Requirements as of 7/1/2014

As previously announced in a memo dated March 03, 2014, on July 1, 2014 all transport providers within the McLean County Area EMS System will be able to choose the NEMSIS-gold compliant ePCR vendor of their choice. Although this brings great opportunity to select a program that best fits agency operational needs, it also brings new responsibilities to the agency level. In order to ensure compliance with applicable state laws and administrative code, agencies will be responsible for the following duties:

1. **System Access to ePCR records.** Agencies will be required to submit all ePCR run reports to the EMS system. This must be completed at least once a month. In order to meet this requirement, agencies may elect to either:
 - a. **Send files on a hard diskette or portable media.** Only PDF files will be accepted. Currently this is the mechanism by which the system accesses *FireHouse* files.
 - b. **Grant the system a login access code to your electronic records.** Currently this is the mechanism by which the system accesses *Code Red* files.
2. **Validation of ePCR software.** Once you have selected your ePCR vendor, you will need to work with that vendor and the IDPH vendor, EMS Data Systems, to have your agency and charting software approved for Illinois NEMSIS submission. Access to the secure NEMSIS submission portal will not be granted until this is completed. Agencies will need to repeat the validation process any time a new version of NEMSIS is released (about every 3 years). Agencies choosing to utilize the free online Illinois ePCR system are automatically validated and may forgo this step.
3. **Submission of ePCR charts to the State of Illinois NEMSIS System.** The system will continue to assist providers in submitting data for all charts up to July 1, 2014. On and after this date, agencies will be responsible the ongoing submission of NEMSIS data to the state on a monthly basis. A few software programs will perform this task for you, but most will not (the free online Illinois ePCR system automatically submits data). Once an agency has submitted all NEMSIS data to the state in a given month, the agency will then send a verification (via email) to the EMS system.
4. **Chart requests will be filled by agencies.** Occasionally, the EMS office receives a request for a particular chart from an authorized healthcare entity. Historically, the EMS office has fulfilled these requests so long as the chart was available. On and after July 1, 2014, these requests will be forwarded to the agency EMS contact on file to fulfill.



McLean County Area EMS System

705 North East Street
Bloomington, IL 61701

Phone: (309) 827-4348
Fax: (309) 827-2017

- 5. Requests for quality improvement data.** On the demand of the EMS Medical Director (or his designee), EMS Director, or the QA Council, the EMS office may request specific data from agencies. For example, “number of King Airway attempts for the first quarter.” Agencies will be given reasonable time to comply with these requests.

I encourage you to thoroughly evaluate your ePCR options in light of the above duties. Please inform the EMS System office no later than June 1, 2014 of the ePCR vendor your agency will be utilizing as well as the method by which you will be sharing your reports with the EMS System office. Directions on how to validate and submit data are provided on the following page.

STEP 1: VALIDATION OF AGENCY AND ePCR SOFTWARE

- Contact Steve Kimball (steve@emsdata.com) to begin the process
- You will be asked to provide a 10-chart sample of your data.
- Once the 10-chart sample is approved, you will be asked to provide a 100-chart sample. Agencies running significantly fewer calls than this should inform Mr. Kimball early in the process to limit any potential delays in validation.
- If the 100-chart sample is accepted, you will be given a verification letter and an access code for the secure Illinois NEMSIS submission portal. Inform the EMS office of your validated status.

STEP 2: ONGOING SUBMISSION OF NEMSIS DATA

- Extract a NEMSIS export file for every month. This process will vary depending on the software manufacturer.
- Submit the file to the state through the secure NEMSIS submission portal.
- The state will send you feedback, including a list of rejected charts. Correct and then resubmit any rejected charts.
- Once you are sent verification all files for the month have been accepted, forward a copy of the verification to the EMS office.