



LOUISIANA
EMERGENCY
RESPONSE
NETWORK

**USER & TRAINING MANUAL FOR
FACILITY BASED IMAGE TREND
TRAUMA REGISTRY USERS**

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Introduction

Louisiana Emergency Response Network's (LERN) vision and mission statements reflect the intent of our enabling legislation and the Board's commitment to building a comprehensive statewide trauma system that meets national model standards and requirements established by the American College of Surgeons Committee on Trauma (ACS COT).

Our Vision

To build and oversee a comprehensive trauma system for the State of Louisiana

Our Mission

To defend the public health, safety, and welfare by protecting the people of the state of Louisiana from unnecessary deaths and morbidity due to trauma and time-sensitive illnesses.

Louisiana EMS State Registry Bridge User and Instructional Training Manual for Facility Based Image Trend Registry Users

This manual will explain: HOW TO ENTER DATA INTO THE WEB BASED EMS STATEWIDE REGISTRY APPLICATION

INTRODUCTION TO THE LOUISIANA STATE BRIDGE WEB APPLICATION

The Louisiana State Bridge (LSB) is an automated web based system called Image Trend Patient Registry and it is used to collect, and analyze information on the incident, severity, cause, and outcomes of trauma patients to evaluate factors and the health system's response. The goal of the Image Trend Patient Registry is to gather information more efficiently in order to better analyze treatment methods to reduce morbidity and mortality.

The Image Trend Patient Registry is a database driven web application based on Microsoft SQL Server allowing for secure access from anywhere at any time to authorized persons. Information gained through research has significantly contributed to evidence-based medicine which has helped providers improve procedures and outcomes. The management process of trauma is complex, involving both the pre-hospital and in hospital phases and many medical disciplines.

The Facility Based Image Trend Patient Registry user will benefit from the quality assurance tools provided. Quality patient care requires involvement of all levels of the system in monitoring the relationship and process of care. This system incorporates quality assurance / quality improvement tools to support peer review monitoring within a secure environment. This discretion promotes confidence, understanding, and patience for change. This confidential information is ONLY seen and accessible by the individual facility, and not by LERN, or other LSB employees.

SUBMISSION GUIDELINES

EMS providers that use the LSB as their facility based trauma registry will have their data automatically available to the state upon data entry, and therefore no download of information is required. In compliance with national standards set forth by the National EMS Information System, 80% of all trauma patient records must be entered into the LSB within 30 days from transport date. LERN's standard for completion is 100% of all trauma patient records into the LSB within 60 days from transport date.

An example of a yearly reporting schedule is provided below in Table 1 for agencies who are not submitting data live.

TABLE 1

Month	Submission Deadline
January Data	March 1
February Data	April 1
March Data	May 1
April Data	June 1

PURPOSE OF THE STATE EMS REGISTRY

The purpose of the EMS state registry is to mine the data for what it can tell us – registry data can be coded, compiled, analyzed, and reported. A state registry is an important management tool that is used for performance management and improvement, research, and injury prevention.

Louisiana’s statewide registry was authorized by the Louisiana Legislature in 2010. The legislation charges the LERN Board to “establish and maintain a statewide registry to collect and analyze data on the incidence, severity, and causes of trauma, including traumatic brain injury. The registry shall be used to improve the availability and delivery of pre-hospital or out-of-hospital care and hospital trauma care services.”

PURPOSE OF A FACILITY BASED STATE EMS REGISTRY

“A state registry is a disease-specific data collection composed of a file of uniform data elements that describe the injury event, demographics, pre-hospital information, diagnosis, care, outcomes, and costs of treatment for injured patients.

EMS providers committed to serving patients with injuries are eager to provide the best care possible. The state registry is essential to the performance improvement program and must be used to support it. Every EMS agency should be able to show that the state registry is used to objectively review the care provided to individual patients and to identify variations in the processes and outcomes for groups of patients. The individual institution, regional system, and national aggregate can monitor a variety of parameters, track variability, and document improvement. Examples would include pre-hospital response times, presence and timeliness of care. These variables can, in turn, be compared with past performance or benchmarks developed from regional or national averages. Thus, the state registry is a tool to drive the performance improvement process for individual emergency medical services (EMS) providers, regional systems, and the provision of injury care at the national level.

These extensive lists of data elements above and beyond the LERN State Trauma Bridge are considered internal agency use only. Due to the level of development of your agency’s internal injury prevention and performance improvement programs, you may choose to collect as many or as few as you wish. Any element beyond the required NEMSIS / LERN State Trauma Bridge is solely an independent internal agency decision.

SYSTEM REQUIREMENTS:

The following system specifications and recommendations are for all EDS Web-based solutions.

Network Requirements

Networking: Any TCP/IP Network may be used, including wired and wireless technologies. An Internet connection to the server may be required for remote access and remote data posting.

Operating Systems Supported

Windows 2003 Server with IIS version 6.0 (minimum)

Windows 2008 Server R2 with IIS version 7.5 (recommended)

**Windows 2008 Server RTM not supported

Web Server Hardware (not required if hosted by ImageTrend)

Required:

1 GHz Processor or better

3 GB RAM

20 GB Available Hard Disk Space

Recommended:

Dual 2 GHz Processors or better

4 GB RAM or more

50 GB Available Hard Disk Space

RAID 5 SCSI Hard Drives

ImageTrend Hosted:

Quad 2 GHz Processors

8 GB RAM

100 GB Available Hard Disk Space

RAID 5 SCSI Hard Drives

Server Database (not required if hosted by ImageTrend)

Microsoft SQL Server 2005 (minimum)

Microsoft SQL Server 2008 R2 (recommended)

Required:

Dual 2 GHz Processors or better

4 GB RAM or more

50 GB Available Hard Disk Space

RAID 5 SCSI Hard Drives

Additional Software Required (not required if hosted by ImageTrend)

Adobe ColdFusion 8 Standard or Enterprise Server (minimum)

Adobe ColdFusion 9 Standard (smaller services) or Enterprise Server (50,000+ annual incidents)
(recommended)

Microsoft .NET Framework 3.5 SP1

Microsoft Tablet PC SDK

Internet Browser Requirements for End Users

Microsoft Internet Explorer 6.0 and above

Other browsers that support Mozilla 4.0 and above

Adobe Flash 8 or higher (recommended)

Adobe Reader 8 or higher

Microsoft Silverlight 4.0

USER ASSISTANCE AVAILABILITY

LERN, the Louisiana Rural Ambulance Alliance (LRAA) and its staff will serve as Louisiana's system administrator. The actual on-line web application contains a user's guide which can be accessed by clicking on the "HELP" button in the upper right corner. This will bring the user to the Image Trend University. Here you will find a complete user's guide, as well as several short educational videos on the Image Trend Patient Registry. You will find materials for administrators, users, and trainers to use including:

- Educational Videos
- Downloadable Manuals
- Downloadable Quick Guides
- Downloadable Workbooks
- Education-oriented PowerPoint
- Presentations

Common symbols, buttons, and shortcuts are available in the downloadable manual, as well as clear directions on log on / log off / and password changes.

At anytime the individual agency may also contact LERN for questions. Additionally under the Image Trend contract with LERN, agencies may contact the following centers for support:

Imagetrend at 888-469-7789 or support@imagetrend.com

LERN at 866-320-8293

LA Rural Ambulance Alliance (LRAA) at 225-612-3177

COMPUTER SECURITY AWARENESS REQUIREMENTS FOR LSB APPLICATION – USERS:

A. All application-users are required to read the below computer security awareness best practices policies and agree to abide by them when signing the LERN LSB application user Access and Confidentiality agreement.

B. All application-users must be aware that:

1. Application-users are not permitted to share passwords except for web page saver passwords and then only when management documents, in writing, that it is necessary to share.
2. Application-users must locate their desktops / laptops in a direction that does not permit unauthorized individuals to view client information.
3. Application-users must use password-protected desktops / laptops when accessing personal health information (PHI) of clients.
4. Application-users must ensure that Virus Protection is implemented on all desktops / laptops.
5. Application-users must log out of the LERN LSB trauma application when their terminal or computer is going to be left idle and unattended for a significant period of time.

IMAGE TREND SPECIFIC SECURITY INFORMATION

Image Trend applications meet or exceed state and federal data privacy requirements and the HIPAA guidelines. Secure logins are an industry standard process and are part of the HIPAA guidelines for data protection. These are implemented throughout the application with the use of the hierarchical security access features of the Image Trend security module, which provides the environment for controlling the access necessary to provide data protection. The application also provides for security breach notifications and audit trails.

Application Securities

Secure User Login

The application adheres to business standard practices for security to ensure only authorized access to the system.

Password Encryption

Hash function implementation

For sessions failing to successfully login after three tries

Check access log for sequential unsuccessful logins

Set session logout variable

Password Requirements

Length and Complexity Enforcement

Validate Password for Case, Length (8 characters), and Composition

Login Expirations

Validate for expired logins

Force password changes on expired logins and restrict site access until new, valid password is created

Page Access Checking

Page Access checking to make sure user has properly logged in and is not entering the site via an external link.

SSL Server Certificate

128-bit encryption Security Certificate

User Status

Users can be inactivated to restrict access to the site but still maintain data integrity.

User Securities

View Patient Identifiable Information

On each user record permissions can be set to view or not view patient identifiable information.

Staff Runs Restriction

Agency staff can be restricted to only see the runs that they have entered or were one of the crew members on that run.

Access to Run Report

The ability to view, add, change or delete runs, are also controlled on an individual basis.

Export Security

Exports are maintained and controlled by system administrators.

Permissions Administration

Manage Users and Groups

The application employs a hierarchical based password administration as a series of group policies to control application entry and level of access within the application. With the system administrator being the highest level of security, groups can be created below that to encompass all other group needs, which may include:

- Director – Access to view all runs within their agency.
- Multiple Service Administrators – User access and administration to multiple services.
- Individual – Access to enter records within their agency

Permissions and Rights

Permission and rights are governed by the ability of what the user can see and do. At the global level, rights are typically based on the following criteria:

- County
- City
- Agency

On the service level, there are typically two levels:

- Agency Administrator
- Individual User

Service administrators can control and edit all the functions within their own service.

Procedural Securities

Personnel

All Image Trend employees are subjected to background checks and are required to attend and successfully complete HIPAA training. The Image Trend Project Management System gives us a facility to track any HIPAA Security Incidents or Information Disclosure Incidents for reporting purposes.

Only those certified Image Trend employees that work with either hardware or software related to the specified application or project will access the data center and interact with our servers. These employees have worked with our hardware as part of our IT support staff or are part of our Implementation team as software developers. Authorization is granted from the management.

Hosting Environment

Image Trend's Web applications are hosted in their state-of-the-art 4,500 square foot data center. Built in a vault with 21" concrete walls, their facilities offer the maximum level of security and stability for hosting needs. The data center features triple redundant, high-speed internet connections over fiber optic trunk lines. Only authorized personnel have access to the data floor. The data center is monitored electronically, as well as a log book is kept to monitor and record individuals accessing the server room.

Image Trend's production network consists of application/web and database servers. The databases are on a private network with access control managed through the firewall permitting only authorized administrators or approved VPN access.

Applications are monitored for availability and performance from multiple locations to ensure an accurate measure of current system health. Slow application pages and long running database queries are logged for analysis by server administrators and development staff. Serious errors and performance degradation trigger email alerts which are sent to support staff and cell phone alerts to Image Trend's 24/7 X-Team Support staff. Their X-Team support employees have VPN access to our production servers, to ensure accessibility and security, when accessing our servers from outside of our network.

Auditing

The Patient Registry's audit trail tracks user information when accessing the secure portion of the application. The IP address, User ID, date/time, browser information, and information on each file accessed, is all tracked within a separate database, which is kept for a period of time for reporting purpose and audit trails.

Any security breaches are logged within our Project Management system for any HIPAA disclosures related to security breaches or information disclosures. If a security breach happens, the security module currently sends an email to their Director of Development and the Security Officer, who in turn notifies the designated customer contact.

This setup can be controlled at the Facility Administrator level. When the "Track all changes after completed" is active a "Mark as Complete" button will appear on the top of the form. Once a registrar has completed entering the information for an incident they can click this button to lock the form and enable field level audit tracking. Audit information is displayed on the "History" record that is associated with each incident. This information can be accessed from the Incident History page or directly from the incident form.

Audit Events Setup			
Select the events to be audited and the reason required message that will be prompted when the event is triggered. The reason required message will only be prompted if "Is Reason Required?" column is set to "Yes".			
Event	Status	Is Reason Required?	Reason Required Message
Generate PDF Reports:	Active ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Please Explain the Reason for Generating a PDF of this Patient Registry Incident.
View Existing Online Report:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	<input checked="" type="radio"/> Yes <input type="radio"/> No	Please Explain the Reason for accessing this Patient Registry Incident.
Track All Changes After Completed:	<input checked="" type="radio"/> Active <input type="radio"/> Inactive		

Additional Audit Workflow Configurations	
Mark Runs as Completed Upon Locking Them	<input checked="" type="radio"/> Yes <input type="radio"/> No ?
Update Status Upon Marking Run As Completed	<input checked="" type="radio"/> Yes <input type="radio"/> No ?
Select Status To Update To	Requires Review ▼

SYSTEM ADMINISTRATOR:

LERN, the LAA, or its representative will serve in the capacity of system administrator. In this role all providers will be enrolled in the LSB upon completion of Access/Security User Logon Request Forms. A facility profile including provider pertinent information will be completed and a agency administrator will be named. The LERN system administration will maintain the highest level of access into the LSB as allowed by Image Trend and will be able to review data in compliance with the Data Users Agreement for all facilities.

AGENCY ADMINISTRATOR:

An agency administrator is the lead contact at an individual EMS agency. The agency administrator will be responsible for enrolling their own local staff for access into the LSB. The agency administrator will be able to grant different levels of access to these staff members depending on their job titles and responsibilities. The agency administrator will be allowed full access to their individual facility data, but will be unable to view any other agency information in the LSB.

EMPLOYEE ACCESS:

Employee access is granted to an employee or staff member at an individual EMS agency by the agency administrator. This access will be limited related to their job title and responsibilities, and will be for their individual agency data only. The agency administrator has the right / authority to limit access, or

terminate access as established by their facility. The LERN system administrator will not have the authority to set up agency employees. It will be the responsibility of the agency administrator.

USER LOGON REQUEST FORMS:

Please see Appendix C for Access and Confidentiality of Records agreement and User Logon Request Forms. These forms are to be completed by the facility administrator to gain access and privileges to the LSB and returned to the LERN System Administrator. All employee requests will be completed and returned to the Agency Administrator.

NOTE: Each user must complete both forms.

PASSWORD REGULATIONS:

HIPAA PASSWORD REGULATIONS:

The Health Insurance Portability and Accountability Act (HIPAA) is a comprehensive piece of legislation passed by the United States Congress. In 2003 a section was added known as the Security Rule, which establishes national standards for protecting the privacy of individuals who partake in electronic healthcare transactions. The HIPAA Security Rule also includes regulations for password management by the healthcare provider. The act gives database administrators flexibility in establishing password regulations, but it does require them to take certain basic steps.

TRAINING

The act requires that administrators of healthcare databases train their employees in password management and how to create a strong password. The act does not make specific requirements on the length of the password that employees create.

INITIAL PASSWORDS

When healthcare employees are originally given access to a password, the password must be randomly generated.

CHANGING PASSWORDS

Employees must change their passwords every 90 to 120 days, and they also must change their passwords after they initially log in with the randomly generated password. Database administrators must clearly define to users the procedure for resetting passwords.

OVERSIGHT

Administrators must create a system that logs computer usage and automatically flags attempts to access healthcare databases. Additionally, even after logging in with their passwords, employees shall have no expectation of privacy when using a healthcare database.

IMAGE TREND PASSWORD SET UP

Time Suspend:	120	Number of days without login to the application before the user's account is suspended
Password Attempts:	4	Number of attempts a user can attempt to login before their account is placed on temporary suspend
Numeric Characters:	1	Number of numeric characters required in the user's password
Special Characters:	0	Number of special characters required in the user's password
Change Password Time:	0	Time in hours that a user cannot change their password after last change
Account Password:	10	Number of past passwords stored in the log table for a user
Password Compare:	10	Number of passwords in the log table to be compared with the newest password to see if the same password is being used
Password Length:	7	Minimum number of characters in the password

SECURITY MEASURES RELATED TO APPLICATION SYSTEM BACKUP

Code Backups

Application code is backed up daily; at least a daily backup exists for all applications hosted in Image Trend's production environment and is included in hosting costs. These backups are retained for particular customers as needed on a weekly, monthly, quarterly, or annual basis as agreed to by contract. Daily backups are retained for longer as unallocated storage permits but not guaranteed to be available beyond the previous calendar day. All backup routines execute after peak hours to minimize the effect on users, typically between 11 PM and 4 AM Central Time. Backups are stored on hard disks, with a copy being taken offsite on a monthly basis, and tape cassettes which are rotated on a daily basis. Data synchronization is run across a secure network connection back to Image Trend's offices in Lakeville, MN, on an irregular basis for both application code and database files.

Database Backups

Database files are backed up daily; at least a daily backup exists for any database hosted in Image Trend's production environment and is included in hosting costs. Daily backups are retained for several days as unallocated storage permits but not guaranteed to be available beyond three previous calendar days. Database backups are retained for particular customers as needed on a weekly, monthly, quarterly, or annual basis as agreed to by contract. All backup routines execute after peak hours to minimize the effect on users, typically between 11 PM and 4 AM Central Time. Backups are stored on hard disks, with a copy being taken offsite on a monthly basis, and tape cassettes which are rotated on a daily basis. Data synchronization is run across a secure network connection back to Image Trend's offices in Lakeville, MN, on an irregular basis for both application code and database files.

Restore Procedures

Daily backup files are stored uncompressed to facilitate quick recovery of one or more files as needed. Archive copies are compressed to conserve disk space. All database files are compressed to conserve disk space and must be uncompressed and reattached for restoration. When restoring a file, the newer file, if it exists, is renamed and kept before replacing with the backup version. When restoring an entire database file, the copy being replaced is itself backed up before being modified. When restoring part of a database file, the current file is first backed up and the backup database is mounted with a different name, then the needed tables are restored and the backup file is detached. If restoring a complete backup of application code over a corrupted install, a copy of the bad files is kept to maintain any new user-added files since the backup was created.

LOUISIANA STATE EMS BRIDGE DATA ELEMENTS:

LERN, in conjunction with state and national stakeholders, has adopted the National EMS Information System (NEMSIS) as its LSB data elements. NEMSIS stands for the National Emergency Medical Services Information System. NEMSIS is the national repository that will be used to potentially store EMS data from every state in the nation. Since the 1970s, the need for EMS information systems and databases has been well established, and many statewide data systems have been created. However, these EMS systems vary in their ability to collect patient and systems data and allow analysis at a local, state, and national level.

Each individual provider trauma registry will likely collect additional variables important to patient care. However, the LSB data elements are required and should be collected by all providers.

AGENCY GENERAL INFORMATION

Field: EMS Agency Number

Definition: The state-assigned provider number of the responding agency

Field Variable:

Field: EMS Agency Name

Definition: The formal name of the agency

Field Variable:

Field: EMS Agency State

Definition: The state in which the Agency provides services

Field Variable:

Appropriate 2 digit FIPS code

Field: EMS Agency County

Definition: The county(s) for which the agency formally provides service

Field Variable:

Appropriate 5 digit FIPS code

Field: Primary Type of Service

Definition: The primary service type provided by the agency

Field Variable:

911 Response (Scene) with Transport Capability

911 Response (Scene) without Transport Capability

Air Medical

Hazmat

Medical Transport (Convalescent)

Paramedic Intercept

Specialty Care Transport

Field: Other Types of Service

Definition: The other service type(s) which are provided by the agency

Field Variable:

Not Applicable

Not Known

Not Available

Field: Other Types of Service (cont.)

911 Response (Scene) with Transport Capability

911 Response (Scene) without Transport Capability

Air Medical

Hazmat

Medical Transport (Convalescent)

Paramedic Intercept

Specialty Care Transport

Field: Level of Service

Definition: The highest credentialed personnel's level of service which the agency provides for every EMS encounter if requested. In a tiered response system, this is the highest level of service which could be sent to any specific call.

Field Variable:

EMT-Basic

EMT-Intermediate

EMT-Paramedic

Nurse

Physician

First Responder

Field: Organizational Type

Definition: The organizational structure from which EMS services are delivered (fire, hospital, county, etc.)

Field Variable:

Community, Non-Profit

Fire Department

Governmental, Non-Fire

Private, Non_Hospital

Hospital based

Tribal

Field: Organization Status

Definition: The primary organizational status of the agency. The definition of Volunteer or Non-Volunteer is based on state or local terms.

Field Variable:

Mixed

Non-Volunteer

Volunteer

Field: Statistical Year

Definition: The year to which the information pertains

Field Variable:

Field: Total Service Size Area

Definition: The total square miles in the agency's service area

Field Variable:

Field: EMS Agency Time Zone
Definition: The time zone for the EMS Agency
Field Variable:
GMT-11:00 Midway Island, Samoa
GMT-10:00 Hawaii
GMT-09:00 Alaska
GMT-08:00 Pacific Time
GMT-07:00 Mountain Time
GMT-05:00 Eastern Time
GMT-04:00 Atlantic Time

Field: EMS Agency Daylight Savings Time Use
Definition: Indicate if the EMS Agency conforms to Daylight Savings Time
Field Variable:
No
Yes

Field: National Provider Identifier
Definition: The National Provider Identifier associated with National Provider System (NPS) and used in all standard HIPAA transactions such as electronic claim filing.
Field Variable:
Not Applicable
Not Reporting
Not Known
Not Available

AGENCY CONTACT INFORMATION

Field: Agency Contact Last Name
Definition: The Last Name of the agency's primary contact or agency administrator.
Field Variable:

Field: Agency Contact Middle Name/Initial
Definition: The Middle Name or initial of the agency's primary contact or agency administrator.
Field Variable:
Not Applicable
Not Available

Field: Agency Contact First Name
Definition: The First Name of the agency's primary contact or agency administrator.
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Contact Address
Definition: The Agency contact's location or physical address.
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Contact City

Definition: The city of the Agency contact's mailing address.

Field Variable:

Not Applicable

Not Known

Not Available

Field: Agency Contact State

Definition:

Field Variable:

Not Known

Not Available

Field: Agency Contact Zip Code

Definition: The ZIP code of the Agency contact's mailing address.

Field Variable:

Field: Agency Contact Telephone Number

Definition: The primary phone number of the Agency contact.

Field Variable:

Not Applicable

Not Known

Not Available

Field: Agency Contact Fax Number

Definition: The primary fax number of the Agency contact.

Field Variable:

Not Applicable

Not Known

Not Available

Field: Agency Contact Email Address

Definition: The primary email address of the Agency contact.

Field Variable:

Not Applicable

Not Available

Field: Agency Contact Web Address

Definition: The primary website address (URL) of the agency.

Field Variable:

Not Applicable

Not Known

Not Available

AGENCY MEDICAL DIRECTOR INFORMATION

Field: Agency Medical Director Last Name

Definition: The Last Name of the Agency's Medical Director

Field Variable:

Field: Agency Medical Director Middle Name/Initial
Definition: The Middle Name or Initial of the Agency's Medical Director
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Medical Director First Name
Definition: The First Name of the Agency's Medical Director
Field Variable:
Not Applicable
Not Known

Field: Agency Medical Director Address
Definition: The street or mailing address of the Agency's medical director
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Medical Director City
Definition: The city of the Agency medical director's mailing address
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Medical Director State
Definition: The state of the Agency medical director's mailing address
Field Variable:
Not Applicable
Not Known
Not Available

Field: Agency Medical Director Zip Code
Definition: The ZIP code of the Agency medical director's mailing address
Field Variable:

Field: Agency Medical Director Telephone Number
Definition:
Field Variable:
Not Known
Not Available

Field: Agency Medical Director Fax Number
Definition: The primary fax number of the Agency's medical director
Field Variable:
Not Applicable
Not Known

Field: Agency Medical Director's Medical Specialty
Definition: The primary medical specialty of the Agency Medical Director
Field Variable:
Not Applicable
Not Known
Not Available
Anesthesiology
Cardiology
Family Practice
General Practice (not board certified)
Internal Medicine
Obstetrics and Gynecology
Orthopedics
Other
Pediatrics
Surgery

Field: Agency Medical Director Email Address
Definition: The primary email address of the Agency's medical director
Field Variable:
Not Applicable
Not Known

AGENCY CONFIGURATION INFORMATION

Field: State Certification Licensure Levels
Definition: All of the potential levels of certification/licensure for EMS personnel recognized by the state
Field Variable:
EMT-Basic
EMT-Intermediate
EMT-Paramedic
Nurse
Physician
First Responder

Field: EMS Unit Call Sign
Definition: The EMS unit number used to dispatch and communicate with the unit. This may be the same as the EMS Unit/Vehicle Number in many agencies.
Field Variable:

Field: Zones
Definition: The geographic zones used by an agency to divide the service area into smaller geographic components. These zones can be defined locally using any method which will allow easy assignment of locations to their respective zone
Field Variable:

Field: Procedures

Definition: A list of all procedures that the agency has implemented and available for use.

Field Variable:

CNS Catheter-Epidural Maintenance

CNS Catheter-Intraventricular Maintenance

Airway-Surgical Cricothyrotomy

Airway-Direct Laryngoscopy

Airway-Video Laryngoscopy

Chest Decompression

Chest Tube Placement

Pericardiocentesis

Intra-Aortic Balloon Pump Maintenance

Left Ventricular Assist Device Maintenance

Arterial Access-Blood Draw

Venous Access-Blood Draw

Venous Access-Extremity

Venous Access-External Jugular Line

Venous Access-Femoral Line

Blood Glucose Analysis

Venous Access-Internal Jugular Line

Venous Access-Subclavian Line

Venous Access-Discontinue

Venous Access-Umbilical Vein Cannulation

Venous Access-Intraosseous Adult

Venous Access-Intraosseous Pediatric

Childbirth

Joint Reduction/Relocation

Escharotomy

Decontamination

Capnography (CO2 Measurement)

Pulse Oximetry

Cardiac Monitor

Orthostatic Blood Pressure Measurement

Patient Monitoring of Pre-existing Devices, Equipment, or Ongoing Medications

Arterial Line Maintenance

Venous Access-Swan Ganz Maintenance

Assessment-Adult

Assessment-Pediatric

Pain Measurement

Temperature Measurement

Thrombolytic Screen

12 Lead ECG-Obtain

12 Lead ECG-Transmitted

Wound Care-Taser Barb Removal

Wound Care-Tourniquet

Wound Care-Irrigation

Wound Care-Hemostatic Agent

Patient Warming (Hot Pack, etc.)

Splinting-Traction

Splinting-Basic

MAST

Field: Procedures (cont.)
Spinal Immobilization
Airway-CPAP
Airway-Respirator Operation (BLS)
Airway-Bagged (via tube)
Airway-Nebulizer Treatment
Airway-Nasal
Airway-Oral
Airway-EOA/EGTA
Airway-Orotracheal Intubation
Airway-Nasotracheal Intubation
Airway-Rapid Sequence Intubation
Airway-Combitube Blind Insertion Airway Device
Airway-Laryngeal Mask Blind Insertion Airway Device
Airway-King LT Blind Insertion Airway Device
Gastric Tube Insertion-Inserted Orally
Airway-Ventilator Operation
Airway-Ventilator with PEEP
Airway-BiPAP
Airway-Impedance Threshold Device
Airway-PEEP
Airway-Intubation Confirm Colorimetric ETCO₂
Airway-Intubation Confirm Esophageal Bulb
Airway-Extubation
Airway-Change Tracheostomy Tube
Airway-Cleared, Opened, or Heimlich
Airway-Foreign Body Removal
Airway-Suctioning
Vagal Maneuver-Carotid Massage
Vagal Maneuver-Valsalva or Other Vagal Maneuver (Not Carotid Massage)
Restraints-Pharmacological
Restraints-Physical
Patient Cooling (Cold Pack, etc.)
Patient Cooling-Post Resuscitation
Injections-SQ/IM
Cardiac Pacing-Transvenous
Cardioversion
CPR by Other External Automated Device
CPR-AutoPulse Device
CPR-Mechanical Thumper Type Device
CPR-Precordial Thump Only
CPR-Start Compressions and Ventilations
CPR-Start Compressions only without Ventilation
CPR-Start Rescue Breathing without Compressions
CPR-Stop
Defibrillation-Manual
Defibrillation-Placement for Monitoring/Analysis
Rescue
Extrication
Patient Loaded-Helicopter Hot-Load
Patient Off-Loaded

Field: Procedures (cont.)
Patient Off-Loaded Helicopter Hot Off-Load
Specialty Center Activation-Adult Trauma
Specialty Center Activation-Pediatric Trauma
Specialty Center Activation-Cardiac Arrest
Specialty Center Activation-Stroke
Activation-Advanced Hazmat Specialty Service/Response Team
Activation-Fire Rehabilitation Specialty Service/Response Team
Activation-Other Specialty Service/Response Team
Activation-Rescue Specialty Service/Response Team
Activation-Social Services Notification/Referral
Activation-Tactical or SWAT Specialty Service/Response Team
Patient Loaded
Contact Medical Control

Field: Medication Given
Definition: A list of all medications the agency has implemented and available for use
Field Variable:

RECORD INFORMATION

Field: Patient Care Report Number
Definition: The unique number automatically assigned by the EMS agency for each patient care report (PCR). This is a unique number to the EMS agency for all of time.
Field Variable:

Field: Software Creator
Definition: The name of the software vendor by whom the data collection software was developed
Field Variable:

Field: Software Name
Definition: The name of the software package with which the data was collected by the agency
Field Variable:

Field: Software Version
Definition: The version of the software used by the agency to collect the data
Field Variable:

AGENCY INFORMATION

Field: EMS Agency Number
Definition: The state-assigned provider number of the responding agency
Field Variable:

Field: Incident Number
Definition: The incident number assigned by the 911 Dispatch System
Field Variable:
Not Applicable
Not Available
Relevant Value for Data Element & Patient Care

Field: EMS Unit (Vehicle) Response Number

Definition: The internal EMS response number which is unique for each EMS unit's (vehicles) response to an incident within an agency.

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Type of Service Requested

Definition: The type of service or category of service requested of the EMS service responding for this specific EMS incident.

Field Variable:

911 Response (Scene)

Intercept

Interfacility Transfer

Medical Transport

Standby

Field: Type of Dispatch Delay

Definition: The dispatch delays, if any, associated with the dispatch of the EMS unit to the patient encounter.

Field Variable:

Not Applicable

Not Known

Not Available

Caller (Uncooperative)

High Call Volume

Language Barrier

Location (Inability to Obtain)

No Units Available

None

Other

Scene Safety (Not Secure for EMS)

Technical Failure (Computer, Phone etc.)

Field: Type of Response Delay

Definition: The response delays, if any, of the unit associated with the patient encounter

Field Variable:

Not Applicable

Not Known

Not Available

Crowd

Directions

Distance

Diversion

HazMat

None

Other

Safety

Field: Type of Response Delay (cont.)

Staff Delay

Traffic

Vehicle Failure

Weather

Field: Type of Scene Delay

Definition: The scene delays, if any, of the unit associated with the patient encounter

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Crowd

Directions

Distance

Diversion

HazMat

Language Barrier

None

Other

Safety

Staff Delay

Traffic

Vehicle Crash

Vehicle Failure

Weather

Field: Type of Transport Delay

Definition:

Field Variable:

Not Reporting

Not Known

Not Available

Crowd

Directions

Distance

Diversion

HazMat

None

Other

Staff Delay

Traffic

Vehicle Crash

Vehicle Failure

Weather

Field: EMS Unit Call Sign (Radio Number)

Definition: The EMS unit number used to dispatch and communicate with the unit. This may be the same as the EMS Unit/Vehicle Number in many agencies.

Field Variable:

Relevant Value for Data Element & Patient Care

CALL INFORMATION

Field: Complaint Reported by Dispatch

Definition: The complaint dispatch reported to the responding unit.

Field Variable:

Not Applicable

Not Reporting

Not Available

Abdominal Pain

Allergies

Animal Bite

Assault

Back Pain

Breathing Problem

Burns

CO Poisoning/Hazmat

Cardiac Arrest

Choking

Convulsions/Seizure

Diabetic Problem

Drowning

Electrocution

Eye Problem

Fall Victim

Headache

Heart Problems

Heat/Cold Exposure

Industrial Accident/Inaccessible Incident/Other Entrapments (non-vehicle)

Ingestion/Poisoning

Pregnancy/Childbirth

Psychiatric Problem

Sick Person

Stab/Gunshot Wound

Stroke/CVA

Traffic Accident

Traumatic Injury

Unconscious/Fainting

Transfer/Interfacility/Palliative Care

MCI (Mass Casualty Incident)

PERSONNEL INFORMATION

Field: Crew Member Level

Definition: The functioning level of the crew member during this EMS patient encounter.

Field Variable:

Not Applicable

Not Known

Not Available

Student

Other Healthcare Professional

Other Non-Healthcare Professional

EMT-Basic

EMT-Paramedic

Nurse

Physician

First Responder

TIMES

Field: Incident or Onset Date/Time

Definition: The date/time the injury occurred, or the date/time the symptoms or problem started

Field Variable:

Relevant Value for Data Element & Patient Care

Field: PSAP Call Date/Time

Definition: The date/time the phone rings (911 call to public safety answering point or other designated entity) requesting EMS services.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Dispatch Notified Date/Time

Definition: The date/time dispatch was notified by the 911 call taker (if a separate entity)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Unit Notified by Dispatch Date/Time

Definition: The date the responding unit was notified by dispatch

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Unit En Route Date/Time

Definition: The date/time the unit responded; that is, the time the vehicle started moving

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Unit Arrived on Scene Date/Time

Definition: The date/time the responding unit arrived on the scene; that is, the time the vehicle stopped moving

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Transfer of Patient Care Date/Time

Definition: The date/time the patient was transferred from this EMS agency to another EMS agency for care.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Unit Left Scene Date/Time

Definition: The date/time the responding unit left the scene (started moving)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Patient Arrived at Destination Date/Time

Definition: The date/time the responding unit arrived with the patient at the destination or transfer point

Field Variable:

Relevant Value for Data Element & Patient Care

PATIENT INFORMATION

Field: Last Name

Definition: The patient's last (family) name

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: First Name

Definition:

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Middle Initial/Name

Definition: The patient's middle name, if any

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Patient's Home Address

Definition: The patient's home mailing or street address

Field Variable:

Not Applicable

Not Known

Not Available

Field: Patient's Home City
Definition: The patient's home city or township or residence
Field Variable:
Not Applicable
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Patient's Home County
Definition: The patient's home county or parish or residence
Field Variable:
Not Applicable
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Patient's Home State
Definition: The patient's home state, territory, or province, or District of Columbia, where the patient resides
Field Variable:
Not Applicable
Not Known
Relevant Value for Data Element & Patient Care

Field: Patient's Home Zip Code
Definition: The patient's home ZIP code of residence
Field Variable:
Not Applicable
Not Reporting
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Patient's Home Country
Definition: The patient's country of citizenship
Field Variable:
Not Applicable
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Social Security Number
Definition:
Field Variable:
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Gender
Definition: The patient's gender
Field Variable:
Not Applicable
Not Reporting
Not Known
Not Available
Male
Female

Field: Race
Definition: The patient's race as defined by the OMB (US Office of Management and Budget)
Field Variable:
Not Applicable
Not Known
Not Available
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Other Pacific Islander
White
Other Race

Field: Ethnicity
Definition: The patient's ethnicity as defined by the OMB (US Office of Management and Budget)
Field Variable:
Not Applicable
Not Reporting
Not Available
Hispanic or Latino
Not Hispanic or Latino

Field: Age
Definition: The patient's age (either calculated from date of birth or best approximation)
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Age Units
Definition: The units which the age is documented in (Hours, Days, Months, Years)
Field Variable:
Not Applicable
Not Reporting
Not Known
Not Available
Hours
Days
Years

Field: Date of Birth

Definition: The patient's date of birth

Field Variable:

Relevant Value for Data Element & Patient Care

BILLING INFORMATION

Field: Primary Method of Payment

Definition: The primary method of payment or type of insurance associated with this EMS encounter

Field Variable:

Not Applicable

Not Known

Not Available

Insurance

Medicaid

Medicare

Other Government

Self Pay

Workers Compensation

Field: Insurance Group ID/Name

Definition: The ID number or name of the patient's insurance group

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Work-Related

Definition: Indication of whether or not the injury is work related.

Field Variable:

Not Applicable

Not Known

Not Available

Yes

No

Field: Patient's Occupational Industry

Definition: The occupational industry of the patient's work

Field Variable:

Not Applicable

Not Known

Not Available

Construction

Finance, Insurance, and Real Estate

Government

Manufacturing

Mining

Retail Trade

Transportation and Public Utilities

Wholesale Trade

Field: Patient's Occupation

Definition: The occupation of the patient

Field Variable:

Not Applicable

Not Known

Not Available

Management Occupations

Business and Financial Operations Occupations

Computer and Mathematical Occupations

Architecture and Engineering Occupations

Life, Physical, and Social Science Occupations

Legal Occupations

Education, Training, and Library Occupations

Arts, Design, Entertainment, Sports, and Media Occupations

Healthcare Practitioners and Technical Occupations

Healthcare Support Occupations

Protective Service Occupations

Food Preparation and Serving Related Occupations

Building and Grounds Cleaning and Maintenance Occupations

Personal Care and Service Occupations

Sales and Related Occupations

Farming, Fishing and Forestry Occupations

Construction and Extraction Occupations

Installation, Maintenance, and Repair Occupations

Production Occupations

Transportation and Material Moving Occupations

Military Specific Occupations

Field: Condition Code Number

Definition: The condition codes are used to better describe the service and patient care delivery by an EMS service. Please consult CMS documentation for detailed descriptions of these condition codes and their use.

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Severe Abdominal Pain (ALS-789.00)

Abdominal Pain (ALS-789.00)

Abnormal Cardiac Rhythm/Cardiac Dysrhythmia (ALS-427.9)

Abnormal Skin Signs (ALS-780.8)

Abnormal Vital Signs (ALS-796.4)

Allergic Reaction (BLS-692.9)

Blood Glucose (ALS-790.21)

Respiratory Arrest (ALS-799.1)

Difficulty Breathing (ALS-786.05)

Cardiac Arrest-Resuscitation in Progress (ALS-427.5)

Chest Pain (non-traumatic) (ALS-786.50)

Choking Episode (ALS-784.9)

Cold Exposure (ALS-991.6)

Field: Condition Code Number (cont.)
Cold Exposure (BLS-991.9)
Altered Level of Consciousness (non-traumatic) (ALS-780.01)
Eye Symptoms (non-traumatic) (BLS-379.90)
Non Traumatic Headache (ALS-437.9)
Cardiac Symptoms other than Chest Pain (palpitations) (ALS-785.1)
Cardiac Symptoms other than Chest Pain (atypical pain) (ALS-536.2)
Heat Exposure (ALS-992.5)
Heat Exposure (BLS-992.2)
Hemorrhage (ALS-459.0)
Infectious Diseases requiring Isolation/Public Health Risk (BLS-038.9)
Hazmat Exposure (ALS-987.9)
Medical Device Failure (ALS-996.0)
Neurologic Distress (ALS-436.0)
Pain (Severe) (ALS-780.99)
Back Pain (non-traumatic possible cardiac or vascular) (ALS-724.5)
Back Pain (non-traumatic with neurologic symptoms) (ALS-724.9)
Poisons (all routes) (ALS-977.9)
Alcohol Intoxication or Drug Overdose (BLS-305.0)
Severe Alcohol Intoxication (ALS-977.3)
Post-Operative Procedure Complications (BLS-998.9)
Pregnancy Complication/Childbirth/Labor (ALS-650.0)
Psychiatric/Behavioral (abnormal mental status) (ALS-292.9)
Sick Person-Fever (BLS-036.9)
Severe Dehydration (ALS-787.01)
Unconscious/Syncope/Dizziness (ALS-780.02)
Major Trauma (ALS-959.8)
Other Trauma (need for monitor or airway) (ALS-518.5)
Other Trauma (major bleeding) (ALS-958.2)
Other Trauma (fracture/dislocation) (BLS-829.0)
Other Trauma (penetrating extremity) (BLS-880.0)
Other Trauma (amputation digits) (BLS-886.0)
Other Trauma (amputation other) (ALS-887.4)
Burns-Major (ALS-949.3)
Burns-Minor (BLS-949.2)
Animal Bites/Sting/Envenomation (ALS-989.5)
Animal Bites/Sting/Envenomation (BLS-879.8)
Lightning (ALS-994.0)
Electrocution (ALS-994.8)
Near Drowning (ALS-994.1)
Eye Injuries (BLS-921.9)
Sexual Assault (major injuries) (ALS-995.83)
Sexual Assault (minor injuries) (BLS-995.8)
Advanced Airway Management (ALS-518.81)
IV Meds Required (ALS-No ICD code provided))
Chemical Restraint (ALS-293.0)
Suctioning/Oxygen/IV fluids required (BLS-496.0)
Airway Control/Positioning Required (BLS-786.09)
Third Party Assistance/Attendant Required (BLS-496.0)
Patient Safety (restraints required) (BLS-298.9)
Patient Safety (monitoring required) (BLS-293.1)

Field: Condition Code Number (cont.)
Patient Safety (seclusion required) (BLS-298.8)
Patient Safety (risk of falling off stretcher) (BLS-781.3)
Special Handling (orthopedic device required) (BLS-907.2)
Special Handling (positioning required) (BLS-719.45)

Field: ICD-9 Code for the Condition Code Number
Definition: The ICD-9 Code assigned by CMS for the condition code documented in E7.35. Please consult CMS documentation for detailed descriptions of the Condition Codes and their use.
Field Variable:
Not Applicable
Not Known
Not Available
Relevant Value for Data Element & Patient Care

Field: Condition Code Modifier
Definition: The CMS Condition Code Modifier is used to better describe the EMS ground or air medical services response and service delivery. Please consult CMS documentation for detailed descriptions of these modifiers and their use.
Field Variable:
Not Applicable
Not Known
Not Available
A-Interfacility Transport (requires higher level of care)
C-ALS Response to BLS Patient
D-Medically Necessary Transport (Not Nearest Facility)
E-BLS Transport of ALS Patient
F-Emergency Trauma Dispatch Condition Code (patient is BLS)
Air-A-Long Distance
Air-B-Traffic Precludes Ground Transport
Air-C-Time Precludes Ground Transport
Air-D-Pick up Point not Accessible by Ground Transport

SCENE INFORMATION

Field: Number of Patients at Scene
Definition: Indicator of how many total patients were at the scene
Field Variable:
Not Applicable
Not Known
Not Available
None
Single
Multiple

Field: Mass Casualty Incident

Definition: Indicator if this event would be considered a mass casualty incident (overwhelmed existing EMS resources)

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

No

Field: Incident Location Type

Definition: The kind of location where the incident happened

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Home/Residence

Farm

Mine or Quarry

Industrial Place and Premises

Place of Recreation or Sport

Street or Highway

Trade or service (business, bars, restaurants, etc)

Health Care Facility (clinic, hospital, nursing home)

Residential Institution (Nursing Home, jail/prison)

Field: Incident Location Type (cont.)

Lake, River, Ocean

Other Location

Field: Incident Address

Definition: The street address (or best approximation) where the patient was found, or, if no patient, the address to which the unit responded.

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Incident City

Definition: The city or township (if applicable) where the patient was found or to which the unit responded (or best approximation)

Field Variable:

Not Applicable

Not Known

Not Available

Field: Incident County

Definition: The county or parish where the patient was found or to which the unit responded (or best approximation)

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Incident State

Definition: The state, territory, or province where the patient was found or to which the unit responded (or best approximation)

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Incident ZIP Code

Definition: The ZIP code of the incident location

Field Variable:

Not Applicable

Not Reporting

Not Available

Relevant Value for Data Element & Patient Care

SITUATION INFORMATION

Field: Prior Aid

Definition: Any care which was provided to the patient prior to the arrival of this unit.

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Prior Aid Performed by

Definition: The type of individual who performed the care prior to the arrival of this unit.

Field Variable:

Not Applicable

Not Reporting

Not Known

EMS Provider

Law Enforcement

Lay Person

Other Healthcare Provider

Patient

Field: Outcome of the Prior Aid

Definition: What was the outcome or result of the care performed prior to the arrival of the unit?

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Improved

Worse

Field: Possible Injury

Definition: Indicates that the reason for the EMS encounter was related to an injury or traumatic event.

This data element provides documentation to classify the EMS Reason for Encounter as either injury or non-injury related based on mechanism and not on actual inj

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

No

Yes

Field: Chief Complaint

Definition: The statement of the problem by the patient or the history provider in one or two words

Field Variable:

Not Applicable

Not Known

Not Available

Field: Duration of Chief Complaint

Definition: The time duration of the chief complaint

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Time Units of Duration of Chief Complaint

Definition: The time units of the duration of the patient's chief complaint

Field Variable:

Seconds

Minutes

Hours

Days

Weeks

Months

Years

Field: Duration of Secondary Complaint

Definition: The duration of the secondary complaint

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Time Units of Duration of Secondary Complaint

Definition: The time units of the duration of the patient's secondary complaint

Field Variable:

Seconds

Minutes

Hours

Days

Weeks

Months

Years

Field: Chief Complaint Anatomic Location

Definition:

Field Variable:

Not Reporting

Not Known

Not Available

Abdomen

Back

Chest

Extremity-Lower

Extremity-Upper

General/Global

Genitalia

Neck

Field: Chief Complaint Organ System

Definition: The primary organ system of the patient injured or medically affected. This is to be completed by EMS personnel with a minimum of an EMT-Paramedic level of credentialing.

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Cardiovascular

CNS/Neuro

Endocrine/Metabolic

GI

Global

OB/Gyn

Psych

Pulmonary

Renal

Skin

Field: Primary Symptom

Definition: The primary sign and symptom present in the patient or observed by EMS personnel

Field Variable:

Not Applicable

Not Reporting

Not Known

Field: Primary Symptom (cont.)

Not Available

Bleeding

Change in responsiveness

Choking

Death

Device/Equipment Problem

Diarrhea

Drainage/Discharge

Fever

Malaise

Mass/Lesion

Mental/Psych

None

Pain

Palpitations

Rash/Itching

Swelling

Transport Only

Weakness

Wound

Field: Other Associated Symptoms

Definition: Other symptoms identified by the patient or observed by EMS personnel

Field Variable:

Not Applicable

Not Reporting

Not Available

Bleeding

Breathing Problem

Change in responsiveness

Choking

Death

Device/Equipment Problem

Diarrhea

Drainage/Discharge

Fever

Mass/Lesion

Mental/Psych

Nausea/Vomiting

None

Pain

Palpitations

Rash/Itching

Swelling

Transport Only

Weakness

Field: Providers Primary Impression

Definition: The EMS personnel's impression of the patient's primary problem or most significant condition which led to the management given to the patient (treatments, medications, or procedures).

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

789.00- Abdominal pain / problems

519.80- Airway obstruction

995.30- Allergic reaction

780.09- Altered level of consciousness

312.90- Behavioral / psychiatric disorder

427.50- Cardiac arrest

786.50- Chest pain / discomfort

250.90- Diabetic symptoms (hypoglycemia)

994.80- Electrocutation

780.60- Hyperthermia

780.90- Hypothermia

785.59- Hypovolemia / shock

987.90- Inhalation injury (toxic gas)

798.99- Obvious death

977.90- Poisoning / drug ingestion

Field: Providers Primary Impression (cont.)

659.90- Pregnancy / OB delivery

799.10- Respiratory arrest

780.30- Seizure

959.90- Sexual assault / rape

987.90- Smoke inhalation

989.50- Stings / venomous bites

436.00- Stroke / CVA

780.20- Syncope / fainting

959.90- Traumatic injury

623.80- Vaginal hemorrhage

Field: Provider's Secondary Impression

Definition: The EMS personnel's impression of the patient's secondary problem or which led to the management given to the patient (treatments, medications, or procedures).

Field Variable:

Not Applicable

Not Known

Not Available

789.00- Abdominal pain / problems

519.80- Airway obstruction

995.30- Allergic reaction

780.09- Altered level of consciousness

312.90- Behavioral / psychiatric disorder

427.50- Cardiac arrest

427.90- Cardiac rhythm disturbance

786.50- Chest pain / discomfort

994.80- Electrocutation

Field: Provider's Secondary Impression (cont.)

780.60- Hyperthermia
780.90- Hypothermia
785.59- Hypovolemia / shock
987.90- Inhalation injury (toxic gas)
798.99- Obvious death
977.90- Poisoning / drug ingestion
659.90- Pregnancy / OB delivery
786.09- Respiratory distress
799.10- Respiratory arrest
959.90- Sexual assault / rape
987.90- Smoke inhalation
989.50- Stings / venomous bites
436.00- Stroke / CVA
780.20- Syncope / fainting
959.90- Traumatic injury
623.80- Vaginal hemorrhage

TRAUMA INFORMATION

Field: Cause of Injury

Definition: The category of the reported/suspected external cause of the injury

Field Variable:

Not Applicable

Not Reporting

Not Known

Aircraft related accident (E84X.0)

Bicycle Accident (E826.0)

Bites (E906.0)

Chemical poisoning (E86X.0)

Child battering (E967.0)

Drowning (E910.0)

Drug poisoning (E85X.0)

Electrocution (non-lightning) (E925.0)

Excessive Cold (E901.0)

Excessive Heat (E900.0)

Fire and Flames (E89X.0)

Firearm assault (E965.0)

Firearm injury (accidental) (E985.0)

Firearm self inflicted (E955.0)

Lightning (E907.0)

Machinery accidents (E919.0)

Mechanical Suffocation (E913.0)

Motor Vehicle non-traffic accident (E82X.0)

Motor Vehicle traffic accident (E81X.0)

Motorcycle Accident (E81X.1)

Pedestrian traffic accident (E814.0)

Radiation exposure (E926.0)

Rape (E960.1)

Smoke Inhalation (E89X.2)

Stabbing/Cutting Accidental (E986.0)

Field: Cause of Injury (cont.)
Stabbing/Cutting Assault (E966.0)
Struck by Blunt/Thrown Object (E968.2)
Venomous stings (plants, animals) (E905.0)
Water Transport accident (E83X.0)

Field: Intent of the Injury
Definition: The intent of the individual inflicting the injury
Field Variable:
Not Applicable
Not Available
Intentional, Other (Assaulted)
Intentional, Self
Unintentional

Field: Mechanism of Injury
Definition: The mechanism of the event which caused the injury.
Field Variable:
Not Applicable
Not Known
Not Available
Blunt
Burn
Penetrating
Other

Field: Vehicular Injury Indicators
Definition: The kind of risk factor predictors associated with the vehicle involved in the incident
Field Variable:
Not Applicable
Not Known
Not Available
Dash Deformity
DOA Same Vehicle
Ejection
Fire
Rollover/Roof Deformity
Side Post Deformity:
Space Intrusion >1 foot
Windshield Spider/Star

Field: Area of the Vehicle impacted by the collision
Definition: The area or location of impact on the vehicle
Field Variable:
Not Applicable
Not Known
Not Available
Center Front
Center Rear
Left Front
Left Rear

Field: Area of the Vehicle impacted by the collision (cont.)

Left Side

Right Front

Right Side

Roll Over

Field: Seat Row Location of Patient in Vehicle

Definition: The seat row location of the patient in vehicle at the time of the crash with the front seat numbered as 1.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Seat Row Location of Patient in Vehicle

Definition:

Field Variable:

If a value of 50 is passed, the location is designated "Cargo Area"

Field: Position of Patient in the Seat of the Vehicle

Definition: The position of the patient in seat of the vehicle at the time of the crash

Field Variable:

Not Applicable

Not Known

Not Available

Driver

Left (non-driver)

Middle

Right

Field: Use of Occupant Safety Equipment

Definition: Safety equipment in use by the patient at the time of the injury

Field Variable:

Not Applicable

Not Known

Not Available

Child Restraint

Eye Protection

Helmet Worn

Lap Belt

None

Other

Protective Clothing

Protective Non-Clothing Gear

Shoulder Belt

Field: Airbag Deployment

Definition: Indication of Airbag deployment during the motor vehicle crash.

Field Variable:

Not Applicable

Not Known

Not Available

No Airbag Present

No Airbag Deployed

Airbag Deployed Front

Airbag Deployed Side

Field: Height of Fall

Definition: The distance in feet the patient fell, measured from the lowest point of the patient to the ground.

Field Variable:

Relevant Value for Data Element & Patient Care

SITUATION/CPR

Field: Cardiac Arrest

Definition: Indication of the presence of a cardiac arrest at any time associated with the EMS event.

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

No

Yes, Prior to EMS Arrival

Yes, After EMS Arrival

Field: Cardiac Arrest Etiology

Definition: Indication of the etiology or cause of the cardiac arrest (classified as cardiac, non-cardiac, etc.)

Field Variable:

Not Applicable

Not Reporting

Not Available

Presumed Cardiac

Trauma

Drowning

Respiratory

Electrocution

Other

Field: Resuscitation Attempted

Definition: Indication of an attempt to resuscitate the patient who is in cardiac arrest (attempted, not attempted due to DNR, etc.)

Field Variable:

Not Applicable

Not Reporting

Not Known

Field: Resuscitation Attempted (cont.)

Attempted Defibrillation

Attempted Ventilation

Initiated Chest Compressions

Not Attempted-Considered Futile

Not Attempted-DNR Orders

Not Attempted-Signs of Circulation

Field: Arrest Witnessed by

Definition: Indication of who the cardiac arrest was witnessed by

Field Variable:

Not Applicable

Not Known

Not Available

Witnessed by Healthcare Provider

Not Witnessed

Field: First Monitored Rhythm of the Patient

Definition: Documentation of what the first monitored rhythm which was noted

Field Variable:

Not Applicable

Not Known

Not Available

Asystole

Bradycardia

Normal Sinus Rhythm

Other

PEA

Unknown AED Non-Shockable Rhythm

Ventricular Fibrillation

Ventricular Tachycardia

Field: Any Return of Spontaneous Circulation

Definition: Indication whether or not there was any return of spontaneous circulation at any time during the EMS event.

Field Variable:

Not Applicable

Not Known

Not Available

No

Yes, Prior to ED Arrival Only

Yes, Prior to ED Arrival and at the ED

Field: Estimated Time of Arrest Prior to EMS Arrival

Definition: The length of time the patient was down (estimated) before the responding unit arrived at the patient

Field Variable:

Not Applicable

Not Known

Not Available

>20 Minutes

Field: Estimated Time of Arrest Prior to EMS Arrival (cont.)

15-20 Minutes
10-15 Minutes
8-10 Minutes
6-8 Minutes
2-4 Minutes
0-2 Minutes

Field: Date/Time Resuscitation Discontinued

Definition: The date/time the CPR was discontinued (or could be time of death)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Reason CPR Discontinued

Definition: The reason that CPR or the resuscitation efforts were discontinued.

Field Variable:

Not Applicable
Not Known
Not Available
DNR
Medical Control Order
Obvious Signs of Death
Protocol/Policy Requirements Completed

Field: Cardiac Rhythm on Arrival at Destination

Definition: The patient's cardiac rhythm upon delivery or transfer to the destination

Field Variable:

Not Applicable
Not Known
Not Available
12 Lead ECG-Anterior Ischemia
12 Lead ECG-Inferior Ischemia
12 Lead ECG-Lateral Ischemia
Agonal/Idioventricular
Artifact
Asystole
Atrial Fibrillation/Flutter
AV Block-2nd Degree-Type 1
AV Block-2nd Degree-Type 2
AV Block-3rd Degree
Junctional:
Left Bundle Branch Block
Normal Sinus Rhythm
Other
Paced Rhythm
PEA
Premature Atrial Contractions
Right Bundle Branch Block
Sinus Arrhythmia
Sinus Bradycardia
Sinus Tachycardia

Field: Cardiac Rhythm on Arrival at Destination (cont.)

Supraventricular Tachycardia

Torsades De Points

Unknown AED Non-Shockable Rhythm

Unknown AED Shockable Rhythm

Ventricular Fibrillation

Ventricular Tachycardia

MEDICAL HISTORY

Field: Advanced Directives

Definition: The presence of a valid for of living will of document directing end of life or healthcare treatment decisions

Field Variable:

Not Applicable

Not Known

Not Available

State/EMS DNR Form

Other Healthcare DNR Form

Living Will

Family/Guardian request DNR (but no documentation)

Other

None

Field: Medication Allergies

Definition: The patient's medication allergies

Field Variable:

Not Applicable

Not Known

Relevant Value for Data Element & Patient Care

NKDA (No Known Drug Allergies)

Field: Environmental/Food Allergies

Definition: The patient's known allergies to food or environmental agents.

Field Variable:

Not Applicable

Not Known

Not Available

Insect Sting

Food Allergy

Latex

Chemical

Other

Field: Medical/Surgical History

Definition: The patient's pre-existing medical and surgery history of the patient

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Medical History Obtained From
Definition: Type of person medical history obtained from
Field Variable:
Not Applicable
Not Known
Not Available
Bystander/Other
Family
Health Care Personnel
Patient

Field: Current Medications
Definition: The medications the patient currently takes
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Current Medication Dose
Definition: The numeric dose or amount of the patient's current medication
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Current Medication Dosage Unit
Definition: The dosage unit of the patient's current medication
Field Variable:
GMS
Inches
IU
L/MIN
LITERS
LPM
MCG
MCG/KG/MIN
MEQ
MG
MG/KG/MIN
ML
ML/HR
Puffs

Field: Alcohol/Drug Use Indicators
Definition:
Field Variable:
Not Reporting
Not Known
Not Available
Smell of Alcohol on Breath
Patient Admits to Alcohol Use
Patient Admits to Drug Use
Alcohol and/or Drug Paraphernalia at Scene

Field: Pregnancy

Definition: Indication of the possibility by the patient's history of current pregnancy

Field Variable:

Not Applicable

Not Known

Not Available

Yes

VITAL SIGNS

Field: Date/Time Vital Signs Taken

Definition: Date/Time Vital Signs Taken

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Obtained Prior to this Units EMS Care

Definition: Indicates that the information which is documented was obtained prior to the EMS unit's care creating this patient care report

Field Variable:

Not Applicable

Not Known

Not Available

No

Field: Cardiac Rhythm

Definition: The initial cardiac rhythm of the patient as interpreted by EMS personnel

Field Variable:

Not Applicable

Not Known

Not Available

12 Lead ECG-Anterior Ischemia

12 Lead ECG-Inferior Ischemia

12 Lead ECG-Lateral Ischemia

Agonal/Idioventricular

Artifact

Asystole

Atrial Fibrillation/Flutter

AV Block-2nd Degree-Type 1

AV Block-2nd Degree-Type 2

AV Block-3rd Degree

Junctional

Left Bundle Branch Block

Normal Sinus Rhythm

Other

Paced Rhythm

PEA

Premature Atrial Contractions

Right Bundle Branch Block

Sinus Arrhythmia

Sinus Bradycardia

Sinus Tachycardia

Field: Cardiac Rhythm (cont.)
Supraventricular Tachycardia
Torsades De Points
Unknown AED Non-Shockable Rhythm
Unknown AED Shockable Rhythm
Ventricular Fibrillation
Ventricular Tachycardia

Field: SBP (Systolic Blood Pressure)
Definition: The patient's systolic blood pressure
Field Variable:
Relevant Value for Data Element & Patient Care

Field: DBP (Diastolic Blood Pressure)
Definition: The patient's diastolic blood pressure
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Method of Blood Pressure Measurement
Definition: Indication of method of blood pressure procedure.
Field Variable:
Arterial Line
Automated Cuff
Manual Cuff
Palpated Cuff
Venous Line

Field: Pulse Rate
Definition: The patient's pulse rate, palpated or auscultated, expressed as a number per minute
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Electronic Monitor Rate
Definition: The patient's heart rate as recorded by an electronic monitoring device (ECG, pulse oximetry, etc.)
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Pulse Oximetry
Definition: The patient's oxygen saturation
Field Variable:
Relevant Value for Data Element & Patient Care

Field: Pulse Rhythm
Definition: The clinical rhythm of the patients pulse (regular, irregular, etc.)
Field Variable:
Not Applicable

Field: Respiratory Rate

Definition: The patient's respiratory rate expressed as a number per minute

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Respiratory Effort

Definition: The patient's respiratory effort

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Labored

Fatigued

Not Assessed

Field: Carbon Dioxide

Definition: The patient's end-tidal or other CO2 level.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Blood Glucose Level

Definition: The patient's blood glucose level

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Glasgow Coma Score-Eye

Definition: The patient's Glasgow Coma Score Eye opening

Field Variable:

For All Age Groups: 1 = Does Not Open Eyes

For All Age Groups: 2 = Opens Eyes to painful stimulation

For All Age Groups: 3 = Opens Eyes to verbal stimulation

For All Age Groups: 4 = Opens Eyes spontaneously

Field: Glasgow Coma Score-Verbal

Definition: The patient's Glasgow Coma Score Verbal

Field Variable:

Patients 0-23 months: 1 = None

Patients 2-5 years: 1 = None:

Patients 0-23 months: 2 = Persistent cry

Patients 2-5 years: 2 = Grunts

Patients 0-23 months: 3 = Inappropriate cry

Patients 2-5 years: 3 = Cries and/or screams

Patients 0-23 months: 4 = Cries, inconsolable

Patients 2-5 years: 4 = Inappropriate words

Patients 0-23 months: 5 = Smiles, coos, cries appropriately

Patients 2-5 years: 5 = Appropriate words

Patients >5 years: 2 = Non-specified sounds

Patients >5 years: 3 = Inappropriate words

Patients >5 years: 4 = Confused conversation or speech

Patients >5 years: 5 = Oriented and appropriate speech

Field: Glasgow Coma Score-Motor

Definition: The patient's Glasgow Coma Score Motor

Field Variable:

Patients up to 5 years: 1 = None

Patients >5 years: 1 = None

Patients >5 years: 2 = Extensor posturing in response to painful stimulation

Patients up to 5 years: 3 = Flexor posturing in response to painful stimulation

Patients >5 years: 3 = Flexor posturing in response to painful stimulation

Patients up to 5 years: 4 = General withdrawal in response to painful stimulation

Patients >5 years: 4 = General withdrawal in response to painful stimulation

Patients up to 5 years: 5 = Localization of painful stimulation

Patients >5 years: 5 = Localization of painful stimulation

Patients up to 5 years: 6 = Spontaneous

Patients >5 years: 6 = Obeys commands with appropriate motor responses

Field: Glasgow Coma Score-Qualifier

Definition: Documentation of factors which make the GCS score more meaningful.

Field Variable:

Not Applicable

Not Available

Initial GCS has legitimate values without interventions such as intubation and sedation

Patient Chemically Sedated

Patient Intubated

Patient Intubated and Chemically Paralyzed

Field: Total Glasgow Coma Score

Definition: The patient's total Glasgow Coma Score

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Level of Responsiveness

Definition: The patients level of responsiveness

Field Variable:

Not Applicable

Not Known

Not Available:

Alert

Verbal

Painful

Unresponsive

Field: Pain Scale

Definition: The patient's indication of pain from a scale of 0 –10.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Stroke Scale

Definition: The patient's Los Angeles or Cincinnati Stroke Scale Results

Field Variable:

Not Applicable

Not Available

Cincinnati Stroke Scale Negative

Cincinnati Stroke Scale Non-conclusive

Cincinnati Stroke Scale Positive

LA Stroke Scale Negative

LA Stroke Scale Non-conclusive

LA Stroke Scale Positive

Field: Thrombolytic Screen

Definition: The results of the patient's Thrombolytic Screen for potential Thrombolytic use

Field Variable:

Not Applicable

Not Known

Not Available

No Contraindications to Thrombolytic Use

Possible Contraindications to Thrombolytic Use

ASSESSMENT EXAM

Field: Date/Time of Assessment

Definition: The date/time assessment was made on the patient

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Skin Assessment

Definition: The assessment of the patient's skin on examination

Field Variable:

Not Applicable

Not Known

Normal

Not Done

Clammy

Cold

Cyanotic

Jaundiced

Lividity

Mottled

Pale

Warm

Field: Head/Face Assessment

Definition:

Field Variable:

Not Known

Not Available

Normal

Not Done

Field: Head/Face Assessment (cont.)

Asymmetric Smile or Droop

Drainage

Mass/Lesion

Swelling

Field: Neck Assessment

Definition: The assessment of the patient's head & neck area on examination

Field Variable:

Not Applicable

Not Known

Normal

Not Done

JVD

Strider

SubQ Air

Tracheal Dev

Field: Chest/Lungs Assessment

Definition: The assessment of the patient's chest on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Accessory Muscles

Decreased BS-Left

Decreased BS-Right

Flail Segment-Left

Flail Segment-Right

Increased Effort

Normal BS

Rales

Rhonchi/Wheezing

Tenderness-Left

Field: Heart Assessment

Definition: The assessment of the patient's heart on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Decreased Sounds

Murmur

Field: Abdomen Left Upper Assessment

Definition: The assessment of the patient's left upper abdomen on examination

Field Variable:

Not Applicable

Not Known

Not Available

Not Done

Distention

Guarding

Mass

Tenderness

Field: Abdomen Left Lower Assessment

Definition: The assessment of the patient's left lower abdomen on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Guarding

Mass

Tenderness

Field: Abdomen Right Upper Assessment

Definition: The assessment of the patient's right upper abdomen on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Distention

Guarding

Tenderness

Not Applicable

Field: Abdomen Right Lower Assessment

Definition:

Field Variable:

Not Known

Not Available

Normal

Not Done

Distention

Guarding

Mass

Tenderness

Field: GU Assessment

Definition:

Field Variable:

Not Known

Not Available

Normal

Not Done

Crowning

Genital Injury

Tenderness

Unstable

Field: Back Cervical Assessment

Definition: The assessment of the patient's back-cervical on examination

Field Variable:

Not Applicable

Not Known

Normal

Not Done

Pain to ROM

Tender Para-spinous

Tender Spinous Process

Field: Back Thoracic Assessment

Definition: The assessment of the patient's back-thoracic on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Tender Para-spinous

Tender Spinous Process

Field: Back Lumbar/Sacral Assessment

Definition: The assessment of the patient's back-lumbar/sacral on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Pain to ROM

Tender Para-spinous

Tender Spinous Process

Field: Extremities-Right Upper Assessment

Definition:

Field Variable:

Not Known

Not Available

Normal

Not Done

Abnormal Pulse

Abnormal Sensation

Edema

Tenderness

Weakness

Field: Extremities-Right Lower Assessment

Definition: The assessment of the patient's right lower extremities on examination

Field Variable:

Not Applicable

Not Available

Normal

Not Done

Abnormal Pulse

Abnormal Sensation

Edema

Tenderness

Weakness

Field: Extremities-Left Upper Assessment

Definition: The assessment of the patient's left upper extremities on examination

Field Variable:

Not Applicable

Not Known

Normal

Not Done

Abnormal Pulse

Abnormal Sensation

Edema

Tenderness

Weakness

Field: Extremities-Left Lower Assessment

Definition: The assessment of the patient's left lower extremities on examination

Field Variable:

Not Applicable

Not Known

Not Available

Not Done

Abnormal Pulse

Abnormal Sensation

Edema

Tenderness

Weakness

Field: Eyes-Left Assessment

Definition: The assessment of the patient's left eye on examination

Field Variable:

Not Applicable

Not Known

Not Available

Not Done

3-mm

4-mm

5-mm

6-mm

7-mm

Blind

Reactive

Non-Reactive

Field: Eyes-Right Assessment

Definition: The assessment of the patient's right eye on examination

Field Variable:

Not Applicable

Not Known

Not Done

2-mm

3-mm

4-mm

5-mm

6-mm

7-mm

Blind

Reactive

Non-Reactive

Field: Mental Status Assessment

Definition:

Field Variable:

Not Known

Not Available

Normal

Not Done

Combative

Confused

Hallucinations

Oriented-Person

Oriented-Place

Oriented-Time

Field: Neurological Assessment

Definition: The assessment of the patient's neurological status on examination

Field Variable:

Not Applicable

Not Known

Not Available

Normal

Not Done

Abnormal Gait

Facial Droop

Seizures

Speech Normal

Speech Slurring

Weakness-Left Sided

Weakness-Right Sided

INTERVENTIONS

Field: Protocols Used

Definition: The protocol used by EMS personnel to direct the clinical care of the patient

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

MEDICATIONS

Field: Date/Time Medication Administered

Definition: The date/time medication administered to the patient

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Medication Administered Prior to this Units EMS Care

Definition: Indicates that the medication administration which is documented was administered prior to this EMS unit's care.

Field Variable:

Not Applicable

Not Known

Not Available

Yes

Field: Medication Given

Definition: The medication given to the patient

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Medication Administered Route

Definition: The route that the medication was administered to the patient.

Field Variable:

Not Applicable

Not Known

Not Available

Endotracheal tube

Inhalation

Intramuscular

Intraosseous

Intraocular

Intravenous

Nasal

Nasal prongs

Nasogastric

Ophthalmic

Oral

Otic

Re-breather mask

Rectal

Subcutaneous

Sublingual

Topical

Tracheostomy

Transdermal

Urethral

Ventimask

Field: Medication Dosage

Definition: The dose or amount of medication given to the patient

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Medication Dosage Units

Definition: The units of medication dosage given to patient

Field Variable:

GMS

Inches

IU

KVO (TKO)

L/MIN

LITERS

LPM

MCG

MCG/KG/MIN

MG

MG/KG/MIN

ML

ML/HR

Other

Puffs

Field: Response to Medication

Definition: The patient's response to the medication.

Field Variable:

Not Applicable

Not Known

Not Available

Improved

Worse

Field: Medication Complication

Definition: Any complication (abnormal effect on the patient) associated with the administration of the medication to the patient by EMS

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

None

Altered Mental Status

Apnea

Bleeding

Bradycardia

Extravasation

Hypertension

Hyperthermia

Hypotension

Hypoxia

Injury

Itching/Urticaria

Nausea

Other

Respiratory Distress

Vomiting

Field: Medication Authorization

Definition:

Field Variable:

Written Orders (Patient Specific)

Field: Medication Authorizing Physician

Definition: The last name of the authorizing physician ordering the medication administration if the order was provided by any manner other than protocol (standing order) in E18.10

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

PROCEDURES

Field: Date/Time Procedure Performed Successfully

Definition: The date and time the procedure was performed on the patient

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Procedure Performed Prior to this Units EMS Care

Definition: Indicates that the procedure which was performed and documented was performed prior to this EMS unit's care.

Field Variable:

Not Applicable

Not Known

Not Available

No

Field: Procedure

Definition: The procedure performed on the patient.

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Size of Procedure Equipment

Definition: The size of equipment used in the procedure on the patient

Field Variable:

Not Applicable

Not Known

Not Available

Field: Procedure Successful

Definition: Indication of whether or not the procedure performed on the patient was successful

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

No

Yes

Field: Procedure Complication

Definition: Any complication associated with the performance of the procedure on the patient

Field Variable:

Not Applicable

Not Known

Not Available

None

Altered Mental Status

Apnea

Field: Procedure Complication (cont.)

Bleeding

Bradycardia

Diarrhea

Esophageal Intubation-immediately

Esophageal Intubation-other

Hypertension

Hyperthermia

Hypotension

Hypoxia

Injury

Itching/Urticaria

Nausea

Other

Respiratory Distress

Tachycardia

Field: Response to Procedure

Definition: The patient's response to the procedure

Field Variable:

Not Applicable

Not Known

Not Available

Improved

Unchanged

Worse

Field: Procedure Authorization

Definition:

Field Variable:

Not Known

Not Available

On-Line

On-Scene

Protocol (Standing Order)

Written Orders (Patient Specific)

Field: Procedure Authorizing Physician

Definition: The last name of the authorizing physician ordering the procedure, if the order was provided by any manner other than protocol (standing order)

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

DISPOSITION

Field: Destination/Transferred To, Name

Definition: The destination the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Destination/Transferred To, Code

Definition: The code of the destination the patient was delivered or transferred to, if present and available

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Destination Street Address

Definition: The street address of the destination the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Known

Relevant Value for Data Element & Patient Care

Field: Destination City

Definition: The city name of the destination the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Destination State

Definition: The destination State in which the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Destination County

Definition: The destination County in which the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Available

Relevant Value for Data Element & Patient Care

Field: Destination Zip Code

Definition: The destination zip code in which the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Incident/Patient Disposition

Definition: Type of disposition treatment and/or transport of the patient.

Field Variable:

Cancelled

Dead at Scene

No Patient Found

No Treatment Required

Patient Refused Care

Treated and Released

Treated, Transferred Care

Treated, Transported by EMS

Treated, Transported by Law Enforcement

Field: Condition of Patient at Destination

Definition: The condition of the patient after care by EMS

Field Variable:

Not Applicable

Not Known

Not Available

Improved

Unchanged

Worse

Field: Reason for Choosing Destination

Definition: The reason the unit chose to deliver or transfer the patient to the destination

Field Variable:

Not Applicable

Not Reporting

Not Available

Closest Facility (none below)

Diversion

Family Choice

Insurance Status

Law Enforcement Choice

On-Line Medical Direction

Other

Patient Choice

Patient's Physicians Choice

Specialty Resource Center

Field: Closest Receiving By-passed?

Definition: Indication whether or not the closest receiving facility was by-passed

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Yes

No

Field: If by-passed, why?

Definition: The reason the unit chose to by-pass the closest receiving facility

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Protocol

Patient Choice

Family Choice

Diversion

Insurance Status

Law Enforcement Choice

Online Medical Direction

Patient's Physicians Choice

Specialty Resource Center

Taken to nearest certified Primary Center

Taken to nearest Comprehensive Center

Other

Field: Type of Destination

Definition: The type of destination the patient was delivered or transferred to

Field Variable:

Not Applicable

Not Reporting

Not Known

Not Available

Home

Hospital

Medical Office/Clinic

Morgue

Nursing Home

Other EMS Responder (air)

Other EMS Responder (ground)

Police/Jail

MEDICAL DEVICE DATA

Field: Event Date/Time

Definition: The time of the event recorded by the device's internal clock

Field Variable:

Relevant Value for Data Element & Patient Care

Field: ECG Lead

Definition: The lead or source which the medical device used to obtain the rhythm (if appropriate for the event)

Field Variable:

I

II

III

AVR

AVF

V1

V2

V3

V4

V5

V6

Paddle

Field: ECG Interpretation

Definition: The interpretation of the rhythm by the device (if appropriate for the event)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Type of Shock

Definition: The energy form used by the device for the defibrillation (if appropriate for the event)

Field Variable:

Biphasic

Field: Total Number of Shocks Delivered

Definition: The number of times the patient was defibrillated, if the patient was defibrillated during the patient encounter.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Pacing Rate

Definition: The rate the device was calibrated to pace during the event, if appropriate.

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Device Pulse Oximetry

Definition: The Oxygen Saturation as measured from the pulse oximeter in % (if appropriate for the event)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Device CO2 or etCO2

Definition: The Carbon Dioxide or end-tidal Carbon Dioxide as measured from the device transducers (if appropriate for the event)

Field Variable:

Relevant Value for Data Element & Patient Care

Field: Device CO2, etCO2, or Invasive Pressure Monitor Units

Definition:

Field Variable:

% Volume

mmHg

OUTCOME AND LINKAGE

Field: Law Enforcement/Crash Report Number

Definition: The unique number associated with the law enforcement or crash report which can be used for linkage at a later date.

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

Field: Trauma Registry ID

Definition: The unique number associated with the local or state trauma registry which can be used for linkage at a later date.

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

MISCELLANEOUS

Field: Potential Registry Candidate

Definition: An indication if the patient may meet the entry criteria for a injury or illness specific registry

Field Variable:

Not Applicable

Not Known

Not Available

Burn

Cardiac/MI

CVA/Stroke

Drowning

Spinal Cord Injury

Trauma

Traumatic Brain Injury

Field: Who Generated this Report?

Definition: The statewide assigned ID number of the EMS crew member which completed this patient care report

Field Variable:

Not Applicable

Not Known

Not Available

Relevant Value for Data Element & Patient Care

LSB Data Elements: *for full definitions PLEASE go to

<http://www.nemsis.org/v2/downloads/datasetDictionaries.html> and download a copy of the National EMS Information System's Data Dictionary for the current year of datasets.

LOUISIANA STATE BRIDGE AGENCY DATA DICTIONARY:

LERN State Bridge accepts the Common Null Values in compliance with the NEMSIS Data Dictionary for all data base fields. This applies to both facility based Image Trend users as well as non Image Trend software users.

NEMSIS Common Null Values

These values are to be used in each of the Demographic and EMS Data Elements described in this document, which have been defined to accept the E00 Null Values. For any collection of data to be of value and reliably represent what was intended, a strong commitment must be made to ensure the correct documentation of incomplete data. The described data integrity method must be followed with the dataset. For data elements being electronically stored in a database or moved from one database to another using XML, the indicated values should be applied when a data element is empty or contains a null value.

Not Applicable: At the time of an EMS patient care report documentation, information requested was “Not Applicable” to the EMS or patient event. This indicates that it is unnecessary to document mechanism or injury related information on a patient who was not traumatized

Not Available: At the time of an EMS patient care report documentation, information was “Not Available” to EMS personnel. This documents that needed information did exist but the EMS personnel was unsuccessful in their attempt to obtain it.

Not Known: At the time of an EMS patient care report documentation, information was “Not Known” to patient, family, and EMS personnel. This documents that there was an attempt to obtain information but it was unknown by all parties involved

Not Recorded: If an EMS documentation or information system has an empty field or nothing is recorded in any data element of the NHTSA dataset, “not recorded” should be inserted into the database and/or XML for that data element indicating that the EMS Patient Care Report did not have a value for that specific data element when the EMS event or patient encounter was documented.

Not Reporting: If an EMS documentation or information system is not using any of the "National" data elements of the NHTSA dataset, “not reporting” should be inserted into the database and/or XML for that data element.

PLEASE NOTE: The following is a list of data elements found in the Image Trend software. Any data element beyond those listed as required for the NEMSIS / LERN state bridge are considered internal facility use only. You may choose to collect as many or as few as you wish. This will be solely an independent internal facility decision.

Other Agencies In Area
Total Service Area Population
911 Call Volume per Year
EMS Dispatch Volume per Year
EMS Transport Volume per Year
EMS Patient Contact Volume per Year
EMS Billable Calls per Year
Personnel Level Permitted to Use the Procedure

Personnel Level Permitted to Use the Medication
Protocol
Personnel Level Permitted to Use the Protocol
Billing Status
Hospitals Served
Hospital Facility Number
Other Destinations
Destination Facility Number
Destination Type
Insurance Companies Used
EMD Vendor
Station Name
Station Number
Station Zone
Station GPS
Station Address
Station City
Station State
Station Zip
Station Telephone Number
Unit/Vehicle Number
Vehicle Type
State Certification/Licensure Levels
Number Of Each Personnel Level on the Vehicle Crew
Vehicle Initial Cost
Vehicle Model Year
Year Miles/Hours Accrued
Annual Vehicle Hours
Annual Vehicle Miles
Personnel's Agency ID Number
State/Licensure ID Number
Personnel's Employment Status
Employment Status Date
Personnel's Level of Certification/Licensure for Agency
Date of Personnel's Certification or Licensure for Agency
EMS Personnel's Last Name
EMS Personnel's Middle Name/Initial
EMS Personnel's First Name
EMS Personnel's Mailing Address
EMS Personnel's City of Residence
EMS Personnel's State
EMS Personnel's Zip Code
EMS Personnel's Work Telephone
EMS Personnel's Home Telephone
EMS Personnel's Email Address
EMS Personnel's Date Of Birth
EMS Personnel's Gender
EMS Personnel's Race
EMS Personnel's Ethnicity
State EMS Certification Licensure Level

National Registry Credentialed
State EMS Current Certification Date
Initial State Certification Date
Total Length of Service
Date Length of Service Documented
Device Serial Number
Device Name or ID
Device Manufacturer
Model Number
Device Purchase Date
Primary Role of the Unit
Type of Turn-Around Delay
EMS Unit/Vehicle Number
Vehicle Dispatch Location
Vehicle Dispatch Zone
Vehicle Dispatch GPS Location
Beginning Odometer Reading of Responding Vehicle
On-Scene Odometer Reading of Responding Vehicle
Patient Destination Odometer Reading of Responding Vehicle
Ending Odometer Reading of Responding Vehicle
Response Mode to Scene
EMD Performed
EMD Card Number
Crew Member ID
Crew Member Role
Arrived at Patient Date/Time
Unit Back in Service Date/Time
Unit Cancelled Date/Time
Unit Back at Home Location Date/Time
Primary or Home Telephone Number
State Issuing Driver's License
Driver's License Number
Certificate of Medical Necessity
Insurance Company Billing Priority
Insurance Company Address
Insurance Company City
Insurance Company State
Insurance Company Zip Code
Insurance Group ID/Name
Insurance Policy ID Number
Last Name of the Insured
First Name of the Insured
Middle Initial/Name of the Insured
Relationship to the Insured
Closest Relative/Guardian Last Name
First Name of the Closest Relative/ Guardian
Middle Initial/Name of the Closest Relative/ Guardian
Closest Relative/ Guardian Street Address
Closest Relative/ Guardian City

Closest Relative/ Guardian State
Closest Relative/ Guardian Zip Code
Closest Relative/ Guardian Phone Number
Closest Relative/ Guardian Relationship
Patient's Employer
Patient's Employer's Address
Patient's Employer's City
Patient's Employer's State
Patient's Employer's Zip Code
Patient's Work Telephone Number
Response Urgency
CMS Service Level
Other EMS Agencies at Scene
Other Services at Scene
Estimated Date/Time Initial Responder Arrived on Scene
Incident Facility Code
Scene Zone Number
Neurological Outcome at Hospital Discharge
Barriers to Patient Care
Sending Facility Medical Record Number
Destination Medical Record Number
First Name of Patient's Primary Practitioner
Middle Name of Patient's Primary Practitioner
Last Name of Patient's Primary Practitioner
Immunization History
Immunization Date
Current Medication Administration Route
Presence of Emergency Information Form
Run Report Narrative
Temperature
Temperature Method
APGAR
Revised Trauma Score
Pediatric Trauma Score
NHTSA Injury Matrix External/Skin
NHTSA Injury Matrix Head
NHTSA Injury Matrix Face
NHTSA Injury Matrix Neck
NHTSA Injury Matrix Thorax
NHTSA Injury Matrix Abdomen
NHTSA Injury Matrix Spine
NHTSA Injury Matrix Upper Extremities
NHTSA Injury Matrix Pelvis
NHTSA Injury Matrix Lower Extremities
NHTSA Injury Matrix Unspecified
Estimated Body Weight
Broselow/Luten Color
Medication Crew Member ID
Number of Procedure Attempts
Procedure Crew Members ID

Successful IV Site
Tube Confirmation
Destination Confirmation of Tube Placement
Destination GPS Location
Destination Zone Number
How Patient Was Moved to Ambulance
Position of Patient During Transport
How Patient Was Transported From Ambulance
Transport Mode from Scene
Medical Device Event Name
Waveform Graphic Type
Waveform Graphic
AED, Pacing, or CO2 Mode
Shock or Pacing Energy
Device Heart Rate
Device Pulse Rate
Device Systolic Blood Pressure
Device Diastolic Blood Pressure
Device Respiratory Rate
Device Invasive Pressure Mean
Emergency Department Disposition
Hospital Disposition
Fire Incident Report Number
Patient ID Band/Tag Number
Review Requested
Personal Protective Equipment Used
Suspected Intentional, or Unintentional Disaster
Suspected Contact with Blood/Body Fluids of EMS Injury
or Death
Type of Suspected Blood/Body Fluid Exposure, Injury, or
Death
Personnel Exposed
Required Reportable Conditions
Research Survey Field
Research Survey Field Title

LSB Data Elements: *for full definitions PLEASE go to
<http://www.nemsis.org/v2/downloads/datasetDictionaries.html> and download a copy of the National EMS
Information System's Data Dictionary for the current year of datasets.

APPENDIX A: Louisiana Emergency Response Network

**Emergency Medical Services (“EMS”) Provider
Business Associate Agreement**

Exhibit 1

Name of EMS Provider (“Provider”):	
Provider Address:	
City, State, Zip:	
Effective Date:	

Provider participates in the Louisiana Emergency Response Network (“LERN”) Louisiana EMS Bridge Registry (“Registry”). LERN is an agency of the State of Louisiana created by R.S. 40:2841, et seq. to safeguard the public health, safety, and welfare of the people of this state against unnecessary trauma and time-sensitive related deaths and incidents of morbidity due to trauma, by establishing a comprehensive, coordinated statewide system for access to regional trauma-patient care throughout the state.

Registry is an automated web based system utilizing Image Trend Patient Registry software and is used to collect, and analyze information on the incident, severity, cause and outcomes of trauma patients to evaluate factors and the health system’s response. The goal of the Registry is to gather information more efficiently in order to better analyze treatment methods to reduce morbidity and mortality.

Provider participates in Registry in order to improve patient care through more effective processes and otherwise facilitate internal quality assurance activities.

Registry requires the Provider to disclose to LERN and for LERN to use patient ‘Protected Health Information’ (PHI) as defined in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

HIPAA requires that the Provider and LERN enter into a Business Associate Agreement to protect PHI.

I. Agreement:

(a) In addition to the permitted uses under the Participation and Data Use Agreement (“PDUA”) entered into between LERN and Provider, Provider agrees that LERN may use the PHI received for the following purposes:

- (1) As required to perform its business associate function;
- (2) To de-identify the PHI; and
- (3) To create a limited data set for use pursuant to the PDUA

(b) The Provider and LERN agree to the additional terms and provisions below in order to comply with the applicable requirements of HIPAA.

II. Definitions

Terms used, but not otherwise defined, in this Agreement will have the same meaning as those terms in the Privacy Rule. PHI will have the meaning ascribed to it in the Privacy Rule, but for the purposes of this Agreement will refer solely to PHI received from, or created or received by LERN, its agents or subcontractors, on behalf of the Provider. LERN is a Business Associate and the Provider is a Covered Entity under the terms of the Privacy Rule.

III. General Obligations of LERN

(a) LERN agrees not to use or disclose PHI other than as permitted or required by this Agreement or as required by law.

(b) LERN agrees to use appropriate safeguards to prevent use or disclosure of PHI by LERN or its agents, other than as provided for by this Agreement and will, at its own expense and at its own site, provide the equipment and software services necessary to reasonably protect and safeguard the PHI consistent with industry standards of similarly situated business associates.

(c) LERN agrees to report to the Provider any use or disclosure of PHI not authorized by this Agreement of which it becomes aware. .

(d) LERN agrees to ensure that any agent, including a subcontractor, to whom it provides PHI will agree in writing to comply with the same restrictions and conditions that apply to LERN through this Agreement.

(e) LERN agrees to make its internal practices, books and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by LERN on behalf of the Provider, available to the Secretary of the U.S. Department of Health and Human Services (“Secretary”), during reasonable business hours, for purposes of the Secretary determining the Provider’s compliance with the Privacy Rule.

(f) LERN agrees to document and account for disclosures of PHI and information related to such disclosures as would be required by the Privacy Rule if the Provider made the same or similar disclosures.

(g) LERN agrees to provide to the Provider or an Individual, within thirty (30) days, information collected in accordance with subsection (f) of this section to permit the Provider to respond to a request by an Individual for an accounting of disclosures of PHI.

(h) LERN agrees to cooperate with Provider in responding to any request by individuals for access to or amendment of PHI as required by the Privacy Rule.

(i) LERN shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that creates, receives, maintains or transmits on behalf of the Provider.

(j) LERN shall promptly report to Provider any security incident of which it becomes aware and any other use or disclosure of the information not provided for herein of which it becomes aware, have in place procedures to mitigate any harmful effects from the inappropriate use or disclosure, and mitigate, to the extent practicable, any harmful effect that is known to LERN of a use or disclosure of PHI by LERN in violation of this Agreement. Further, to the extent that such unauthorized use or disclosure constitutes a breach within the meaning of the 42 USC 17921(1) or applicable state law:

- (1) LERN shall notify Provider of the breach without unreasonable delay but in no case later than 15 calendar days after the first day on which such breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the breach, who is an employee, officer, or other agent of the business associate.
- (2) The notification to Provider shall include, to the extent possible, (1) the identification of each individual whose unsecured protected health information has been, or is reasonably believed by LERN to have been, accessed, acquired, used, or disclosed during the breach; (2) a brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known; (3) a description of the types of unsecured protected health information that were involved in the breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved); (4) any steps individuals should take to protect themselves from potential harm resulting from the breach; and (5) a brief description of what LERN is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches.

(k) LERN shall ensure that any agent, including a subcontractor, to whom it provides EPHI agrees in writing to implement reasonable and appropriate safeguards to protect EPHI.

IV. Additional Uses and Disclosure Provisions

(a) Except as otherwise limited in this Agreement, LERN may use PHI for the proper management and administration of LERN or to carry out the legal responsibilities of LERN.

(b) Except as otherwise limited in this Agreement, LERN may disclose PHI for the proper management and administration of LERN, provided that disclosures are required by law, or LERN otherwise obtains reasonable assurances from the person to whom the information is disclosed that the person will (i) protect the confidentiality of the PHI, (ii) use or further disclose it only as required by law or for the purpose for which it was disclosed to the person, and (iii) notify LERN of any instances of which the person is aware that the confidentiality of the information has been breached.

(c) Nothing in this Agreement will be interpreted to prevent LERN from disclosing PHI in accordance with the Privacy Rule [45 CFR 164.502(j)(1)] concerning disclosures in the public interest, or other permissible uses or disclosures by a business associate as set forth in the Privacy Rule.

V. Obligations of the Provider

(a) Provisions for The Provider to Inform LERN of Privacy Practices and Restrictions.

- (1) Provider shall notify LERN of any limitation(s) in the Provider's Notice of Privacy Practices, to the extent that such limitation may affect LERN's use or disclosure of PHI. The Provider will make its Notice of Privacy Practices available to LERN upon request.
- (2) Provider will provide LERN with any changes in, revocation of, or permission by an Individual to use or disclose PHI, if such changes affect LERN's permitted or required uses and disclosures.
- (3) Provider warrants that all disclosures of PHI made to LERN are permissible disclosures under the Privacy Rule and that no Individual has restricted disclosure so as to make the disclosure to LERN impermissible. The Provider will notify LERN of any restriction on the use or disclosure of PHI that the Provider has agreed to in accordance with the Privacy Rule [45 CFR 164.522] if such restriction affects LERN's use or disclosure of PHI.

(b) Permissible Requests by The Provider. The Provider will not ask LERN to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if undertaken by the Provider; except as otherwise provided for in this Agreement.

(c) Registry Security Tools. Provider acknowledges that the Registry system has imbedded security features. Provider agrees to:

- (1) appoint a Facility Administrator to be responsible for properly employing the security features of the Registry system; and
- (2) understand and use the security features in the Registry system.

VI. TERM AND TERMINATION

(a) Term. The Term of this Agreement will begin on the Effective Date and will remain in effect until terminated by mutual agreement of the parties or in accordance with the termination provisions in subparagraph (b) below.

(b) Termination for Cause. Either party may terminate this Agreement based on a material breach of this Agreement, provided that the non-breaching Party gives the breaching party thirty (30) days written notice of termination and the opportunity to remedy the breach, and the breach is not remedied during the notice period. Further, In the event either Party has breached a material term of this Agreement and cure is not possible, the non-breaching Party may immediately terminate this Agreement and may report the violation to the Secretary of the Department of Health and Human Services.

(c) Remedies. The Parties acknowledge that the use or disclosure of Protected Health Information in a manner inconsistent with this Agreement may cause Provider irreparable damage and that Provider shall have the right to equitable and injunctive relief to prevent the unauthorized use or disclosure and to such damages as are occasioned by such unauthorized use or disclosure in addition to other remedies available at law or in equity.

(d) Effect of Termination. Except as provided in paragraph (b) of this sub-section, upon termination of this Agreement, for any reason, LERN will, at the Provider's direction, destroy all PHI received from the Provider, or created or received by LERN on behalf of the Provider if the PHI has not yet been entered into LERN's database. LERN will retain no copies of the PHI, except to the extent that it has been entered into LERN's database.

In the event that LERN reasonably determines that destroying the PHI is infeasible due to inclusion of the PHI in LERN's database or for other legitimate reason, LERN will give the Provider a statement of reasons why the return or destruction of the PHI is infeasible. As the sole consequence of such determination, LERN will extend the protections of this Agreement to such PHI and limit further its use and disclosure to those purposes that make the return or destruction infeasible, for so long as LERN maintains such PHI.

The obligations of this sub-section (c) will survive any termination or expiration of this Agreement.

VI. MISCELLANEOUS

(a) Regulatory References. A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended and for which compliance is required.

(b) Amendment. Any amendment to this Agreement must be in writing and signed by each of the Parties. The Parties agree to amend this Agreement from time to time as necessary for the Provider to comply with the requirements of federal and applicable state law and regulations including the Privacy Rule and HIPAA. Either party may request that the other party amend this Agreement in order to comply with applicable state and federal law and regulations. If amendment of this Agreement is not achieved to the satisfaction of both parties, then either party may terminate this Agreement without penalty.

(c) Interpretation. Any ambiguity in this Agreement will be resolved in favor of a meaning that permits the Provider and LERN to comply with HIPAA and applicable state and federal laws and regulations.

(d) Assignment. Except as otherwise provided herein, neither Party may without the written consent of the other assign, subcontract, delegate or otherwise transfer this Agreement or any of its rights or obligations under this Agreement. Nor may either Party contract with third parties to perform any obligations required by this Agreement except as may be contemplated in this Agreement, without the other Party’s prior written consent.

(e) Severability. If any part of this Agreement is determined to be invalid, illegal or unenforceable by any Act of Congress, state legislature, or by any regulation issued by the United States or a state, or declared null and void by any court with valid jurisdiction, then the Parties will modify such part, if possible, to conform to the law, and the remaining parts will be fully effective and operative insofar as reasonably possible.

(f) Entire Agreement. This Agreement constitutes the entire understanding and agreement between the Parties concerning the subject matter of this Agreement, and supersedes all prior negotiations, agreements and understandings between the Parties, whether oral or in writing, concerning its subject matter.

THUS DONE AND SIGNED on the date first written above.

**LOUISIANA EMERGENCY
RESPONSE NETWORK (LERN)**

PROVIDER

Name: _____

Name: _____

Title: _____

Title: _____

APPENDIX B: Louisiana Emergency Response Network

**Emergency Medical Services (“EMS”) Provider
Participation and Data Use Agreement**

Name of EMS Provider:	
EMS Provider Address:	
City, State, Zip:	
Effective Date:	

This Participation Agreement (“Agreement”) is entered into between the emergency medical services provider listed above (“Provider”) and the Louisiana Emergency Response Network (“LERN”), an agency of the State of Louisiana.

WHEREAS, LERN is an agency of the State of Louisiana created by R.S. 40:2841, et seq. to safeguard the public health, safety, and welfare of the people of this state against unnecessary trauma and time-sensitive related deaths and incidents of morbidity due to trauma, by establishing a comprehensive, coordinated statewide system for access to regional trauma-patient care throughout the state;

WHEREAS, LERN has created the Louisiana EMS Bridge Registry (“Registry”), which is an automated web based system utilizing Image Trend Patient Registry software and is used to collect, and analyze information on the incident, severity, cause and outcomes of trauma patients to evaluate factors and the health system’s response;

WHEREAS, the State’s goal of the Registry is to gather information more efficiently in order to better analyze treatment methods to reduce morbidity and mortality;

WHEREAS, LERN has determined that Providers frequently do not have electronic health records (“EHR”) systems, and that such systems are vital furthering the mission of LERN through the Registry;

WHEREAS, LERN desires to provide EMS Providers access to the statewide EMS Bridge Registry whereby data elements captured in the electronic medical record will be uploaded electronically into the registry; and

WHEREAS, Provider desires to participate in Registry to improve patient care through more effective processes and to further the public health mission of LERN.

NOW, THEREFORE, for and in consideration of the mutual promises and conditions contained herein, the parties agree as follows:

1. Louisiana EMS Bridge Registry

1.1 LERN has established the Louisiana EMS Bridge Registry, a detailed description of which is contained on the LERN website – www.lern.la.gov. (“LERN Website”).

1.2 Provider agrees to participate in the Registry according to the then current rules and policies contained on the LERN website, including but not limited to the following:

1.2.1 Accurately and timely enter the data elements for all applicable claims.

1.2.2 Access only its own data and such aggregated data as permitted by the then current rules and policies.

1.2.3 Strictly comply with the then current privacy and security rules and policies.

1.3. Provider enters into this Agreement, and participates in the Registry, in part to evaluate Provider performance, develop effective interventions to improve trauma care and time sensitive illness outcomes at the local and national level, and receive feedback in the form of an individual Provider’s data benchmarked against aggregated, de-identified regional and national data (NEMESIS).

2. LERN use of data.

2.1 The Provider has entered into a business associate agreement with LERN under which LERN is permitted to use the PHI to create a limited data set as defined in 45 CFR 164.514(e). The Provider agrees that LERN may use that limited data set (“LDS”) for the following research and public health purposes as more fully described on the LERN Website:

2.1.1 To promote performance improvement and to improve the quality of multidisciplinary trauma care delivered in numerous Provider settings statewide;

2.1.2 To analyze, aggregate, produce, and publish aggregated de-identified data on clinical patterns of diagnosis, treatment, and outcomes of trauma patients and of patients with time sensitive illness; and

2.1.3 To produce reports of aggregated, de-identified data that describe the diagnosis, treatment, and outcomes of trauma patients and of patients with time sensitive illness.

2.2 The LDS will be used only by LERN’s workforce and business associates, and only for the foregoing purposes.

2.3 With regard to the PHI, LERN will:

2.3.1 Not use or further disclose the LDS other than as permitted by this Agreement or as otherwise required by law;

2.3.2 Use appropriate safeguards to prevent use or disclosure of the LDS other than as provided for by this Agreement;

2.3.3 Report to Provider any use or disclosure of the LDS not provided for by this Agreement of which LERN becomes aware;

2.3.4 Ensure that any agents, including a subcontractor, to whom it provides the LDS agrees to the same restrictions and conditions that apply to LERN with regard to the LDS; and

2.3.5 Not identify the LDS or contact the individuals.

3. Warranties. Provider agrees to use its best efforts to enter its data accurately. LERN agrees to use its best efforts to have all participants enter their data accurately, and to accurately present same in aggregated form. Notwithstanding the foregoing, however, neither party hereto warrants the accuracy of any of the data made available to the other through the Registry or otherwise.

4. Privacy and security. Under this Agreement, the services provided by LERN to Provider make LERN the business associate of Provider. As a result, LERN has entered into the Business Associate Agreement attached hereto as Exhibit I, and agrees to abide by same as provided therein when acting as Provider's business associate.

5. Term and termination.

5.1 This Agreement shall become effect on the latest date of signature below, and shall continue in effect until terminated by either party.

5.2 Either party to this Agreement may terminate it, with our without cause, by providing written notice to the other, not less that thirty (30) days in advance.

5.3 Upon termination, unless otherwise agreed by the parties in writing, LERN shall be entitled to retain and continue to use Provider's data, in de-identified form, in the Registry.

6. Miscellaneous.

6.1 Each party is an independent contract of the other. Neither party shall be the legal agent of the other for any purpose whatsoever and therefore has no right or authority to make or underwrite any promise, warranty, or representation, to execute any contract, or otherwise to assume any obligation or responsibility in the name of or on behalf of the other party, except to the extent specifically authorized in writing by the other party. Neither party shall be bound by nor liable to any third party for the acts or obligations or debts incurred by the other toward such third party, except to the extent specifically agreed to in writing by the party to be so bound.

6.2 If any provision of this Agreement is held to be illegal, invalid or unenforceable under any present or future law, and if the rights or obligations of either Party under this Agreement will not be materially and adversely affected thereby, (a) such provision shall be fully severable, (b) this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part hereof, (c) the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance here from, and (d) in lieu of such illegal, invalid or unenforceable provision, there shall be added automatically as a part of this Agreement a legal, valid and enforceable provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and reasonably acceptable to the parties herein. To the fullest

extent permitted by applicable law, each party hereby waives any provision of law that would render any provision prohibited or unenforceable in any respect.

6.3 Neither party hereto shall be liable for defending or for the expense of defending the other party, its agents, or employees, against any claim, legal action, dispute resolution or administrative or regulatory proceeding arising out of or related to the other party's actions or omissions under this Agreement. Neither party hereto shall be liable for any liability of the other party, its agents, or employees, whether resulting from judgment, settlement, award, fine or otherwise, which arises out of such other party's actions or omissions under this Agreement.

6.4 This Agreement shall be governed by the law of the State of Louisiana.

6.5 Any amendment to this Agreement must be in writing and signed by each of the Parties.

6.6 Except as otherwise provided herein, neither Party may without the written consent of the other assign, subcontract, delegate or otherwise transfer this Agreement or any of its rights or obligations under this Agreement. Nor may either Party contract with third parties to perform any obligations required by this Agreement except as may be contemplated in this Agreement, without the other Party's prior written consent.

6.5 This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

THUS DONE AND SIGNED on the date first written above.

**LOUISIANA EMERGENCY
RESPONSE NETWORK (LERN)**

PROVIDER

Name: _____

Name: _____

Title: _____

Title: _____

APPENDIX C: Louisiana Emergency Response Network

User Logon Request Form

This form is to be completed by the facility administrator for each individual hospital. See page 12 of the LERN User & Training Manual for Image Trend Registry Users for more detail on the agency administrator. **This form is to be submitted to the LERN System Administrator after completion of the Business Associate Agreement and the Data Participation Agreement.**

PLEASE PRINT CLEARLY

Name (First, Middle, Last)	
Facility Name	
Street Address	
City, State, Zip	
Work Phone Number	
Cell Phone Number	
Pager Number	
Fax Number	
E-Mail Address	

FACILITY INFORMATION

Region	
Trauma Center Level	
Rehab Facility	
Burn Center	
Facility Name	
NTDB Facility ID	
National Provider ID	
Facility State ID	
Medicare Provider Number	
Street Address	
City, State, Zip	

The following Data Privacy Statement will display each time you log into the Image Trend System. You must agree to this statement as denoted by clicking yes to proceed.

PLEASE READ THIS PRIVACY STATEMENT CAREFULLY

By accepting this Data Privacy Statement, you agree to keep the information contained within this site private and confidential. Any reporting or exporting of data must be done securely using industry standards and best practices for data privacy and adhering to all applicable federal and state data privacy requirements. It is the responsibility of the user to ensure that all applicable requirements are adhered to.

The State has taken steps to ensure that all information contained within this site is secure to protect against unauthorized access and use. All information is protected by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server access, physical security of the hosting site, and 128-bit SSL encryption.

Although the State can assure the security and privacy of the data that has been submitted, we have no control over how individual users may handle their own data, either before or after they have submitted data. In order to protect the security and privacy of your records before or after you have submitted data, we recommend adopting the following procedures/practices:

- 1) Do not send incident records via email. Email does not offer the same level of security as submitting data via the internet to the Louisiana (LERN) Patient Registry because it is not encrypted.
- 2) Only assign user names and passwords to individuals who have responsibility for the Louisiana (LERN) Patient Registry.
- 3) Regularly change passwords.

If you have questions about the Privacy or Security of this site, please contact:

LERN OFFICE USE ONLY

User ID		
Password		
Permission Group	<input type="checkbox"/>	System Administrator
	<input type="checkbox"/>	EMS Administrator
	<input type="checkbox"/>	EMS Staff
	<input type="checkbox"/>	Peer Review Committee
Report Writer		
Permission Group	<input type="checkbox"/>	Administrator
	<input type="checkbox"/>	Report User
	<input type="checkbox"/>	Report Read Only
View "MY" Incidents ONLY	<input type="checkbox"/>	Yes (See only records individual enters)
	<input type="checkbox"/>	No (See all records for this facility)
Incident Forms	<input type="checkbox"/>	Hidden
	<input type="checkbox"/>	View
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Add
	<input type="checkbox"/>	Delete
Ability to Lock Incidents	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
Ability to Change Incident Status	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
View Patient Identifiable Information	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No
Restrict Based on Date	<input type="checkbox"/>	Last _____ Days
	<input type="checkbox"/>	Date Range: _____ to _____

References:

American College of Surgeons, Committee on Trauma, Resources for Optimal Care of the Injured Patient, 2006, Chapter 15, Trauma Registry

HIPAA Password Regulations, Drew Lichtenstein, m eHow Contributor,
http://www.ehow.com/list_6960330_hipaa-password-regulations.html

NEMESIS

<http://www.nemesis.org/>

www.wikipedia.org

LERN Image Trend Data Dictionary

Texas Data Dictionary

California Data Dictionary

Virginia State Trauma Registry User & Training Manual

Washington Hospital Data Dictionary

North Carolina Data Dictionary

Nevada Data Dictionary