



CHECKLIST: NEMSIS 3.5 TRANSITION FOR EMS AGENCIES USING A 3rd PARTY ePCR VENDOR SOFTWARE SYSTEM

Pre-Planning Steps	
<input type="checkbox"/>	Confirm the correct Data Manager(s) and Authorized Agent(s) are listed in your EMS agency License in LMS with their correct email address to receive all communication via email.
<input type="checkbox"/>	Notify Dipti Patel immediately if the agency is planning to change ePCR software systems.
<input type="checkbox"/>	Review the NEMSIS v3.4.0 to v3.5.0 Value Changes and Translation documents to understand the upcoming changes (available on DPH EMS Website).
<input type="checkbox"/>	Review Georgia Timeline for NEMSIS 3.5 Data Transition (available on DPH EMS Website).
<input type="checkbox"/>	<p>Confirm if the ePCR vendor you are currently using is Georgia approved ePCR vendor for NEMSIS v3.5 (list available on DPH EMS Website). The list will be posted on our website as ePCR vendors get approved for NEMSIS v3.5.</p> <ul style="list-style-type: none"> • Note: If your current ePCR vendor is not Georgia approved by the time your agency needs to transition to NEMSIS v3.5, you will have to either switch ePCR vendors or use the state Department system for ePCR documentation.
<input type="checkbox"/>	Review the new two data policies published by OEMST and confirm your EMS agency is compliant with these two policies (available on DPH EMS Website)
<input type="checkbox"/>	Attend all training sessions hosted by OEMST.
<input type="checkbox"/>	<p>Determine your ePCR vendor’s onboarding process and timeline.</p> <ul style="list-style-type: none"> • What prep work is needed before go-live or implementation? • Do you need to schedule training with the vendor? • What tools and user guides will be available for use?
<input type="checkbox"/>	<p>Do you need to schedule training with the vendor?</p> <ul style="list-style-type: none"> • Currently are there any resources available from your vendor on transitioning such as User Information or User Guides?
<input type="checkbox"/>	<p>Communicate with stakeholders with whom you exchange data. Share your transition timeline with them.</p> <ul style="list-style-type: none"> • CAD Integration, Auto Exports for Billing, HIEs, Communication products (ex: Kno2Fax)
<input type="checkbox"/>	Schedule in-house training to train personnel on the updated ePCR documentation (data element and value changes, new validation rules, current documentation issues, what will be new, etc.)

Transition Preparation

- Confirm all licensed medics are rostered in GEMSIS Elite with properly formatted Georgia license numbers and provider level in the ePCR software system as per the Data Compliance and Reporting policy.
- Confirm all licensed EMS and Fire vehicles are entered correctly in the system as per the Data Compliance and Reporting policy.
- Confirm your current ePCR vendor is familiar with the new ePCR Vendor Compliance Policy.
 - Ensure they have met all the requirements as listed in the ePCR Vendor Compliance Policy.
 - Confirm your current ePCR vendor has completed and successfully passed the ePCR Compliance Testing.
- Confirm with your ePCR vendor on the transition timeline.
- Communicate with OEMST about your EMS Agency's transition timeline to v3.5

Transition Testing – Testing your custom system setup

- Confirm with your ePCR vendor if they have applied the new Schematron file, Validation Rules, and facility list for v3.5.
- Confirm with your ePCR vendor they have included all national, state, custom data elements, values, Pertinent Negatives, and Not Values on the custom form(s) as required by OEMST.
 - In addition, confirm with your ePCR vendor they have applied the NEMSIS [Suggested and Defined Lists](#) codes for eInjury.01, eSituation.11-.12, eScene.09, eSituation.09-.10, eMedications.03, and eProcedures.03.
- Consider choosing one station, crew, or shift for testing.
- Create some test cases using the new custom form, validation rules, etc.
 - Ensure these test cases are not exported to GEMSIS Elite.
- Take feedback and update accordingly (run form flow, validation rules, other tools, etc.)
- Schedule training sessions with internal staff and personnel.
- Be sure to delete all the test cases after testing is complete.
- Create an agency rollout plan.
- Communicate any changes to your EMS agency's transition timeline with OEMST.

Go-Live Date

- Contact Dipti Patel to obtain a date to begin submitting NEMESIS v3.5 data.
- Confirm with your ePCR vendor the State Integration account to include NEMESIS EMS (3.5.0).
 - Georgia does not accept DEM files
- Confirm you or your ePCR vendor have inactivated all custom v3.4 run forms, print reports, etc.
- Confirm you or your ePCR vendor have defaulted all custom v3.5 run forms, print reports, etc.
- Monitor the incidents completed using the new v3.5 run forms, print reports, etc.
 - Consider assigning one person per each crew/station to relay feedback.
 - Monitor the exports
 - Monitor the state GEMSIS Elite system to confirm all calls are being imported to the system.
- Monitor your auto post for billing, Kno2Fax, etc.
- Monitor data uploads to GEMSIS Elite for import failures, validation scores, etc.
- Continue with ongoing monitoring for a few weeks.

General Suggestions

- Don't wait until the last minute to get started!
 - Transitions almost always have some delays, challenges, or interruptions. It is better to give your agency personnel plenty of time to review the transition materials.
- Contact OEMST or your ePCR vendor with any questions you may not be sure of.
- Develop an alternate plan in the event not everything works as planned.

OEMST Contacts:

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