CHECKLIST: NEMSIS 3.5 TRANSITION FOR EMS AGENCIES USING GEMSIS ELITE ePCR SYSTEM

Pre-Planning Steps	
☐	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.
☐	Notify Dipti Patel immediately if your agency is planning to change ePCR software systems.
☐	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).
☐	Review Georgia Timeline for NEMSIS 3.5 Data Transition (available on DPH EMS Website).
☐	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).
☐	Attend all scheduled webinars hosted by OEMST.
☐	Communicate with OEMST of your agency's transition plan.
☐	Communicate with stakeholders with whom you exchange data. Share your transition timeline with them. • CAD Integration, Auto Exports for Billing, HIEs, Communication products (ex: Kno2Fax)
☐	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 - The following steps need to be completed under your agency in GEMSIS Elite if this applies to you.
☐	Visit ImageTrend University in GEMSIS Elite if you need assistance with the items below.
☐	Confirm all licensed medics are rostered in GEMSIS Elite with properly formatted Georgia license numbers and provider levels 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. Contact Dipti Patel if you have any questions.
☐	Copy/Update any current custom validation rules with any changed data elements and values, making sure the new rules are set to v3.5 (if applicable).
☐	Copy/Update your custom ePCR form templates to v3.5 (if applicable). If your agency uses the state ePCR form then you do not need to do any of the following. • You have the option to copy the state-updated form and customize it. Contact Dipti Patel to receive a copy. Note: it is highly recommended you use the state form to stay within data compliance. • Be sure to include all national, state, and custom data elements on the custom form. • Update any custom visibility rules to v3.5. • Update any default values on your custom form that may have changed.
☐	Update preset values with any changed data elements and values.
☐	Review/Update any power tools and/or situation tools with any changed data elements and values.
☐	Copy/Update your custom print report to include new fields for v3.5 (if applicable). If your agency uses the state print report template then this is not applicable to you.
☐	Update CQI form templates with any changed data elements and values.
☐	Review Supplemental questions with any changed data elements and values (if applicable).
☐	Update any custom Incident List views, checklists, worksheets, etc.
☐	Copy/Update any custom reports created in Report Writer Tool with any changed data elements. All state reports will be updated by OEMST.
☐	Communicate with OEMST about your EMS Agency's transition timeline to v3.5.

Transition Testing – Testing your custom system setup (this does not apply if you are using the state ePCR form)

- ☐ Consider choosing one station, crew, or shift for testing.
- ☐ Create some test cases using the new custom form, validation rules, etc.
- ☐ 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 NEMSIS v3.5 data.
- ☐ Confirm you have inactivated all custom v3.4 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 your auto post for billing, Kno2Fax, 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 Dipti Patel with any questions you may not be sure of.
- ☐ Develop an alternate plan in the event not everything works as planned.

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