



CHECKLIST: NEMESIS 3.5 TRANSITION FOR EMS AGENCIES USING IMAGETREND 3rd PARTY ePCR SYSTEM (AGENCY PURCHASED IMAGETREND 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 NEMESIS 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 NEMESIS 3.5 Data Transition (available on DPH EMS Website).
<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"/>	Confirm with OEMST when your agency will be transitioned to the new version.
<input type="checkbox"/>	Communicate with OEMST of your EMS agency's transition timeline to v3.5.
<input type="checkbox"/>	Communicate with stakeholders with whom you exchange data. Share your transition timeline with them. <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, validation rules, current documentation issues, what will be new, etc.)

Transition Preparation - The following steps need to be completed under your agency.

- Visit ImageTrend University if you need assistance with the items below or contact ImageTrend Support with any questions.
- Confirm all licensed medics are rostered in GEMSIS Elite with properly formatted Georgia license numbers and provider level as per 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.
- Turn on NEMSIS 3.5 data for the System level (and demo agencies as desired).
- Download the state's validation rules, Schematron file, and facility list from the library.
- Copy/Update validation rules with any changed data elements and values, making sure the new rules are set to v3.5.
- Copy/Update your custom ePCR form templates to v3.5.
 - Be sure to include all national, state, and custom data elements and values 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 print report to include new fields for v3.5.
- Update CQI form templates with any changed data elements and values
- Review Supplemental questions with any changed data elements and values.
- Update any Incident List views, checklists, worksheets, etc.
- Copy/Update reports created in Report Writer with any changed data elements.
- Communicate with OEMST about your EMS Agency's transition timeline to v3.5

Transition Testing – Testing your custom system setup

- 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 NEMSIS v3.5 data.
- Update the State Integration account to include NEMSIS EMS (3.5.0).
 - Georgia does not accept DEM files
 - Update any other integration accounts to NEMSIS EMS (3.5.0) (example: auto post, Kno2Fax, etc.)
- Confirm you have inactivated all custom v3.4 run forms, print reports, etc.
- Confirm you 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 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 with any questions you may not be sure of.
- Develop an alternate plan in the event not everything works as planned.

Contacts: Dipti Patel – EMS Data Manager – dipti.patel@dph.ga.gov or your Regional Staff.