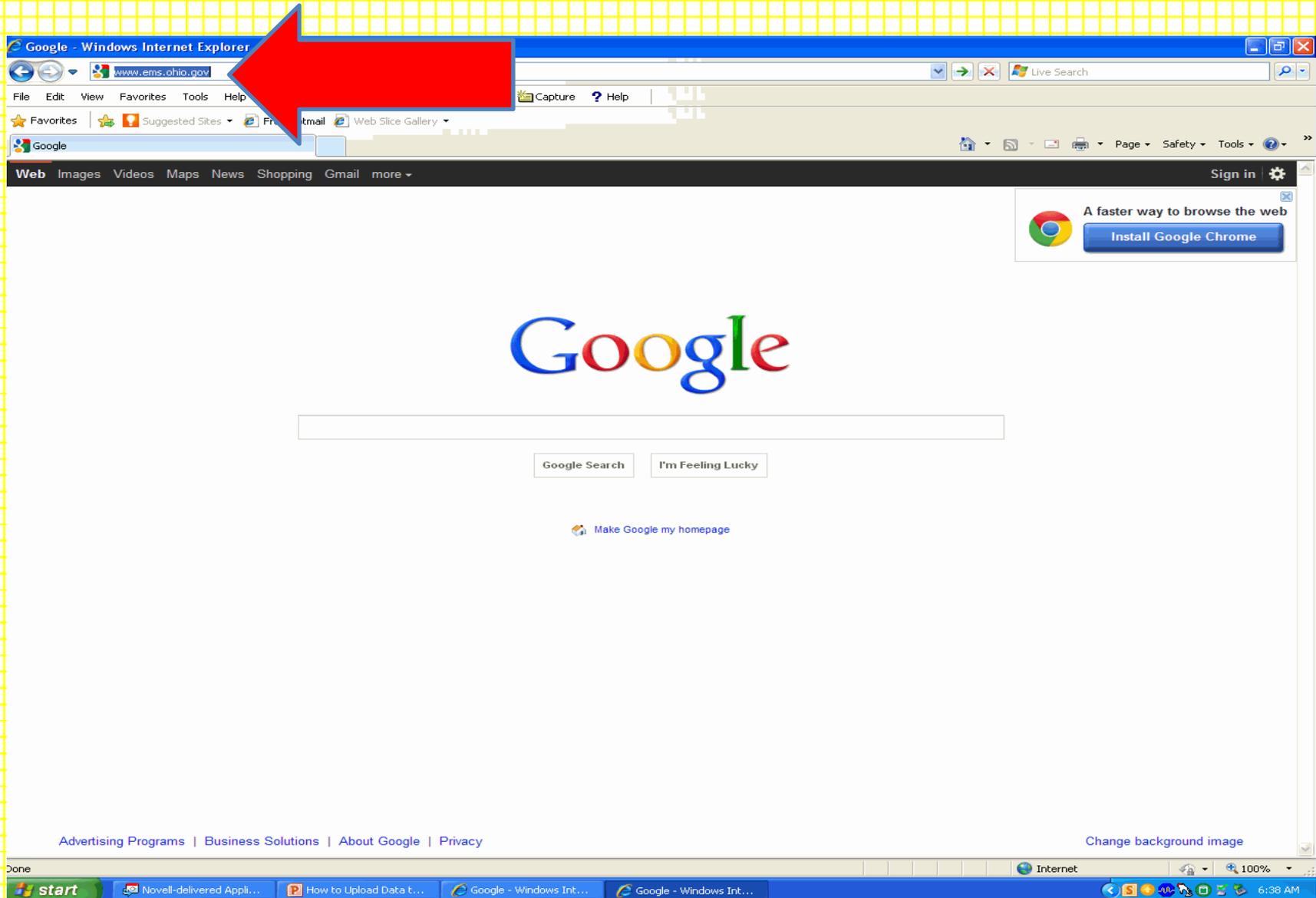# How to Upload Data
to the
Ohio Trauma Rehab Registry
Website

Introduction

The following slides demonstrate the proper method for submitting data to Ohio Trauma Rehab Registry…

Log on to the Web and go to the EMS homepage at
http://www.ems.ohio.gov

Click on the "Trauma Registry/Rehab" link

To login, enter your User ID and Password.

NOTE: You should see a BLUE background!!!
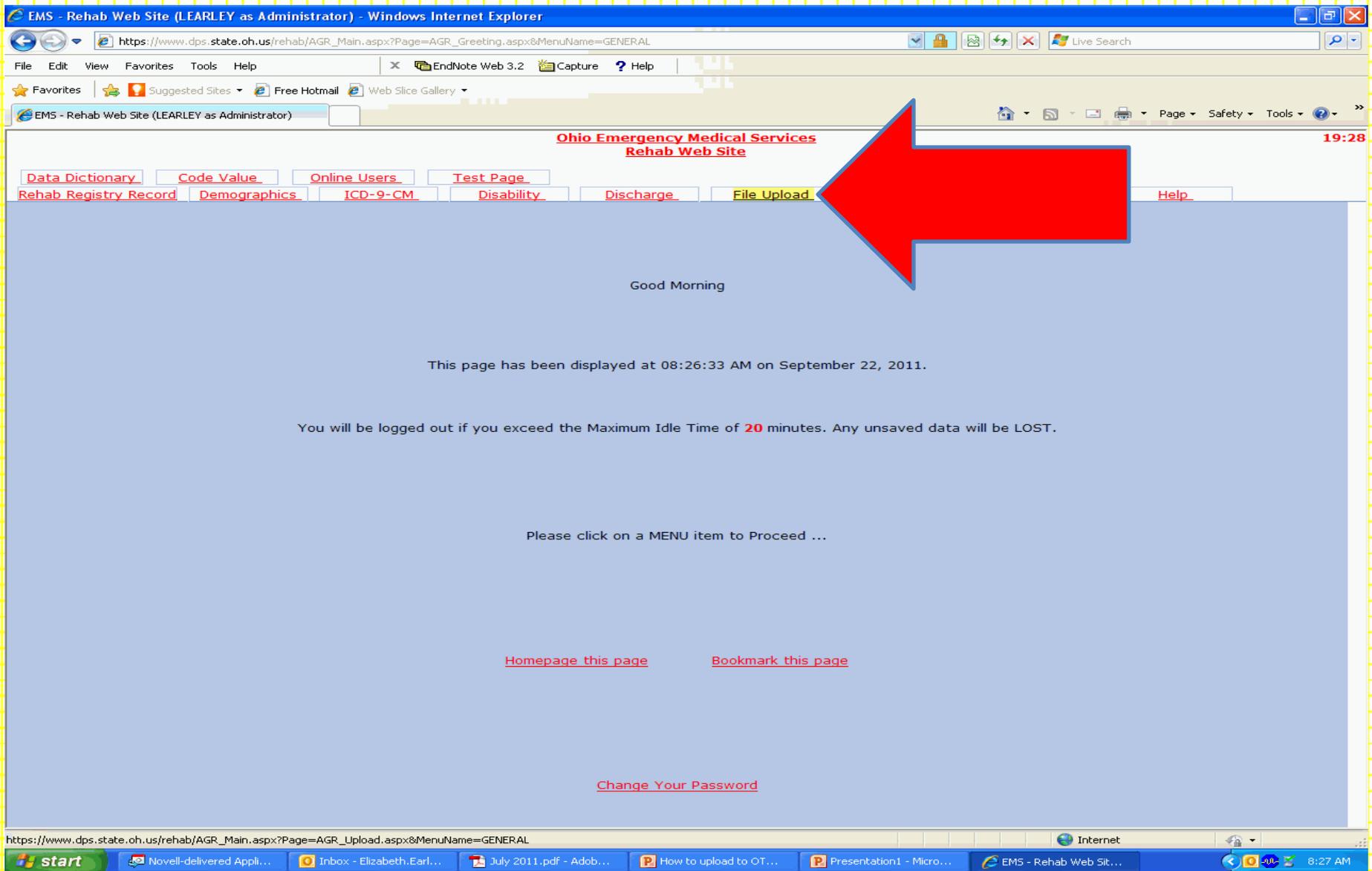
From the menu at the top of the screen, select "Upload File"
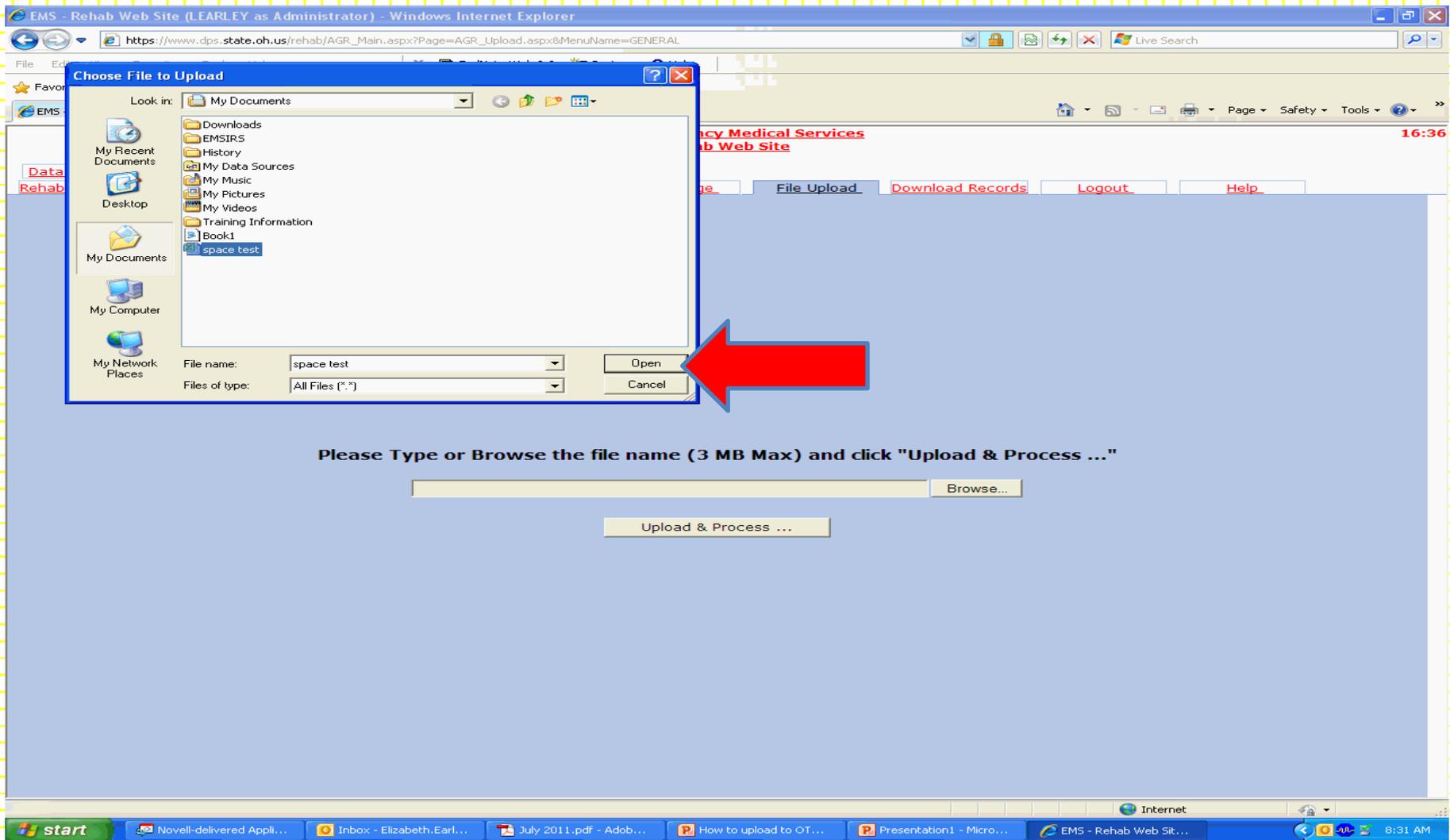
Either type in the name and location of the file you wish to upload or click the 'Browse' button to open a standard Windows browse box to find the file.
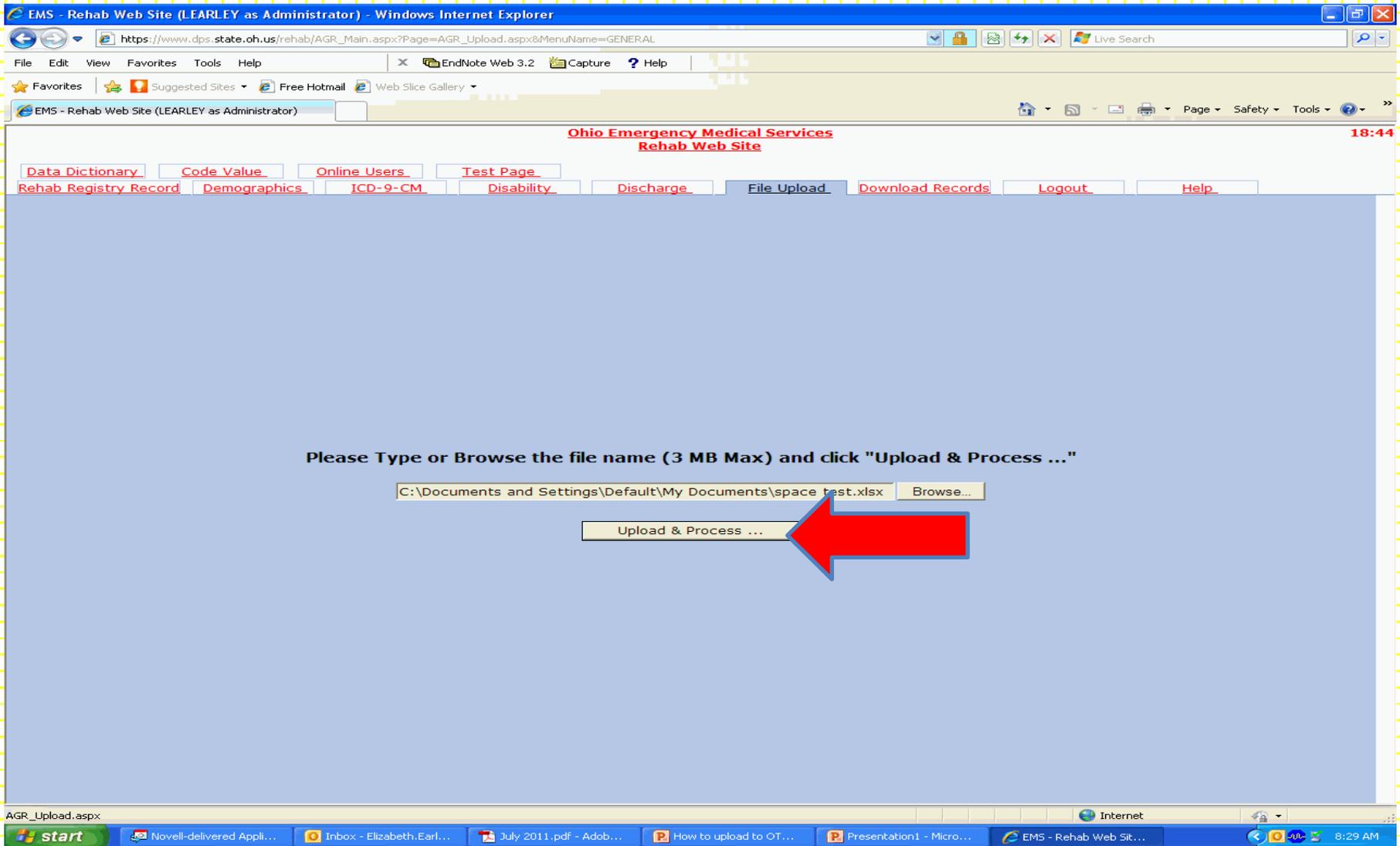
When you've selected your file, click the "Upload & Process" button *once*. Your file will be transferred and processed immediately.

If there are errors in your file, a screen like this will appear.
Follow the directions on the screen carefully to download the error file.
NOTE: It is critical that you download and read the error file.

The OTR uses a single level, pass/fail edit criteria. This means that each individual patient record in a submitted file is examined for errors. If an error is found in a patient record, that individual record will not be accepted.

Any errors will be identified in the downloaded error message. Those errors will need to be corrected and the corrected patient record must be resubmitted to OTR, using the same method.

Congratulations!
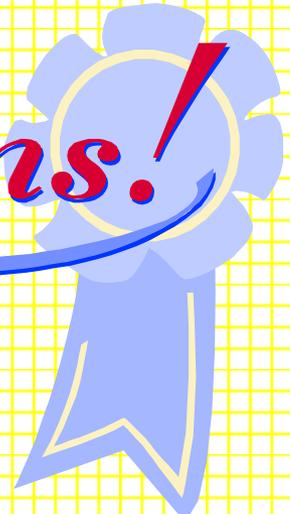
You're all done!

Questions? Concerns? Problems?

Please contact the Ohio Department of Public Safety, Division of EMS, Office of Research and Analysis

800-233-0785 (toll free)
or
EMSData@dps.state.oh.us