



**Emergency Medical Services  
Incident Reporting System  
Version 2.2  
(EMSIRS-2)**

**Training Manual**



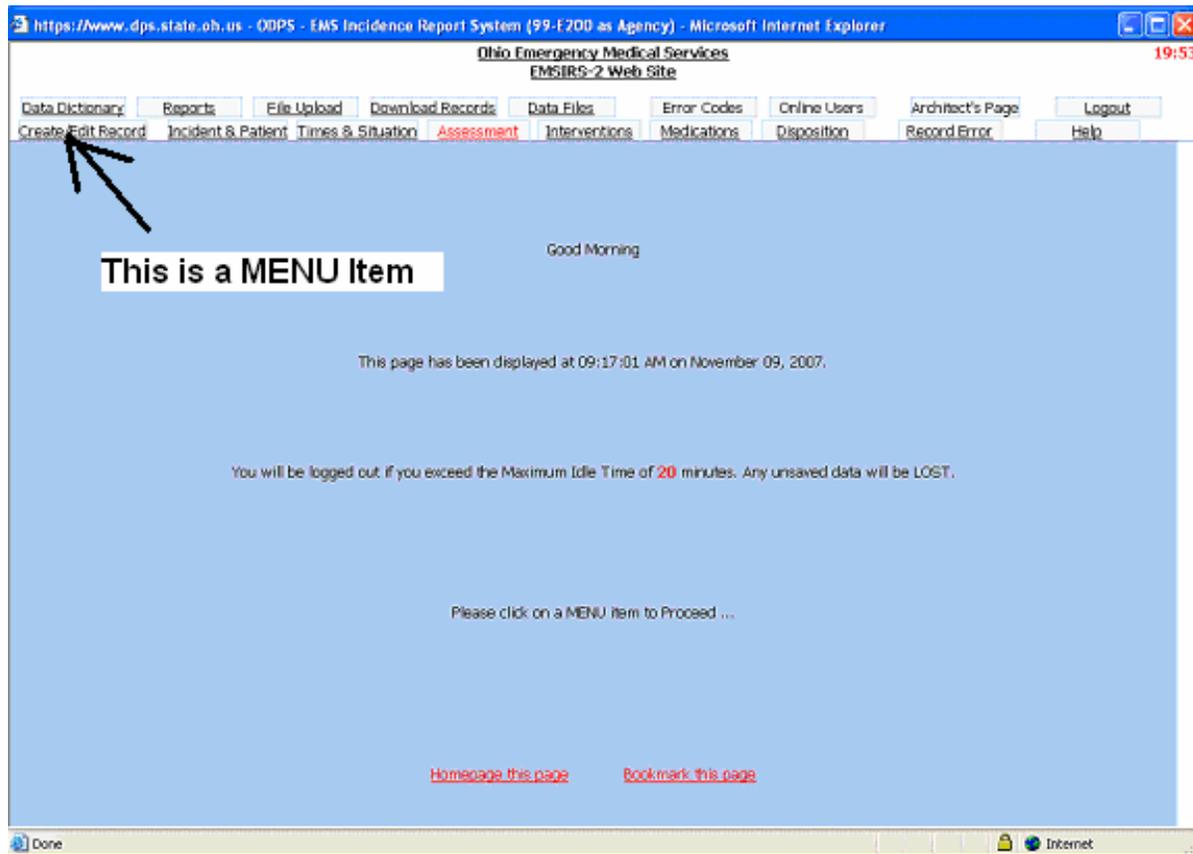
*Updated December 27, 2007*

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**This Training Manual is designed to familiarize users with version 2.2 of the EMS Incident Reporting System (EMSIRS-2). Complete definitions for each data element can be found in the EMSIRS-2 Data Dictionary on the EMS Data Center section of [ems.ohio.gov](http://ems.ohio.gov).**

## The Welcome Screen



**Create/Edit Record** – Used to create a new incident or make modifications to an incident that was previously submitted to the data system.

**Incident & Patient; Times & Situation; Assessment; Interventions; Medications; Disposition** – Additional tabs that can only be accessed once Create/Edit Record has been completed.

**Record Error** – Errors are generated once the submission process is complete.

**Data Dictionary** – Uniform definitions and allowed values of the data points being collected by EMS personnel on emergency runs made in the State of Ohio.

**Reports** – Generate various reports for individual agencies.

**File Upload** – Upload incidents in a batch file. Use this tab to send data to EMSIRS.

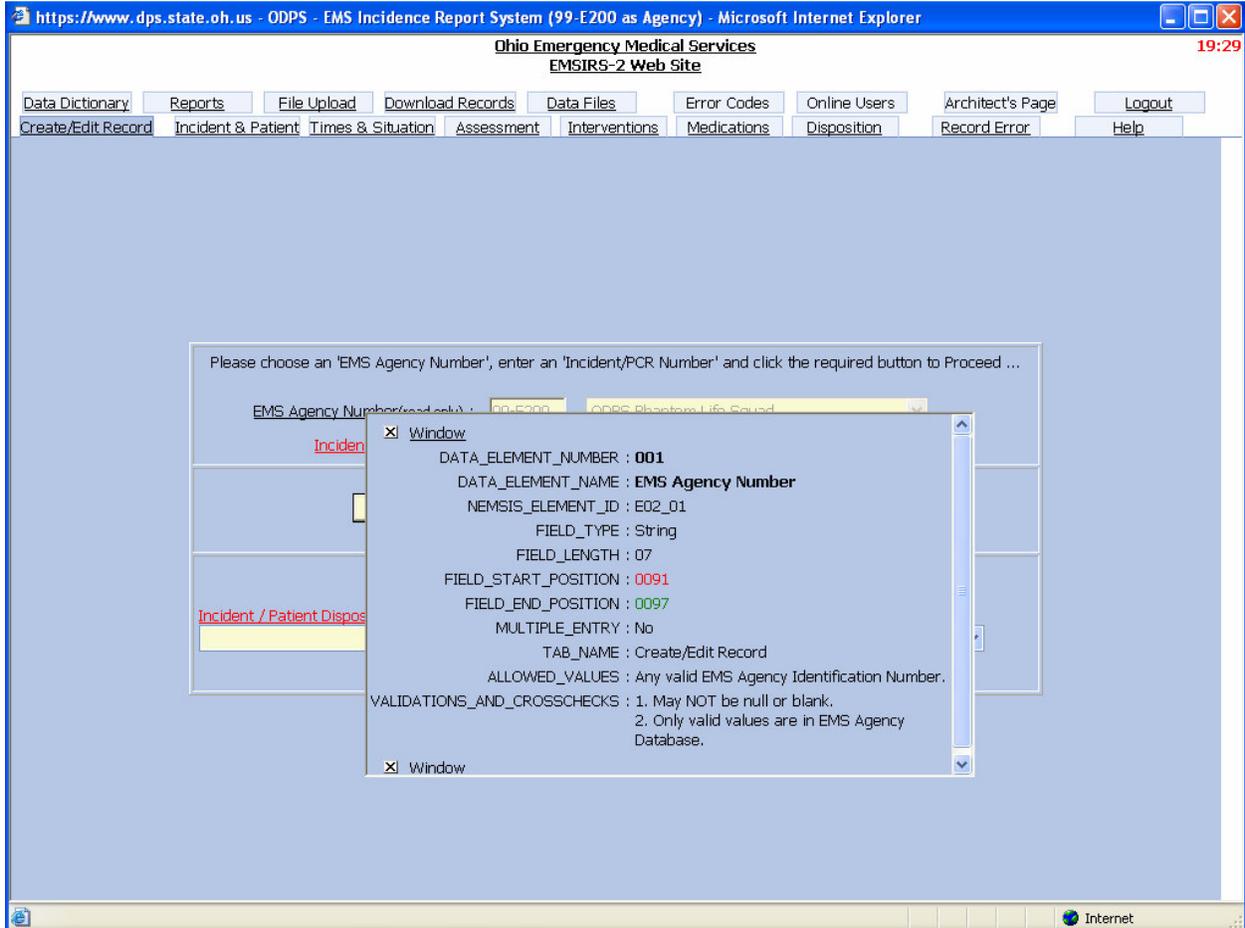
**Download Records** – Download all of the data from incidents for a particular time frame. Use this tab to retrieve data from EMSIRS.

**Data Files** – List of data files for an agency that were uploaded (sent to EMSIRS), downloaded (retrieved from EMSIRS) and the error messages created during uploads.

**Error Codes, Online Users and Architect's Page** – EMS Division access only.

**Logout** – Logs you out of the system.

## **Explanation of Fields**



An explanation of each of the fields can be accessed by clicking on the name of the field (in red, underlined text). The window will automatically open explaining the field. To close the window, click on the [X] in the upper left corner of the window.

## Create/Edit Record

https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer

Ohio Emergency Medical Services  
EMSIRS-2 Web Site 19:55

Data Dictionary Reports File Upload Download Records Data Files Error Codes Online Users Architect's Page Logout  
Create/Edit Record Incident & Patient Times & Situation Assessment Interventions Medications Disposition Record Error Help

Please choose an 'EMS Agency Number', enter an 'Incident/PCR Number' and click the required button to Proceed ...

EMS\_Agency Number (read only) : 99-E200 ODPS Phantom Life Squad

Incident/PCR Number :

New View Edit Delete

Done Internet

This form will enable you to begin the process of entering incidents.

**EMS Agency Number** – Will be pre-filled based on the login.

**EMS Agency Name** – Will be pre-filled based on the login.

**Incident/PCR Number** – Unique number assigned by the agency to each incident. This number cannot be duplicated within the same EMS agency *ever*. You must enter this number before clicking one of the buttons below.

**New** – Create a new incident to be entered into the database.

**View** – Look at an incident that was previously entered. In this mode modifications cannot be made to the incident.

**Edit** – Make modifications to an incident that was previously submitted to the data system. You cannot make changes to the Incident/PCR Number. If you need to change an Incident/PCR Number, please contact the EMS Office of Research and Analysis at 800-233-0785.

## Create/Edit Record, cont.

Please choose an 'EMS Agency Number', enter an 'Incident/PCR Number' and click the required button to Proceed ...

EMS\_Agency Number (read only) : 99-E200    ODPS Phantom Life Squad

Incident/PCR Number : 08-0001

New    View    Edit    Delete

Please choose following values for a New/Edit record ...

Incident / Patient Disposition    Injury Present    Cardiac Arrest

Save & Proceed    Save & Exit    Reset

By selecting options on this form the database will eliminate some of the entry required.

1. Select from the pull down the **Incident/Patient Disposition**.
2. Select from the pull down whether there is an **Injury Present**.
3. Select from the pull down whether there is a **Cardiac Arrest**.
4. Select **Save & Proceed** to continue.
5. **Save & Exit** can only be used when correcting errors.
6. Select **Reset** to clear the form and restart.

**Save & Proceed** – Click this button to save the entry and continue entering data on the incident.

**Save & Exit** – Click this button to save the entry and exit. This can only be used when correcting errors.

## Incident & Patient

The screenshot displays the 'Ohio Emergency Medical Services EMSIRS-2 Web Site' interface. The browser address bar shows 'https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer'. The page title is 'Ohio Emergency Medical Services EMSIRS-2 Web Site' with a timestamp of '18:44'. The navigation menu includes: Data Dictionary, Reports, File Upload, Download Records, Data Files, Error Codes, Online Users, Architect's Page, Logout, Create/Edit Record, Incident & Patient, Times & Situation, Assessment, Interventions, Medications, Disposition, Record Error, and Help. The 'Incident & Patient' form is the central focus, containing the following fields:

- EMS Agency Number** (read only): 99-E200
- Incident/PCR Number** (read only): 98-0001
- Type of Service Requested**: Dropdown menu
- Unit ID / Call Sign**: Text input field
- Primary Role of the Reporting Unit**: Dropdown menu
- Incident Address**: Text input field
- Crew Certification/License Levels**: Six dropdown menus labeled 01 through 06.
- Incident County**: Dropdown menu
- Incident City/Village/Township**: Dropdown menu
- Incident ZIP Code**: Text input field
- Response Mode to Scene**: Dropdown menu
- Complaint Reported by Dispatch**: Dropdown menu
- Emergency Medical Dispatch (EMD) Performed**: Dropdown menu
- Patient's Home ZIP Code**: Text input field
- Gender**: Dropdown menu
- Race**: Dropdown menu
- Ethnicity**: Dropdown menu
- Date of Birth (MM/DD/YYYY)**: Text input field
- Level of Service Provided**: Dropdown menu
- Advanced Directives**: Two dropdown menus labeled 01 and 02.

At the bottom of the form are three buttons: 'Save & Proceed', 'Save & Exit', and 'Reset'.

**EMS Agency Number** – Will be pre-filled based on the login.

**EMS Agency Name** – Will be pre-filled based on the login.

**Type of Service Requested** – Select from the pull down the type of service requested.

**Unit ID/Call Sign** – The EMS unit ID number or call sign used to communicate with the unit.

**Primary Role of the Reporting Unit** – Select from the pull down the primary role of the unit.

**Crew Certification/License Levels** – Select from the pull down the certificate/license the crew member is operating under for this incident.

**Incident County** – Select the county where the incident occurred.

**Incident City/Village/Township** – Select the name of the city/village/township where the incident occurred from the pull down list. The list will populate based on the county selected under Incident County.

**Incident Zip Code** – The zip code of the incident.

**Response Mode to Scene** – Select from the pull down the type of response mode to the scene.

**Complaint Reported by Dispatch** – Select the value that is closest to the complaint reported by dispatch or if the patient is a “walk-in”, the complaint as reported by the walk-in.

**Emergency Medical Dispatch (EMD) Performed** – Select from the pull down whether EMD was performed for this incident.

**Patient's Home Zip Code** – The ZIP code of the patient's residence.

**Gender** – Select from the pull down the patient's gender.

**Race** – Select from the pull down the most appropriate race for the patient.

**Ethnicity** – Select from the pull down the most appropriate ethnicity for the patient.

**Date of Birth** – Actual date of birth (DOB) of the patient using mmddyyyy format.

If you know the patient's age but not the date of birth: give DOB of January 1 of the appropriate year.

If both date of birth and age are unknown: estimate the patient's age and give DOB of January 1 of the appropriate year.

**Level of Service Provided** – Select from the pull down the level of service provided.

**Advanced Directives** – Select from the pull down up to two advanced directives.

# Times & Situation

https://www.dps.state.oh.us - ODPS - EMS Incident Report System (99-E200 as Agency) - Microsoft Internet Explorer

**Ohio Emergency Medical Services  
EMSIRS-2 Web Site**

19:54

[Data Dictionary](#) | [Reports](#) | [File Upload](#) | [Download Records](#) | [Data Files](#) | [Error Codes](#) | [Online Users](#) | [Architect's Page](#) | [Logout](#)  
[Create/Edit Record](#) | [Incident & Patient](#) | **Times & Situation** | [Assessment](#) | [Interventions](#) | [Medications](#) | [Disposition](#) | [Record Error](#) | [Help](#)

---

**Type of Dispatch Delay**

01.  02.   
 03.  04.

If 'Unit Notified By Dispatch' is greater than 'Initial Call for Help' by more than 3 minutes then 'None' can NOT be used.  
 None :

---

**Type of Response Delay**

01.  02.   
 03.  04.

If 'Unit Arrived on Scene' is greater than 'Unit Notified By Dispatch' by more than 20 minutes then 'None' can NOT be used.  
 None :

---

**Type of Scene Delay**

01.  02.   
 03.  04.

If 'Type of Service Requested' is not 'ED-to-ED Transfer' and if 'Unit Left Scene' is greater than 'Unit Arrived On Scene' by more than 30 minutes then 'None' can NOT be used.  
 None :

---

**Type of Transport Delay**

01.  02.   
 03.  04.

If 'Type of Service Requested' is not 'ED-to-ED Transfer' and if 'Arrival at Destination' is greater than 'Unit Left Scene' by more than 30 minutes then 'None' can NOT be used.  
 None :

---

**Type of Return to Service Delay**

01.  02.   
 03.  04.

If 'Incident Completed' is greater than 'Arrival at Destination' by more than 30 minutes then 'None' can NOT be used.  
 None :

---

**Date/Time of Initial Call for Help** (MM/DD/YYYY HH:MM:SS)       **Unit Notified by Dispatch Date/Time** (MM/DD/YYYY HH:MM:SS)   
**Unit En Route Date/Time** (MM/DD/YYYY HH:MM:SS)       **Unit Arrived on Scene Date/Time** (MM/DD/YYYY HH:MM:SS)   
**Arrived at Patient Date/Time** (MM/DD/YYYY HH:MM:SS)       **Unit Left Scene for Hospital Date/Time** (MM/DD/YYYY HH:MM:SS)   
**Patient Arrived at Destination Date/Time** (MM/DD/YYYY HH:MM:SS)       **Date/Time Incident Completed** (MM/DD/YYYY HH:MM:SS)   
**Date/Time Unit Available for Next Incident** (MM/DD/YYYY HH:MM:SS)

---

**Number of Patients at Scene**       **Mass Casualty Incident**   
**Incident Location Type**

---

No.	Prior Aid	Prior Aid Performed By
01.	<input type="text"/>	<input type="text"/>
02.	<input type="text"/>	<input type="text"/>
03.	<input type="text"/>	<input type="text"/>
04.	<input type="text"/>	<input type="text"/>
05.	<input type="text"/>	<input type="text"/>
06.	<input type="text"/>	<input type="text"/>
07.	<input type="text"/>	<input type="text"/>
08.	<input type="text"/>	<input type="text"/>
09.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

**Outcome of the Prior Aid**

**Type of Dispatch Delay** – Select up to four types of Dispatch Delay. If none, click the check box.

**Type of Response Delay** – Select up to four types of Response Delay. If none, click the check box.

**Type of Scene Delay** – Select up to four types of Scene Delay. If none, click the check box.

**Type of Transport Delay** – Select up to four types of Transport Delay. If none, click the check box.

**Type of Return to Service Delay** – Select up to four types of Return to Service Delay. If none, click the check box.

**Note:** Dates will auto-fill after the first date is entered. If the incident crosses midnight, correct the post-midnight date and it will auto-fill the remaining fields.

**Note:** In web-entry mode, seconds will automatically default to 00.

**Date/Time of Initial Call for Help** – Enter in mmddyyy hh:mm:ss format the date and time the phone rings at the public safety answering point (PSAP) or dispatch center. This field is allowed to be blank.

**Unit Notified by Dispatch Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time of the EMS unit was notified by dispatch.

**Unit En Route Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time the EMS unit actually started moving to the scene.

**Unit Arrived on Scene Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time the EMS unit arrived on the scene.

**Arrived at Patient Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time EMS personnel arrived at the patient's side.

**Unit Left Scene for Hospital Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time the EMS unit started moving to the destination with the patient on-board.

**Patient Arrived at Destination Date/Time** – Enter in mmddyyy hh:mm:ss format the date and time the transporting unit arrived with the patient at the destination.

**Date/Time Incident Completed** – Enter in mmddyyy hh:mm:ss format the date and time of time the unit was finished with the incident but not necessarily available to respond to next incident. May be the same date/time as Date/Time Unit Available for Next Incident.

**Date/Time Unit Available for Next Incident** – Enter in mmddyyy hh:mm:ss format the date and time the responding unit was back in their service area and able to respond to another incident. This may be the same date/time as Date/Time Incident Completed.

**Number of Patients at Scene** – Select from the drop down the appropriate indication of the number of patients at the scene.

**Mass Casualty Incident** – Select from the drop down if this incident is considered by the reporting EMS agency to be a mass casualty incident (MCI) according to your county standards.

**Incident Location Type** – Select from the drop down the kind of location where the incident happened.

**Outcome of the Prior Aid** – Select from the drop down the outcome or result of the care performed prior to the arrival of the unit.

## Assessment

The screenshot displays the 'Assessment' section of the EMSIRS-2 Web Site. The page title is 'Ohio Emergency Medical Services EMSIRS-2 Web Site' with a timestamp of 19:03. The navigation menu includes: Data Dictionary, Reports, File Upload, Download Records, Data Files, Error Codes, Online Users, Architect's Page, Logout, Create/Edit Record, Incident & Patient, Times & Situation, Assessment (selected), Interventions, Medications, Disposition, Record Error, and Help. The form contains the following fields:

- Buttons: Save & Proceed, Save & Exit, Reset
- Condition Code (dropdown)
- Complaint Anatomic Location (dropdown)
- Complaint Organ System (dropdown)
- Primary Symptom (dropdown)
- Provider's Primary Impression (dropdown)
- Provider's Secondary Impression (dropdown)
- Other Associated Symptoms (5 dropdowns labeled 01-05)
- Cause of Injury (dropdown)
- Injury Type (dropdown)
- Protective Devices Used (4 dropdowns labeled 01-04)
- Airbag Deployment (3 dropdowns labeled 01-03)
- Resuscitation Attempted (3 dropdowns labeled 01-03)
- Barriers to Standard Patient Care (4 dropdowns labeled 01-04)
- Alcohol/Drug Use Indicators (4 dropdowns labeled 01-04)
- Cause of Cardiac Arrest (dropdown)
- Initial Systolic Blood Pressure / Initial Diastolic Blood Pressure (text input)
- Initial Pulse Rate (text input)
- Initial Respiratory Rate (text input)
- Initial Glasgow Coma Score - Eye Opening (dropdown)
- Initial Glasgow Coma Score - Verbal Response (dropdown)
- Initial Glasgow Coma Score - Motor Response (dropdown)
- Trauma Triage Criteria (5 dropdowns labeled 01-05)
- Buttons: Save & Proceed, Save & Exit, Reset

**Condition Code** – Select the condition that best describes the patient.

**Complaint Anatomic Location** – Select the primary anatomic location of the chief complaint as identified by EMS personnel.

**Complaint Organ System** – Select the primary organ system of the patient affected by the current illness or injury.

**Primary Symptom** – Select the primary sign or symptom related by the patient or observed by EMS personnel.

**Provider's Primary Impression** – Select the EMS personnel's impression of the primary problem or most significant condition which lead to the treatment given to the patient.

**Providers' Secondary Impression** – Select the EMS personnel's impression of the patient's secondary problem or condition which lead to the treatment given to the patient.

**Other Associated Symptoms** – Select other signs or symptoms related by the patient or observed by EMS personnel.

**Cause of Injury** – Select from the drop down the most appropriate mechanism of injury. This will only be available for incidents where Injury Present was answered 'Yes'.

**Injury type** – Select from the drop down the type of injury. This will only be available for incidents where Injury Present was answered 'Yes'.

**Protective Devices Used** – Select from the drop down up to four protective devices that were used by the patient. This will only be available for incidents where Injury Present was answered 'Yes'.

**Airbag Deployed** – Select from the drop down up to three airbag deployments.

**Resuscitation Attempted** – Select from the drop down up to three indications of measures used to attempt to resuscitate the patient who is or was in cardiac arrest.

**Barriers to Standard Patient Care** – Select from the drop down up to four indications of whether or not there were any patient-specific barriers to caring for the patient.

**Alcohol/Drug Use Indicators** – Select from the drop down up to four indicators of the potential use of alcohol or drugs by the patient.

**Cause of Cardiac Arrest** – Select the indication of the cause of the cardiac arrest.

**Initial Systolic/Diastolic Blood Pressure** – Enter the first blood pressure reading measured by EMS.

**Initial Pulse Rate** – Enter the first pulse rate measured by EMS.

**Initial Respiratory Rate** – Enter the first respiratory rate measured by EMS.

**Initial GCS – Eye** – Select from the drop down the first Glasgow Coma Score – Eye opening measured by EMS.

**Initial GCS – Verbal** – Select from the drop down the first Glasgow Coma Score – Verbal response measured by EMS.

**Initial GCS – Motor** – Select from the drop down the first Glasgow Coma Score – Motor response measured by EMS.

**Trauma Triage Criteria** – Select from the drop down up to five reasons the unit chose to deliver or transfer an injured patient to the destination. This will only be available for trauma runs.

**Interventions/Procedures**

The screenshot shows the 'Ohio Emergency Medical Services EMSIRS-2 Web Site' interface. At the top, there are navigation tabs: 'Data Dictionary', 'Reports', 'File Upload', 'Download Records', 'Data Files', 'Error Codes', 'Online Users', 'Architect's Page', and 'Logout'. Below these are more specific tabs: 'Create/Edit Record', 'Incident & Patient', 'Times & Situation', 'Assessment', 'Interventions', 'Medications', 'Disposition', 'Record Error', and 'Help'. The main area contains a table with the following columns: 'No.', 'Intervention / Procedure', 'Date/Time Procedure Performed Successfully (MM/DD/YYYY HH:MI:SS)', 'Number of Procedure Attempts', 'Procedure Successful', and 'Procedure Complication'. The table has 25 rows, each with a dropdown menu for the 'Intervention / Procedure' column. At the top and bottom of the table area are buttons for 'Save & Proceed', 'Save & Exit', and 'Reset'. The browser's address bar shows 'https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer' and the time is 19:21.

Up to twenty-five intervention/procedures can be listed for the patient.

**Intervention/Procedure** – Select from the drop down the procedure performed on the patient.

NOTE: Oxygen is a medication, not an intervention. You *cannot* enter it here.  
 NOTE: Vital signs are an assessment tool, not an intervention. You *cannot* enter it here.

**Date/Time Procedure Performed Successfully** – Enter the date/time that the procedure was successfully performed.

**Number of Procedure Attempts** – Enter the total number of attempts taken to complete a procedure regardless of success.

**Procedure Successful** – Select from the drop down whether or not the procedure was successful.

**Procedure Complication** – Select from the drop down any complication (abnormal effect on the patient) associated with the performance of the procedure on the patient.

## Medications

The screenshot displays a web browser window titled "Ohio Emergency Medical Services EMSIRS-2 Web Site". The browser address bar shows "https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer". The page has a navigation menu with items like "Data Dictionary", "Reports", "File Upload", "Download Records", "Data Files", "Error Codes", "Online Users", "Architect's Page", "Logout", "Create/Edit Record", "Incident & Patient", "Times & Situation", "Assessment", "Interventions", "Medications", "Disposition", "Record Error", and "Help". The "Medications" tab is selected. The main content area contains a form with three buttons at the top: "Save & Proceed", "Save & Exit", and "Reset". Below these is a table with 25 rows. The first column is labeled "No." and contains numbers 01 through 25. The second column is labeled "Medication Given" and the third is "Medication Complication". Each of these two columns contains a dropdown menu. At the bottom of the form, there are three buttons: "Save & Proceed", "Save & Exit", and "Reset".

Up to twenty-five medications given can be listed for the patient.

**Medication Given** – Select from the drop down the medication given to the patient. List each administration event separately. For example, if epinephrine is given three times, there should be three entries.

**Medication Complication** – Select from the drop down any complication (abnormal effect on the patient) associated with the administration of the medication to the patient.

## Disposition

The screenshot shows a web browser window titled "Ohio Emergency Medical Services EMSIRS-2 Web Site" with a timestamp of 19:46. The browser address bar shows "https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer". The page has a navigation menu with buttons for "Data Dictionary", "Reports", "File Upload", "Download Records", "Data Files", "Error Codes", "Online Users", "Architect's Page", "Logout", "Create/Edit Record", "Incident & Patient", "Times & Situation", "Assessment", "Interventions", "Medications", "Disposition", "Record Error", and "Help". The "Disposition" button is highlighted. The main content area contains a form with the following fields:

- Buttons: Save, Save & Exit, Reset
- Primary Method of Payment (dropdown menu)
- Transport Mode from the Scene (dropdown menu)
- Destination (dropdown menu)
- Reason for Choosing Destination (dropdown menu)
- Type of Destination (dropdown menu)
- Emergency Department Disposition (dropdown menu)
- Hospital Disposition (dropdown menu)

**Primary Method of Payment** – Select the method by which the EMS agency will be reimbursed for this incident. This element is not about what insurance the patient has, but rather how your agency will be reimbursed for this incident.

**Transport Mode from the Scene** – Select from the drop down whether lights and/or sirens were used on the vehicle en route to the destination.

**Destination** – Select from the drop down the Hospital Code of the hospital to which the patient was transferred.

**Reason for Choosing Destination** – Select from the drop down the reason the unit chose to deliver or transfer the patient to the destination.

**Type of Destination** – Select from the drop down the type of destination the patient was delivered or transferred to.

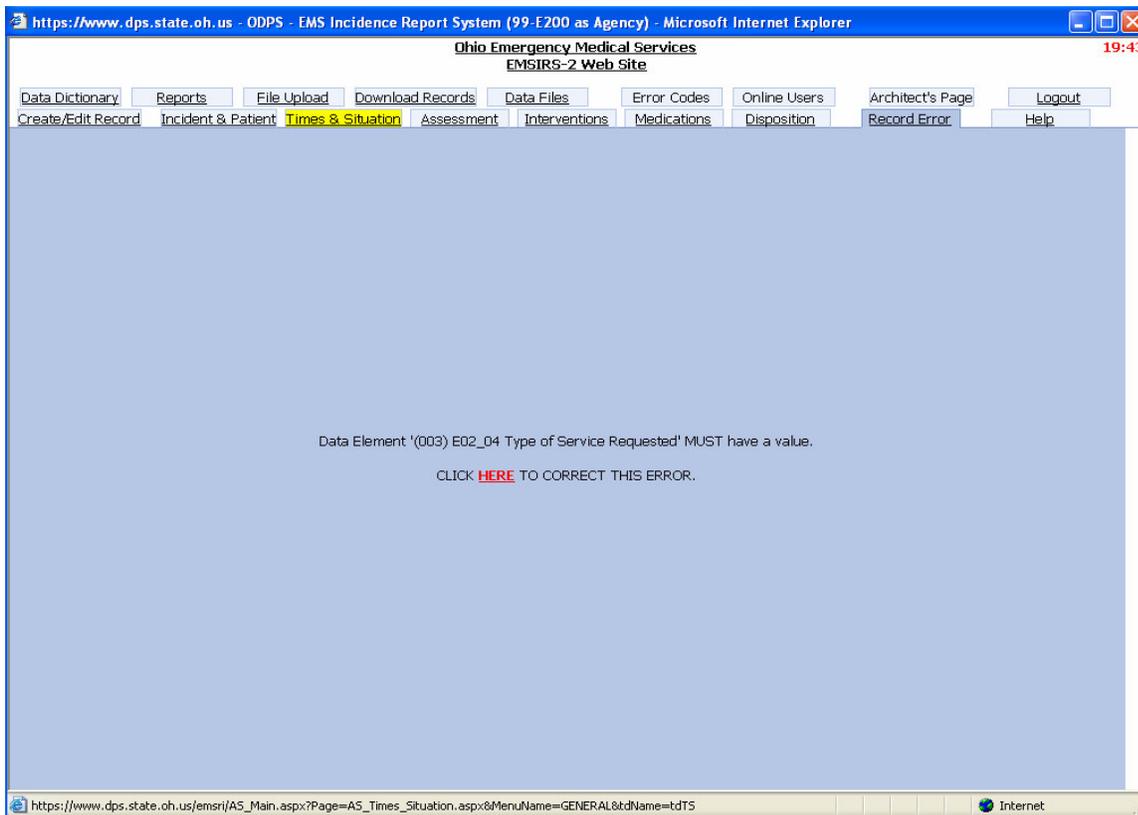
**Emergency Department Disposition** – Select the disposition of the patient from the Emergency Department.

**Hospital Disposition** – Select the disposition of the patient from the hospital, if admitted.

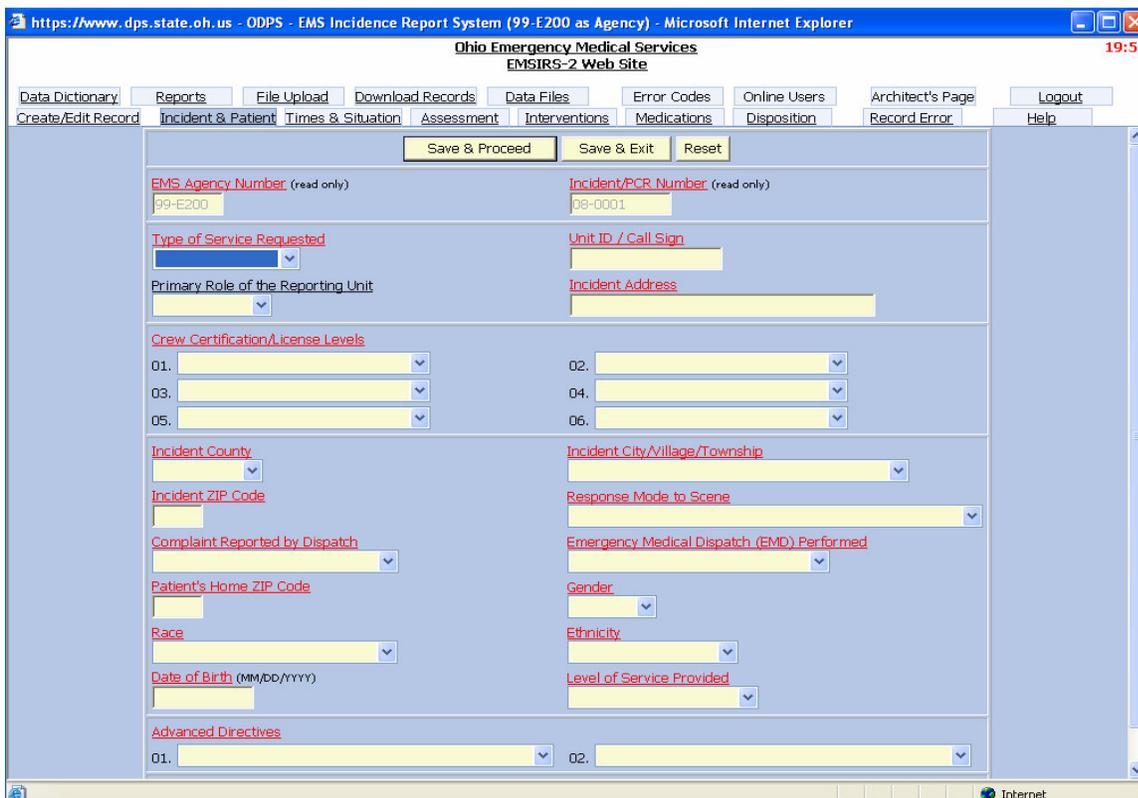
NOTE: Disposition fields are not expected to be finalized at the time you enter the incident, but later, after follow-up can be completed. It is not expected that there will be 100% follow-up and most of the time these will remain 'Unknown' forever.

NOTE: Contact the EMS Office of Research and Analysis (800-233-0785) if you have HIPAA concerns about disposition fields.

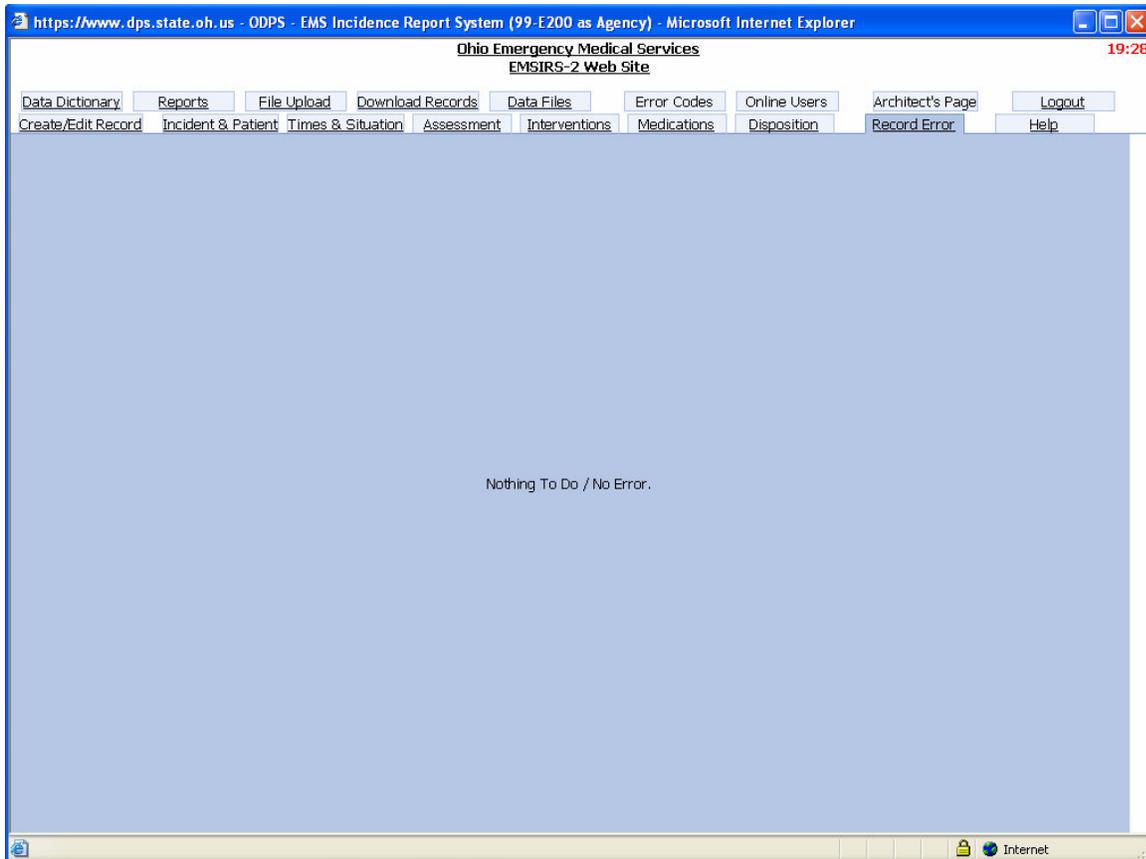
## Record Error – Errors found



The type of message generated if there is an error. By clicking on the link it will take you to the page where the data element is located that needs correction, like this:



## Record Error – No errors



The type of message generated if there is NOT an error.

# Data Dictionary

The screenshot shows a web browser window titled "Ohio Emergency Medical Services EMSIRS-2 Web Site". The address bar shows "https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer". The page has a navigation menu with tabs: "Create/Edit Record", "Incident & Patient", "Times & Situation", "Assessment", "Interventions", "Medications", "Disposition", "Record Error", "Help", "Data Dictionary", "Reports", "File Upload", "Download Records", "Data Files", "Error Codes", "Online Users", "Architect's Page", and "Logout". The "Data Dictionary" tab is selected. The page content includes a timestamp "Last Updated : 02:56:50 PM on November 08, 2007" and two download links: "Download XSD for XML download/upload" and "Download This Data Dictionary". The main content area lists three data elements:

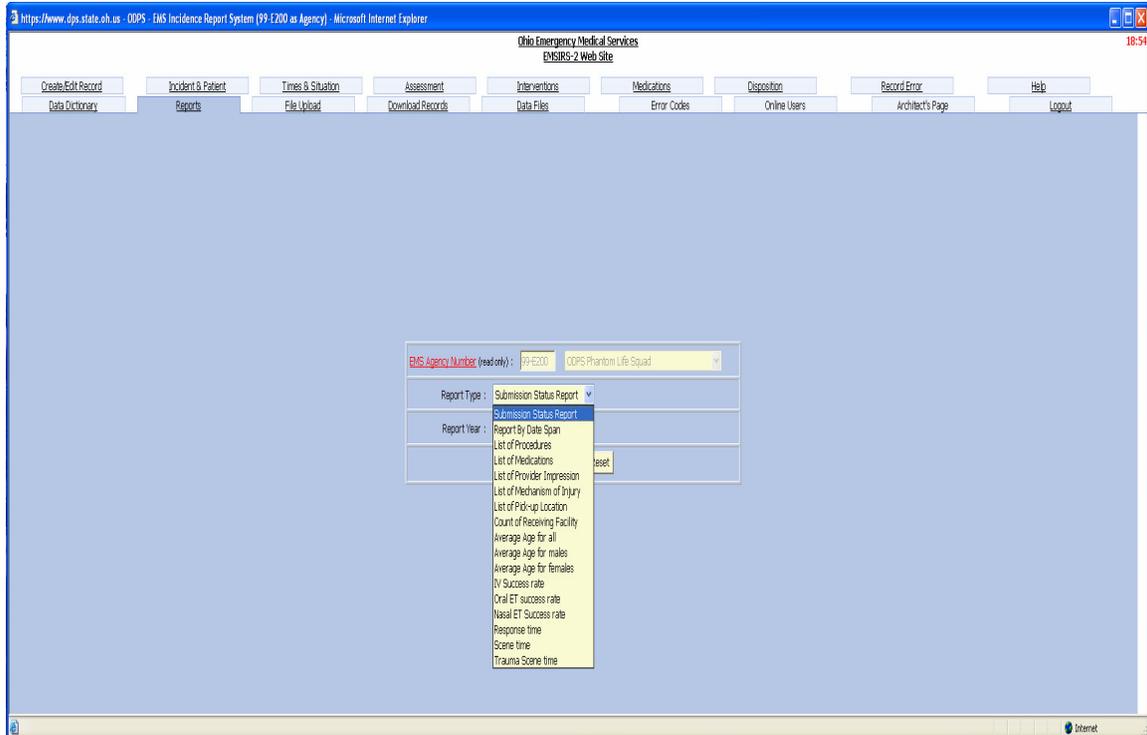
DATA\_ELEMENT\_NUMBER : S1  
DATA\_ELEMENT\_NAME : **Software Creator**  
NEMESIS\_ELEMENT\_ID : E01\_02  
FIELD\_TYPE : String  
FIELD\_LENGTH : 30  
FIELD\_START\_POSITION : 0001  
FIELD\_END\_POSITION : 0030  
MULTIPLE\_ENTRY : No  
TAB\_NAME : No Page  
**ALLOWED VALUES** :  
VALIDATIONS\_AND\_CROSSCHECKS : 1. May NOT be null or blank.

DATA\_ELEMENT\_NUMBER : S2  
DATA\_ELEMENT\_NAME : **Software Name**  
NEMESIS\_ELEMENT\_ID : E01\_03  
FIELD\_TYPE : String  
FIELD\_LENGTH : 30  
FIELD\_START\_POSITION : 0031  
FIELD\_END\_POSITION : 0060  
MULTIPLE\_ENTRY : No  
TAB\_NAME : No Page  
**ALLOWED VALUES** : Any alphanumeric entry.  
VALIDATIONS\_AND\_CROSSCHECKS : 1. May NOT be null or blank.

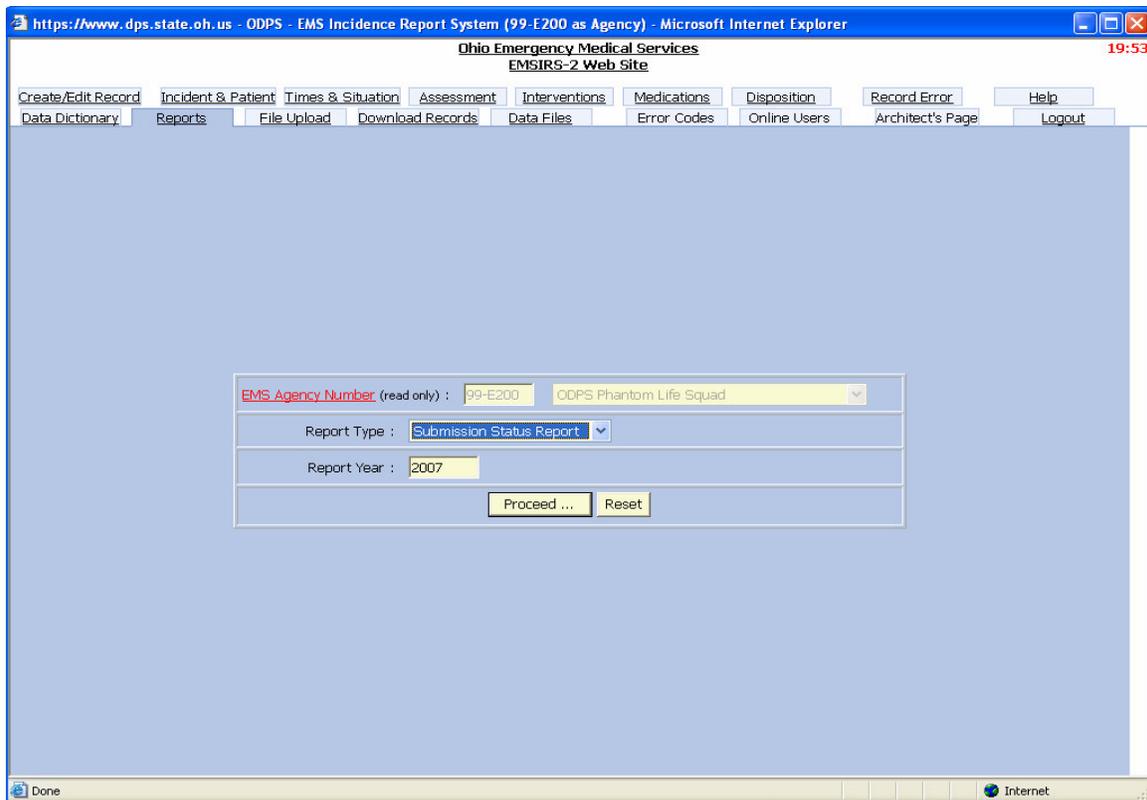
DATA\_ELEMENT\_NUMBER : S3  
DATA\_ELEMENT\_NAME : **Software Version**  
NEMESIS\_ELEMENT\_ID : E01\_04

By clicking on the Data Dictionary tab, you will get a complete listing of each data element. You may either view it on the screen or you can download it for viewing at a later time.

## Reports

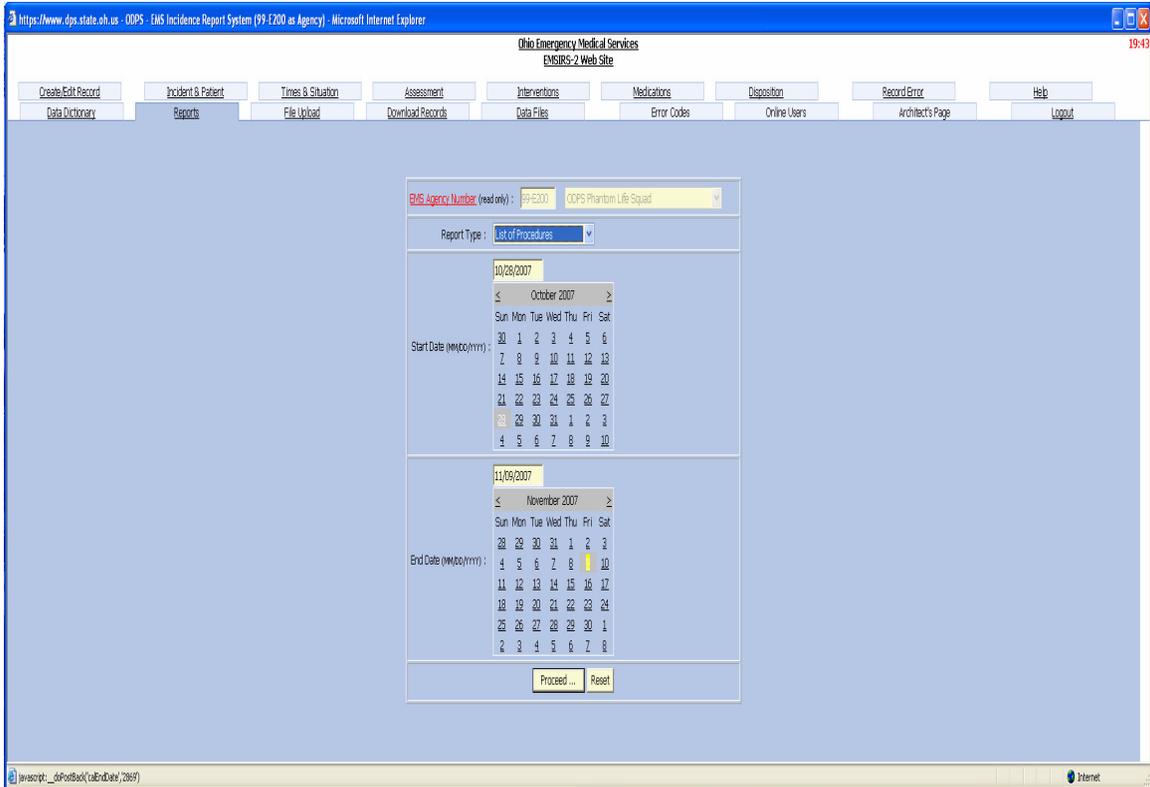


Multiple reports are available on the drop down list.



**Report Type** – Select the report you would like from the reports list.

**Report Year** – Enter the year you would like.  
**Reports, cont.**



**Start Date** – Select the start date by clicking the date or typing in the date.

**End Date** – Select the end date by clicking the date or typing in the date.

## File Upload

The screenshot shows a web browser window with the address bar displaying "https://www.dps.state.oh.us - ODPS - EMS Incidence Report System (99-E200 as Agency) - Microsoft Internet Explorer". The page title is "Ohio Emergency Medical Services EMSIRS-2 Web Site" with a timestamp of "19:52". The navigation menu includes: Create/Edit Record, Incident & Patient, Times & Situation, Assessment, Interventions, Medications, Disposition, Record Error, Help, Data Dictionary, Reports, File Upload (highlighted), Download Records, Data Files, Error Codes, Online Users, Architect's Page, and Logout. The main content area has a light blue background and contains the following text and form elements:

Please Type or Browse 'File Name' (of 3 MB Max Size) and click 'Upload & Process ...'

Acceptable File Types : Text File XML File

File Name :  Browse...

Upload & Process ...

The browser's status bar at the bottom shows "Done" and "Internet".

This form gives capability to upload a batch of incident data to the server. Once you have uploaded the file, the application will generate a report which mentions any errors that occurred while the file was being processed.

**Step 1:** Please select the file you want to upload to the server by clicking on the **Browse** button.

**Step 2:** Once you have selected the file click the **Upload & Process** button to upload the selected file.

## Download Records

The screenshot shows a web browser window with the URL <https://www.dps.state.oh.us> and the page title "Ohio Emergency Medical Services EMSRS-2 Web Site". The browser is Microsoft Internet Explorer. The page has a navigation menu with buttons for "Create/Edit Record", "Incident & Patient", "Times & Situation", "Assessment", "Interventions", "Medications", "Disposition", "Record Error", and "Help". Below the menu are buttons for "Data Dictionary", "Reports", "File Upload", "Download Records", "Data Files", "Error Codes", "3 Online Users", "Architect's Page", and "Logout". The main content area contains a form for downloading records. The form has a dropdown for "EMS Agency Number" with a yellow background. Below it is a "Download File Type" dropdown menu with a list of options: "Text File", "Excel File", and "XML File" (which is highlighted). Below the file type dropdown are two calendar pickers. The first is labeled "Start Date (mm/dd/yyyy)" and the second is labeled "End Date (mm/dd/yyyy)". Both calendars show the month of November 2007. At the bottom of the form are two buttons: "Proceed ..." and "Reset".

This form allows you to download all the incidents for a certain period of time.

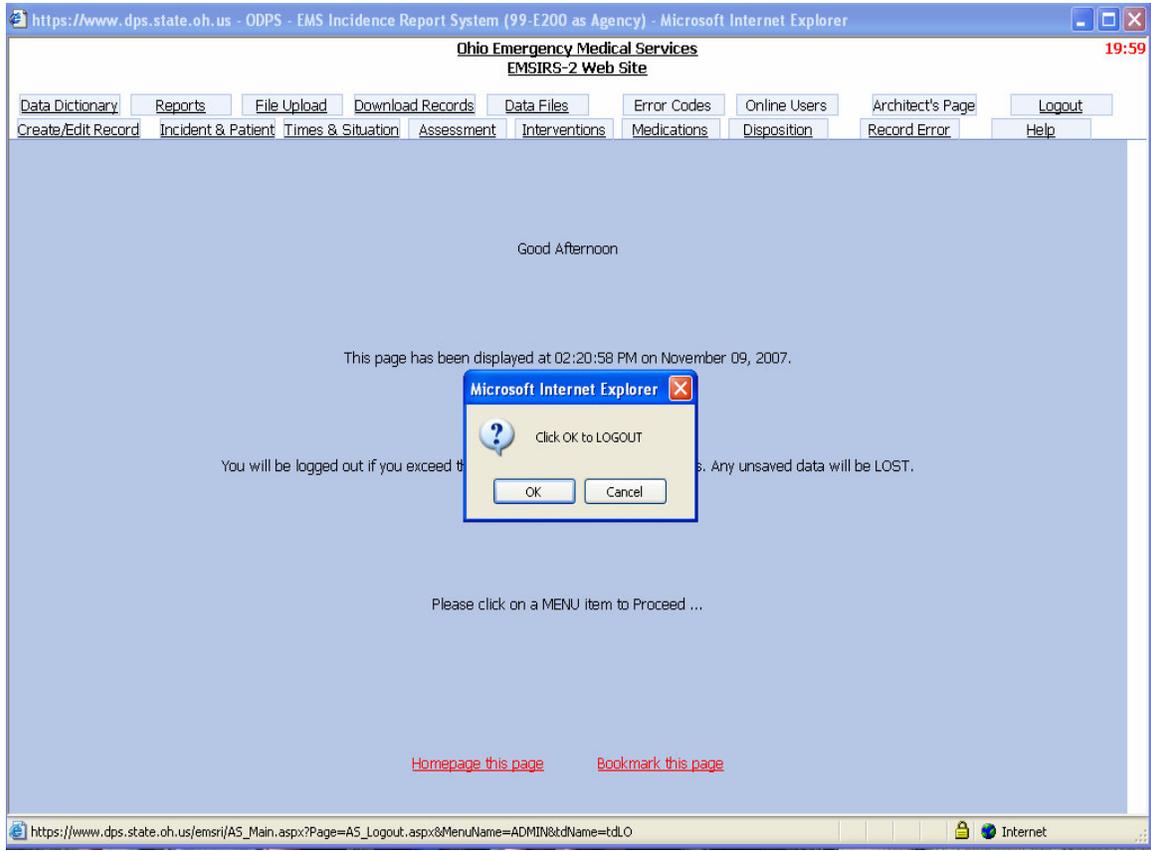
**Step 1:** Select the format of the file in which the data is requested. It is provided in three different formats: Text, Excel or XML format.

**Step 2:** Select the date range.

**Step 3:** Once you have selected the file click the **Proceed** button to download the selected file.

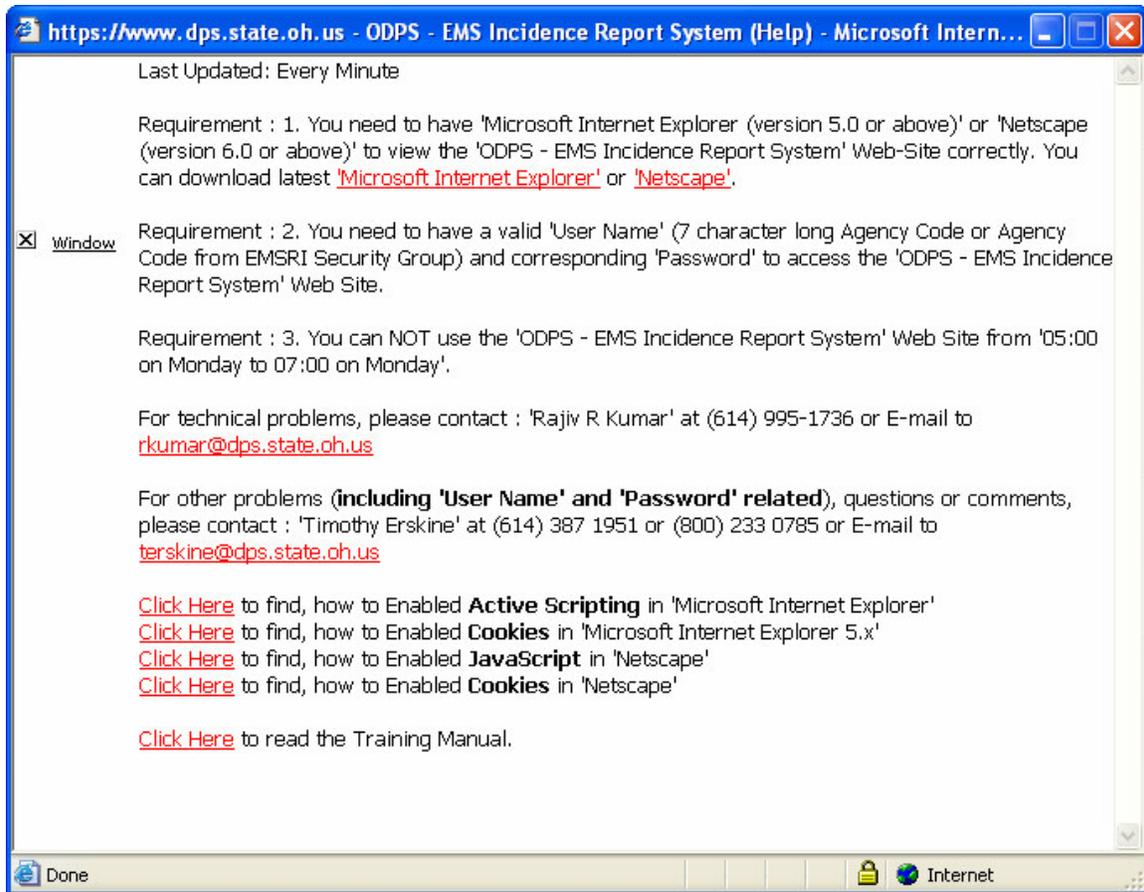
If you want to change your selections, click on **Reset** to clear the form and restart.

## Logout



To end your session, click on **Logout**. A confirmation screen will open. Click on **OK** to complete the logout process.

## Help



## Help Screen

## Optional Fields

**Ohio Emergency Medical Services** 19:26  
**EMSIRS-2 Web Site**

[Data Dictionary](#)   [Reports](#)   [File Upload](#)   [Download Records](#)   [Data Files](#)   [Error Codes](#)   [21 Online Users](#)   [Architect's Page](#)   [Logout](#)  
[Create/Edit Record](#)   [Incident & Patient](#)   [Times & Situation](#)   [Assessment](#)   [Interventions](#)   [Medications](#)   [Disposition](#)   [Optional](#)   [Record Error](#)   [Help](#)

**Patient Name**

**Patient Address**

**State of Residence**   **City of Residence**  
  

**Signs/Symptoms Onset Date/Time** (MM/DD/YYYY HH:MI:SS)   **Time CPR Discontinued** (HH:MI)  
  

**Cardiac Rhythm**   **Cardiac Rhythm at Destination**   **Other Units On Scene**  
     

<b>Vital Signs Date/Time</b> (MM/DD/YYYY HH:MI:SS)	<b>Systolic Blood Pressure / Diastolic Blood Pressure</b>	<b>Pulse Rate</b>	<b>Respiratory Rate</b>	<b>O2Sat</b>
01. <input type="text"/>	01. <input type="text"/> / <input type="text"/>	01. <input type="text"/>	01. <input type="text"/>	01. <input type="text"/>
02. <input type="text"/>	02. <input type="text"/> / <input type="text"/>	02. <input type="text"/>	02. <input type="text"/>	02. <input type="text"/>
03. <input type="text"/>	03. <input type="text"/> / <input type="text"/>	03. <input type="text"/>	03. <input type="text"/>	03. <input type="text"/>
04. <input type="text"/>	04. <input type="text"/> / <input type="text"/>	04. <input type="text"/>	04. <input type="text"/>	04. <input type="text"/>

**Glasgow Coma Score - Eye Opening**   **Glasgow Coma Score - Verbal Response**   **Glasgow Coma Score - Motor Response**

01. <input type="text"/>	01. <input type="text"/>	01. <input type="text"/>
02. <input type="text"/>	02. <input type="text"/>	02. <input type="text"/>
03. <input type="text"/>	03. <input type="text"/>	03. <input type="text"/>
04. <input type="text"/>	04. <input type="text"/>	04. <input type="text"/>

**Pulse Rhythm**   **Pulse Quality**   **Respiratory Effort**   **Lung Sounds**   **Capillary Refill**  
           

**Skin Temperature**   **Skin Condition**   **Skin Color**   **Pupil Size**   **Pupil Reaction**  
           

**Patient Medications**

**Patient Allergies**

<b>Crew Member Name</b>	<b>Crew Member Number</b>
<input type="text"/>	<input type="text"/>

**These fields are entirely optional.**

**Patient Name** – Enter the name of the patient.

**Patient Address** – Enter the address of the patient.

**State of Residence** – Enter the state of residence of the patient.

**City of Residence** – Enter the city of residence of the patient.

**Signs/Symptoms Onset Date/Time** – Enter the date and time of the onset of signs and symptoms.

**Time CPR Discontinued** – Enter the time in military time when CPR was discontinued.

**Cardiac Rhythm** – Select from the drop down the cardiac rhythm.

**Cardiac Rhythm at Destination** – Select from the drop down the cardiac rhythm at the destination.

**Other Units On Scene** – Select from the drop down the type of additional unit on scene.

**Vital Signs DateTime** – Enter the date and time vital signs were taken.

**Systolic Blood Pressure/Diastolic Blood Pressure** – Enter up to four blood pressures for the patient.

**Pulse Rate** – Enter up to four pulse rates for the patient.

**Respiratory Rate** – Enter up to four respiratory rates for the patient.

**O2 Sat** – Enter up to four oxygen saturations for the patient.

**Glasgow – Eye Opening** – Select from the drop down up to four GCS-Eye scores.

**Glasgow – Verbal Response** – Select from the drop down up to four GCS-Verbal scores.

**Glasgow – Motor Response** – Select from the drop down up to four GCS-Motor scores.

**Pulse Rhythm** – Select from the drop down the pulse rhythm determination for the patient.

**Pulse Quality** – Select from the drop down the pulse quality determination for the patient.

**Respiratory Effort** – Select from the drop down the respiratory effort determination for the patient.

**Lungs Sounds** – Select from the drop down the lung sounds determination for the patient.

**Capillary Refill** – Select from the drop down the capillary refill determination for the patient.

**Skin Temperature** – Select from the drop down the skin temperature determination for the patient.

**Skin Condition** – Select from the drop down the skin condition determination for the patient.

**Skin Color** – Select from the drop down the skin color determination for the patient.

**Pupil Size** – Select from the drop down the pupil size determination for the patient.

**Pupil Reaction** – Select from the drop down the pupil reaction determination for the patient.

**Patient Medications** – Free text field for the medications the patient is currently taking.

**Patient Allergies** – Free text field for the allergies of the patient.

**Crew Member Name** – Up to six crew member names can be listed.

**Crew Member Number** – Up to six crew member numbers can be listed.