

**Northwest Community Hospital**

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Date: October 16, 2023

**System Memo: # 424**

To: All System members

From: Matthew T. Jordan, MD, FACEP  
EMS System Medical Director

Connie J. Mattera, MS, RN, PM  
EMS Administrative Director

RE: **NEMSIS 3.5 Documentation Implementation- November 2023 CE**

Background: EMS report data must conform to the current version of the Illinois NEMSIS dataset (77 IAC § 515.APPENDIX E). Illinois has transitioned from V3.4 to V3.5 of the NEMSIS national standard for prehospital data.

As a reminder, after 12/18/2023 V3.4 data will no longer be accepted by the State. V3.4 run reports with a Unit Notified by Dispatch date later than 12/18/2023 will be considered non-compliant and will not be accepted.

**V3.4 will remain the System default template until December 15<sup>th</sup> with V3.5 available to use as selected. On 12-15-23, V3.4 will be taken down and V3.5 will be the only template**

Jim Klein (AHFD), chair of the NWC EMSS CARS Committee, in collaboration with Patrick Sennett at Good Sam have created the updated 3.5 template for Image Trend documentation in our System. The CARS Committee created an education plan to roll this out for all EMS clinicians. Please see below for details.

**EDUCATION on the V3.5 template:**

November instation class time has been freed up for **agencies to conduct** the V3.5 education and provide time for members to complete simulated calls. Cardiac Arrest CE is deferred to the spring of 2024. (Note: System In-station educators will not be doing the 3.5 education.)

The CARS Committee will disseminate educational materials to each agency this week.

**Educational materials include:**

- Two (2) videos (one on the template changes in general and one that walks users step by step through documenting a complex run using V3.5).
- The raw data to complete two training runs using V3.5 to their scope of practice (EMT or paramedic/PHRN)
- Two completed PCRs to use as exemplars when evaluating how well member training runs conform to the expected performance using V3.5. (These are keys and are not to be submitted to the members in advance)
- System Policy D4 Data Collection & Submission as a reference

**Action steps for Provider EMS Coordinators (PEMSCs):**

- Determine who will teach the classes for their agency and how they plan to conduct the education; disseminate educational materials to the designated educators (Peer educator, PEMSC, CARS Rep, or "SuperUser"). Options: May pre-assign videos as a self-learning module in Vector solutions or view them live in a class during designated CE time. Class time can also be used for Q&A on documentation in general and performance opportunities at their agency. Members can complete the two training runs in class if sufficient computer resources are available, or they may complete them on a self-paced schedule by the due date.
- Communicate with agency members how and when the education will be conducted and due dates
- Monitor each member's completion of the two requirements: Video viewing and successful training run completion. Evaluate training run submissions to ensure that they are factual, accurate and complete.
- When successfully completed: (1) Award each member 2 hrs of CE time by signing off on their CE Accounting record sheet. Slash through November's Title and replace with "NEMSIS 3.5 Documentation" and initial next to it. (2) Provide the member with authorization to use V3.5. (Intent: rolling roll-out per person as authorized by agency)
- **Submit roster of agency completion to Kourtney Chesney by December 20, 2023.**
- PEMSC (or CARS rep): Collect questions/concerns and bring back to CARS committee in December or January

**Action steps for all EMTs, Paramedics/PHRNS:**

- Must view both videos.
- Complete 2 Mock Training Runs using the raw data provided by the System and submit to PEMSC for feedback. Once both education requirements are successfully done, the member will be granted approval to start using 3.5.

**Due date: 12-15-23**

Please direct all ImageTrend and technical questions to Jim Klein [jklein@vah.com](mailto:jklein@vah.com)

Training and implementation questions to Kourtney Chesney [kchesney@nch.org](mailto:kchesney@nch.org)