

## Instructions for Verifying Emergency Healthcare Run Reports

- When on EMS Allotment Fund Home Page; click on link *Emergency Healthcare Run Affidavit for FY 2016 EMS Allotment Funding Allowed* (above 'RAC Eligibility Requirements')
- Please read the document carefully and completely
- Just past mid-page, you will find 2 links to click on; '*Click here for Emergency Healthcare Run Report (Excel, EMS Data)*' and '*Click here for Emergency Healthcare Run Report (Excel, Trauma Data)*'. This is where you will verify that your emergency healthcare runs have been accurately recorded. Please verify data on reports for both EMS and Trauma.
- On the EMS Data Run Report, you will find 2 tabs at the bottom left of the page; 'Eligible Runs' and 'Invalid Runs'.
  - Under the **Eligible Runs** tab, you will find the reported data and drop down boxes for Entity Name, TSA (reflecting the Incident County of Occurrence), Incident County, Total ECalls (Emergency Calls), Total ETrauma (Emergency Trauma) and Total EMedical (Emergency Medical).
    - The total ECalls column equals the total number for ETrauma and EMedical calls.
    - You can filter each drop down box to your preference (I would suggest filtering by Entity Name)
      - Ex: Entity Name = 1<sup>st</sup> Choice EMS, LLC
      - Select the drop down box next to 'Entity Name', uncheck select all and then check '1<sup>st</sup> Choice EMS, LLC' - select 'OK'
      - You will now see the data for 1<sup>st</sup> Choice EMS, LLC to verify the runs are correct
    - Carefully review for accuracy
    - Under the **Invalid Runs** tab, you will find all runs reported with '*Unknown Counties*' under '*Incident County*'
      - I would suggest filtering these runs by Entity Name as well as TSA. Please note, the TSA does not reflect the county of occurrence but where the Entity County is licensed.
- On the Trauma Data Run Report, you will find 3 tabs at the bottom left of the page; 'Eligible Runs', 'Invalid Runs' and 'Hospital Trauma Data'.
  - Under the **Eligible Runs** tab, you are provided that data for Entity Name, TSA, Incident County and Total Trauma
  - Please verify the reported Total Trauma for accuracy (you may filter each to your preference)
  - Under the **Invalid Runs** tab, you will find all runs reported with '*Unknown Counties*' under '*Incident County*'
    - Again, I would suggest filtering these runs by Entity Name as well as TSA. Please note, the TSA does not reflect the county of occurrence but where the Entity County is licensed.
  - Under the **Hospital Trauma Data** tab, you will find the reported data and drop down boxes for Entity Name, License Number, County, City, DSHS ID, TSA and # of Trauma Hospitalizations
    - Carefully review the number of Trauma Hospitalizations for accuracy