EMS &Trauma Registries Webinar

Account Manager Training

August 31, 2016

Agenda

- Registries Update

- Account Management

- Business Associate Agreement (BAA)

- System User Management

- Resources/Questions

Registries Update

- Texas has adopted the national standard for EMS & Hospitals
  - National Trauma Data Bank (NTDB)
  - National EMS Information System (NEMSIS)

- Legacy (Texas Standard) will be discontinued on Jan 1, 17
  - Text File Format (.txt) out
  - Extensible Markup Language (XML) in

- Training webinars will be held monthly
  - Target: XML Conversion/Upload Training
  - Please invite your software vendor

Account Management:
Initial Login

▸ Account Security
  ◦ Maintain separate user accounts
  ◦ No password sharing (please)

▸ Forgot Username/Reset Password
  ◦ Must have valid email address in profile
  ◦ Account Managers can reset passwords

▸ [Login]

Account Management:
Submission Methods

▶ Web-Data Entry
- One record at a time
- Record creation
- Assign each record to your entity
- Able to view all patients entered

▶ File-Upload
- Multiple records at a time
- XML/text file-upload procedures
- Feedback report
- If using third-party, ensure to check submissions

Account Management:
Entity Management

- Keeping Entity Information Current
  - Account Manager Edits
  - Registries Operations Support (ROS) Team Edits

- Submission Status
  - XML – All assigned users can see feedback
  - Text – Only the submitter can see data

- No Reportable Data (NRD)
  - Report for each month NRD

Business Associate Agreement: *BAA Management*

- Must be on file for third-party submitters

- Include signatures from both parties

- Upload document then notify ROS team

- ROS team will link accounts

System User Management

- Add/Remove Users
  - Remove and Inactivate users who no longer are employed at your facility

- Change/Reset Passwords

- Update User Profiles
  - Must have a valid email address
  - Provide work phone number only

Resources

- Registries Website
  - http://www.dshs.state.tx.us/injury/default.shtm

- NTDB
  - http://www.ntdsdictionary.org/

- NEMSIS
  - http://www.nemsis.org/index.html

- ICD-9-CM & ICD-10-CM
  - https://savir.wildapricot.org/resources/webinar.pdf

- EMS/Trauma Systems
  - http://www.dshs.state.tx.us/emstraumasystems/default.shtm

Webinar Schedule

Date	Topic
August 17, 2016	NTDB/NEMSIS Transition Training (Past)
August 31, 2016	Account Manager Training
September 14, 2016	NTDB/NEMSIS Transition Training
Note: Times will be provided through invitation. Dates are subject to change Webinars are recorded and posted: http://www.dshs.state.tx.us/injury/MonthlyUpdates.shtm	

Questions

Contact Information

- Email
  - injury.web@dshs.state.tx.us