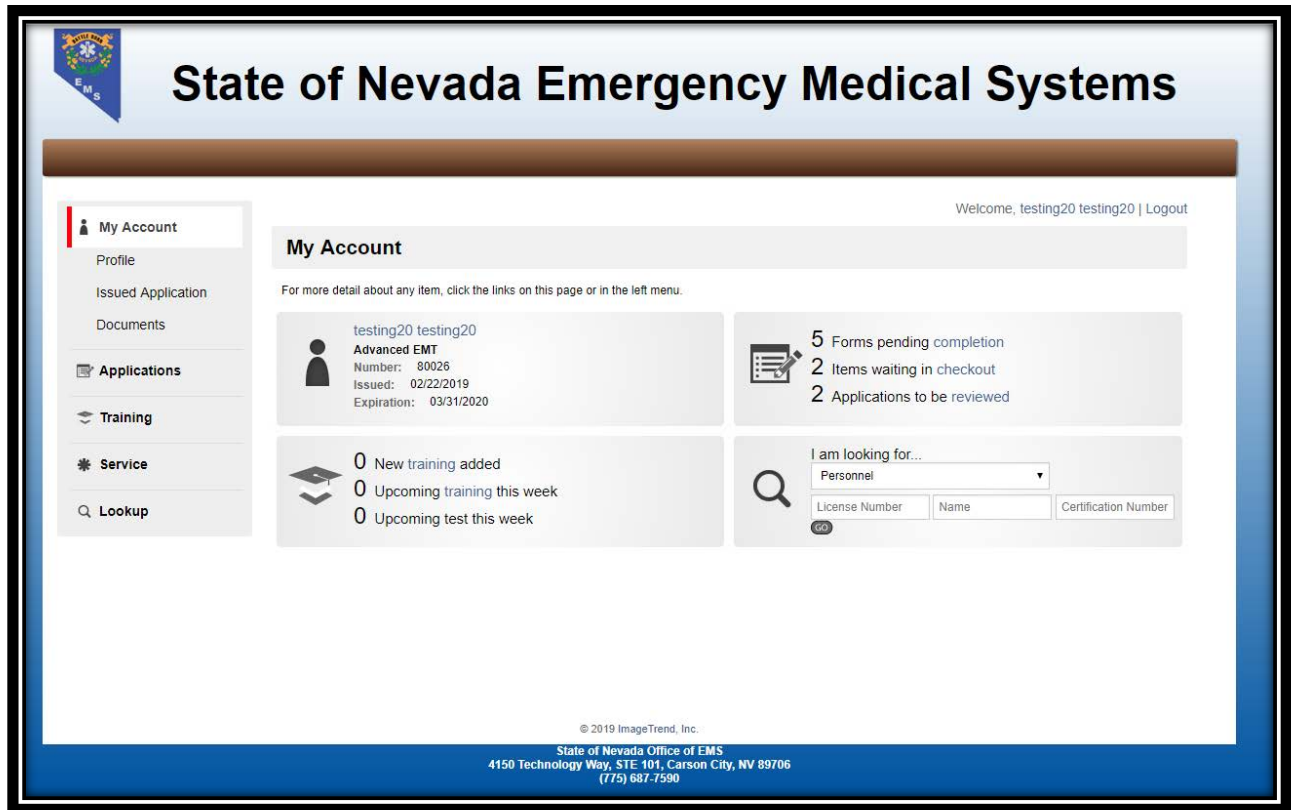


EMS Agency Manual

This walkthrough is designed to allow you to request classes as an instructor. If you need to know how to login please visit the EMS Provider Manual which will walk you through the claiming of your account.

Once Logged into the system you be forwarded to your my account screen.



At this point you will need to click the Service link on the left



Once clicked you will be taken to this screen

State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

GO CLEAR

Services	Service Permit Level	Address	City	County	Phone
Test					

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 10

👤 = Personnel Director
 📞 = Primary Contact
 🚒 = Operations Officer
 🏠 = Medical Director (On-Line)
 🏠 = Medical Director (Off-Line)
 🧑 = Service Director

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This screen allows you to manage your Agency, in ImageTrend they call agencies, services.

At this point you will click the service name that is linked, and it will take you to this page

State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

Test

← Back To Services

Services Details

Click the arrows beside a header to expand or collapse each section of information.

Demographics | Organization | Staff

Details ⌵

Name: Test
 Active: Yes
 Service Classification: VI. Services providing ALS medical first response without patient transport.
 Daylight Savings Time Use: Yes
 Time Zone: GMT-8:00 Pacific Time
 Email:
 Phone:
 Fax:
 Website:
 Primary Resource Hospital:
 Address:
 City:
 County:
 State:

My Account
 Applications
 Training
Service
 Details
 Policies
 Medical Directors
 Personnel
 Stations
 Vehicles
 Documents
 Service Areas
 Inspections
 Lookup

All these tabs seen here are to allow you to view the information about your agency. If this information is wrong, then you will need to contact EMS Staff to change it.

The other links seen on the left under Service allow you to manage different sections of your agency.

The policy tab will allow you to submit a policy/protocol for approval and looks like this



State of Nevada Emergency Medical Systems

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My Account

Applications

Training

Service

- Details
- Policies
- Medical Directors
- Personnel
- Stations
- Vehicles
- Documents
- Service Areas
- Inspections

Lookup

Test [← Back To Services](#)

Services Policies and Protocols

The status of each policy will be updated as it moves through the review process.

To open a policy for editing or to add a document to that policy, click the name of the policy. To create a new policy or protocol to submit for approval, click *Submit Policy for Approval* and fill out the details of the policy.

[Submit Policy For Approval](#)

Name ▲	Type	Classification	Policy Number	Status	Issued	Expiration
No policies have been established for this service.						

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Once you are here you click the Submit Policy for approval button



This screen will appear

Services Policies and Protocols

Add Policy For Approval Page

* Policy Name:

* Policy Number:

Policy Type: Policy Protocol

* Policy Classification:

Policy Agent:

Phone: - -

Address:

Postal Code:

Click "Lookup" to select City, County, and State for this postal code

City:

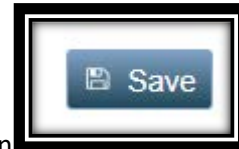
County:

State:

Created By: testing20, testing20

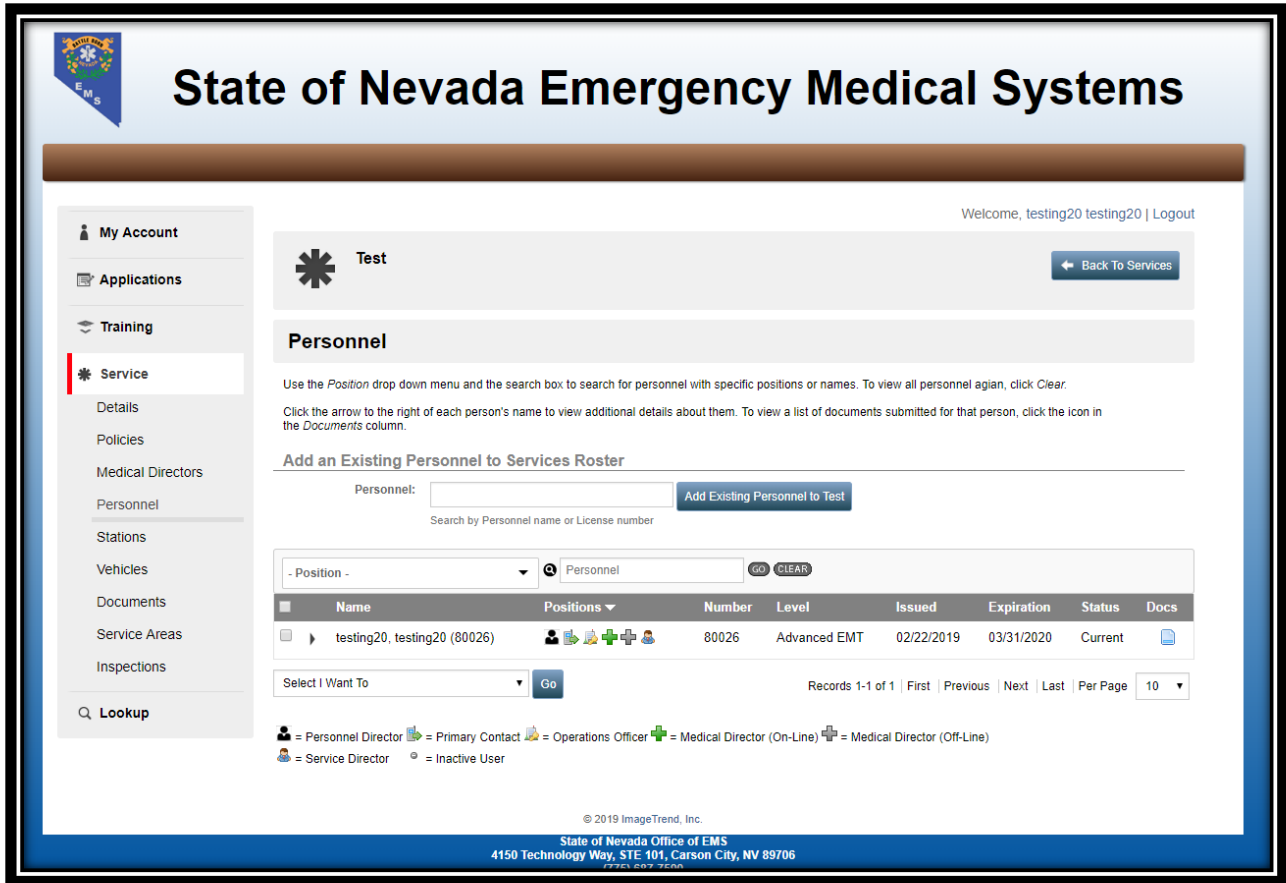
Application Date: 03/05/2019

Notes:



you will need to fill out the appropriate fields and then click the Save button

The next section is for Medical Directors and will be added on the following section personnel, which looks like this

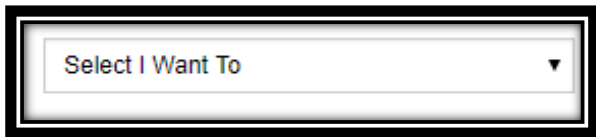
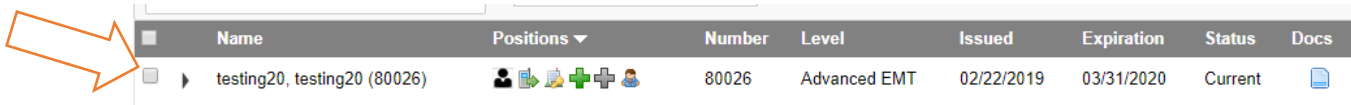


This section allows you to add personnel by typing in their name or their Certification number and then

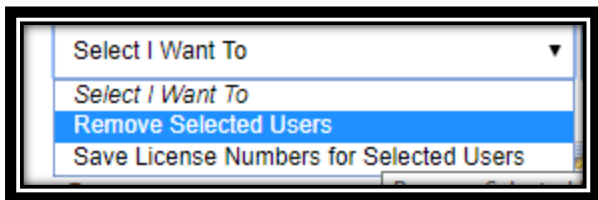


clicking the Add Existing Personnel to “Agency Name” button

If you need to remove personnel from your agencies roster you would click the checkbox next to their name(s)



Then using this drop down



and selecting Remove Selected Users



Then click the Go button and it will remove the users from your roster

The stations, vehicles, service areas and Inspections are in transition and will be added at a later date.

The Documents section looks like this

State of Nevada Emergency Medical Systems

Welcome, testing20 testing20 | Logout

My Account

Applications

Training

Service

- Details
- Policies
- Medical Directors
- Personnel
- Stations
- Vehicles
- Documents
- Service Areas
- Inspections

Lookup

Test

Back To Services

Documents

To narrow down the list of documents, enter your search criteria in the *Document Type* drop down menu and the search box and click Go. To view all documents again, click *Clear*. To open a document in a new window, click the name of the document.

Select Document Type

Name	Type	Modified By	Modified On
No documents have been uploaded for this service.			

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This section allows you to view the documents associated with your agency.

This concludes the agency user guide