How to Submit No Reportable Data (NRD)

1. Click on the Magnifying Glass/**Search** icon.

2. In the field **"Record Type"** choose your category of entity (EMS, LTAC, etc.)

3. Click **"Search"** button.

❖ The entity name populating the "Results" table – **only** the entity you have permission to access.

4. Double click on the name of your entity – it will highlight in yellow.

❖ The screen will change to the **"Record Summary"** web page. Notice the Question Packages.

5. Double click on the package **"No Reportable Data"** – it will highlight in yellow.

6. Enter the data as appropriate, monthly submissions preferred.

❖ **"NRD Submission"** column – this button instructs the system to submit the information.

If you require more detailed instructions, please see the following 7 pages of directions.

1. Click on the Magnifying Glass/**Search** icon.

2. In the field "Record Type" choose your category of entity (EMS, LTAC, etc.)

Search Event

Search Criteria

Type:	EMS/Trauma Record ▼
Record ID:	
Name:	
Street Address:	
City:	
State:	▼
County:	▼
Record Type:	▼
Event Date:	

Agency
EMS Facility
Freestanding Emergency Department
Hospital
Justice of the Peace
Long Term Acute Care Facility
Medical Examiner
Patient Record – EMS
Patient Record – Hospital
Patient Record – Long Term Acute Care
Patient Record – Non-Trauma
Patient Record – Rehabilitation
Patient Record – Submersion
Personnel
RAC
Registration
Rehabilitation Facility
Third Party Vendor

Search Options

Sort By:	
Sort Order:	
Search History:	

Search

Search Results

Record ID	Person Information	Birth Date	Record Type	Create Date	Event Date	Organization	Injury

No search done

Use selected event	Create Event for Person	Cancel

3. Click "Search" button.

Search Event

Search Criteria

Type:	EMS/Trauma Record ▼
Record ID:	
Name:	
Street Address:	
City:	
State:	▼
County:	▼
Record Type:	EMS Facility ▼
Event Date:	📅 - 📅

Search Options

Sort By:	Create Date ▼
Sort Order:	Descending ▼
Search History:	☐

[Search]   [Clear]

Search Results

Search Results						
Record ID	EMS Agency	Birth Date	Record Type	Trauma date	EMS Org	Injury

No search done

[Use selected event]   [Cancel]

❖ The entity name populating the "Results" table – **only** the entity you have permission to access.

Search Event

Search Criteria

Type:	EMS/Trauma Record ▼
Record ID:	
Name:	
Street Address:	
City:	
State:	▼
County:	▼
Record Type:	EMS Facility ▼
Event Date:	▦ - ▦

Search Options

Sort By:	Create Date ▼
Sort Order:	Descending ▼
Search History:	☐

[Search] [Clear] [Create New]

Search Results

Search Results

Record ID		EMS Agency	Birth Date	Record Type	Create Date	Event Date	Organization	Injury
EMS_1650	🔍	1 Way EMS		EMS Facility	01/01/2001	01/01/2001		

Displaying result(s) 1...1   << First < Prev 1 / 1 Next > Last >>

[Use selected event] [Create Event for Person] [Cancel]

4. Double click on the name of your entity – it will highlight in yellow.

Search Event

Search Criteria

Type:	EMS/Trauma Record ▾
Record ID:	
Name:	
Street Address:	
City:	
State:	▾
County:	▾
Record Type:	EMS Facility ▾
Event Date:	▦ - ▦

Search Options

Sort By:	Create Date ▾
Sort Order:	Descending ▾
Search History:	☐

Search	Clear	Create New

Search Results

Search Results

Record ID		EMS Agency	Birth Date	Record Type	Create Date	Event Date	Organization	Injury
EMS_1650	🔍	1 Way EMS		EMS Facility	01/01/2001	01/01/2001		

Displaying result(s) 1...1   << First < Prev 1 / 1 Next > Last >>

Use selected event	Create Event for Person	Cancel

❖ The screen will change to the "Record Summary" web page.

Record Summary

Basic Information

Record ID:	EMS_1650 External ID:EMS_333333
Record Type:	EMS Facility
Primary EMS Agency:	1 Way EMS Phone: (999) 999-9999
Status:	Open
Linked Records:	0 linked record(s) (View)
Attachments:	0 attachment(s) (Add)

Notes (Add/Edit | Show My Notes)

09/15/2012 13:38 (Generic) - System Account [system]
LEGACY

01/01/2001 00:40 (Generic) - System Account [system]
Spoke w/ Nancy Drew (512 999 5555) on 5/18/2012 she provided Jane Doe (512 555 9999) as the contact person for this acount. New user added; Jane Doe, MSN as Account Manager.

01/01/2001 00:40 (Generic) - System Account [system]
test

01/01/2001 00:40 (Generic) - System Account [system]
Testing for RP094 after form was commented out. x

[Edit Record Properties] [Copy Event]

Record Information

Record Data	Lab/Tox Results	Concerns	EMS Agency	Tasks	Calendar	Record History

Question Packages

QUESTION PACKAGE	EMS AGENCY	LAST UPDATE	UPDATED BY	STATUS
Administrative	1 Way EMS	09/15/2012	System Account [system]	Complete
General Information	1 Way EMS	09/15/2012	System Account [system]	Incomplete
Contact Information	1 Way EMS	09/15/2012	System Account [system]	Complete
EMS Location / Vehicles / Protocols	1 Way EMS	09/15/2012	System Account [system]	Incomplete
Submission Status	1 Way EMS	09/15/2012	System Account [system]	Complete
Entity Import Information (Not Editable)	1 Way EMS	09/15/2012	System Account [system]	Incomplete
Customer Service Requests	1 Way EMS	02/28/2013	Beverly Willis [bewillis]	Complete
No Reportable Data (NRD)	1 Way EMS	04/16/2013	Beverly Willis [bewillis]	Complete

[View Question Package] Wizards [▼] [View Wizard]

Question Package - Details

Name:	Administrative
Description:	
EMS Agency:	1 Way EMS
Status:	Complete
Number of Questions:	7
Incomplete Required Questions:	0
Last Update:	09/15/2012
Updated By:	System Account [system]

❖ Notice the Question Packages.

5. Double click on the package "No Reportable Data" – it will highlight in yellow.

Record Information

| Record Data | Lab/Tox Results | Concerns | EMS Agency | Tasks | Calendar |

Question Packages

QUESTION PACKAGE	EMS AGENCY
Administrative	1 Way EMS
General Information	1 Way EMS
Contact Information	1 Way EMS
EMS Location / Vehicles / Protocols	1 Way EMS
Submission Status	1 Way EMS
Entity Import Information (Not Editable)	1 Way EMS
Customer Service Requests	1 Way EMS
No Reportable Data (NRD)	1 Way EMS

6. Enter the data as appropriate, monthly submissions preferred. (full picture of NRD screen)

No Reportable Data (NRD) , 1 Way EMS - EMS Facility

Status: Complete (Number of Questions:10, Incomplete Required Questions:0)   [Jump To...] ▼   Save   Cancel

No Reportable Data (NRD)				
NRD Year	NRD Month	NRD Indicated By	Date NRD Indicated	NRD Submission
2012 ▼	January ▼	Beverly Willis	05/07/2013	☑ Yes
2013 ▼	February ▼	Beverly Willis	05/07/2013	☐ Yes
Add New				

Save   Cancel   Help

❖ This is an enlarged picture which cuts the table in half so you can see the fields. This is the left half.

No Reportable Data (NRD) , 1 Way EMS - EMS Facility

Status: Complete (Number of Questions:10, Incomplete Required Questions:0)

NRD Year	NRD Month	NRD Indicated By
2012 ▼	January ▼	Beverly Willis
2013 ▼	February ▼	Beverly Willis
Add New		

Save   Cancel   Help

[Jump To...]

No Reportable Data (NRD)		
	Date NRD Indicated	NRD Submission
	05/07/2013	☑ Yes
	05/07/2013	☐ Yes

"NRD Submission" column – this button instructs the system to submit the information. Notice the top line – the NRD has been submitted to the registry. The second line has not.

❖ This is the right half.