NH TEMSIS Service Leader
Basic Elite Service Settings Configuration Guide

Introduction

To setup your service in NH TEMSIS Elite, please follow these recommendations. At the bare minimum, Agency Information, Agency Locations, Facilities, Vehicles and Repeat Patient settings need to be setup.

- It's important to note that agency information (service name, address, contact) is not located in one place like it is in the old TEMSIS, but is distributed under "Agency Information", "Agency Locations", "Users" in Elite.

To access NH TEMSIS Elite, follow the link www.nhtemsis.org/elite and log in with your current NH TEMSIS login and password. If it asks for your org ID for some reason, it is "newhampshire" (no space).

Reference Resources – Where to Find Immediate Self Help

ImageTrend Training Resources include interactive manuals for detailed written and visual training and streaming video recordings of webinar trainings covering all the essential Elite functions.

To access the ImageTrend training resources, you must log in to Elite (you can't see the Elite Training from the current TEMSIS). Then click on the "Community" tab, then "Help/University".
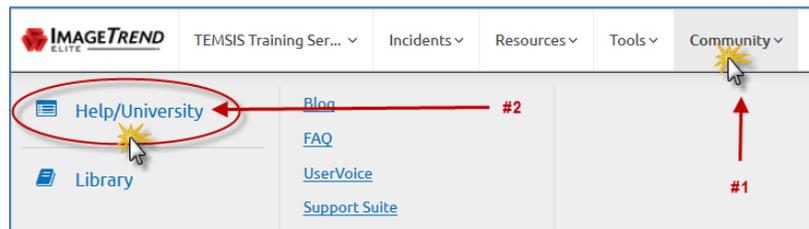
On the left-hand side you can see a panel with the tab at the top "Contents" highlighted. This menu has all the written and interactive manuals. Training Videos are under the camera/eye icon.
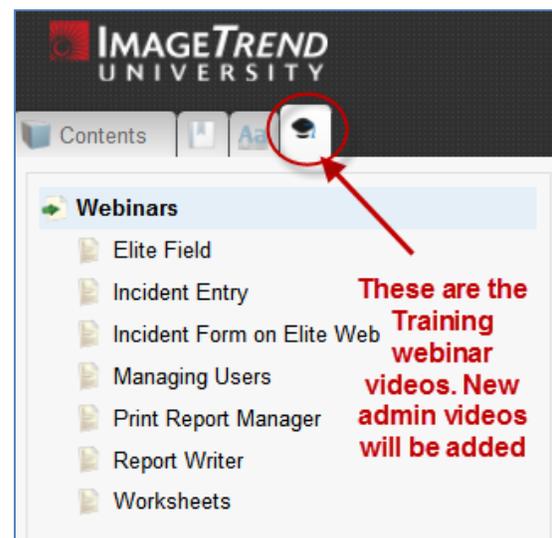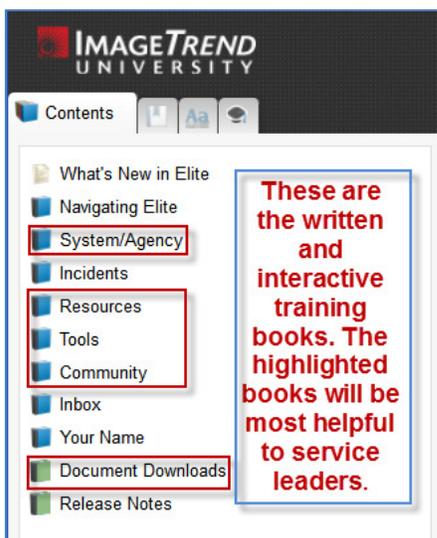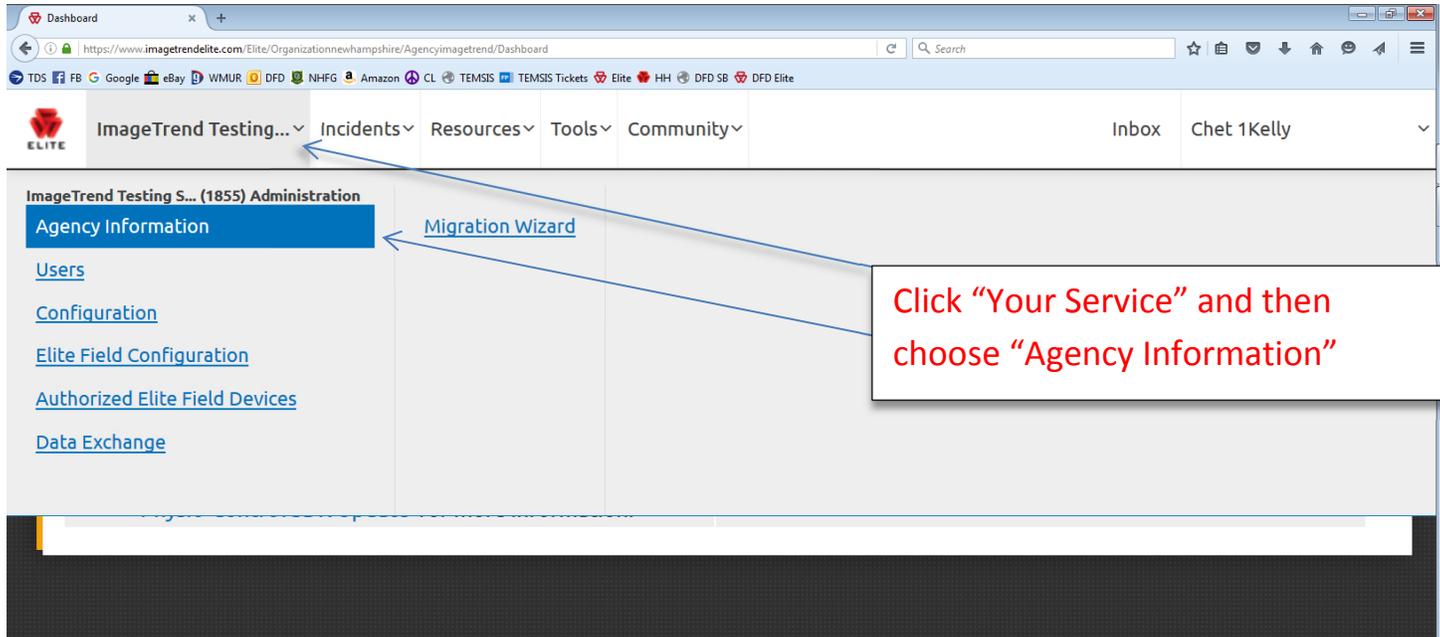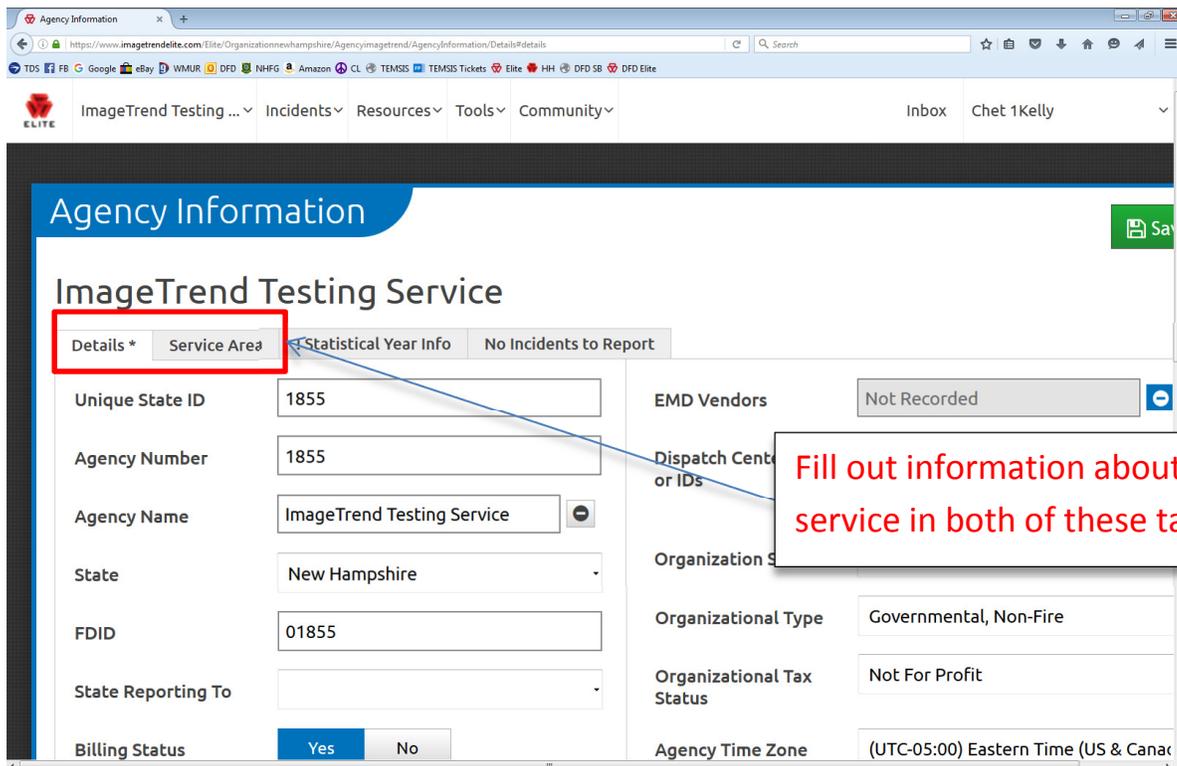
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Agency Information

Choose "Your Service" > "Agency Information".

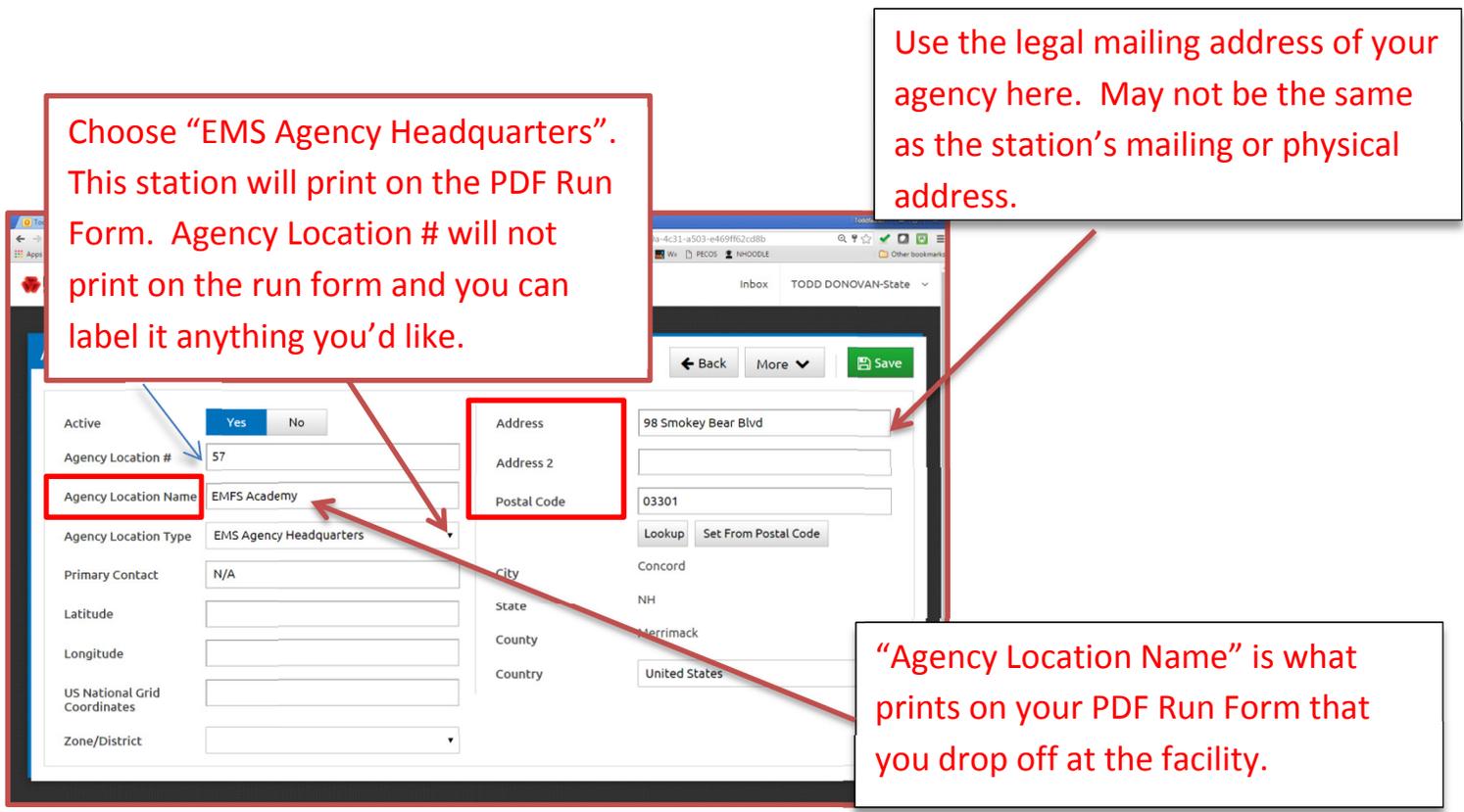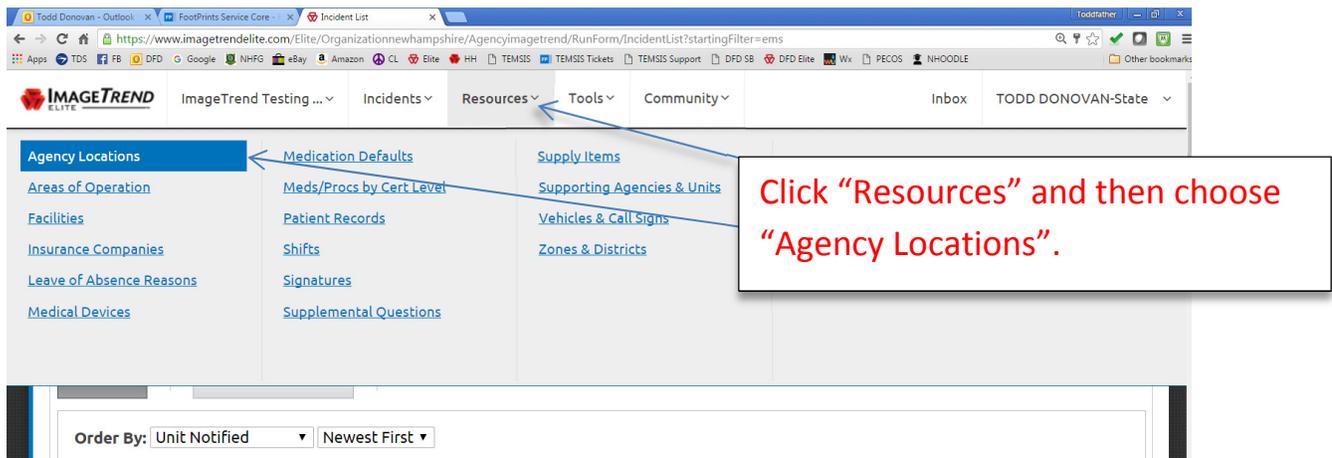Please fill out the "Details"(Anything missing that you can answer) and "Service Area" (Postal Codes) tabs .

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Agency Locations

Choose "Resources" > "Agency Locations".

Previously known as Stations, Agency Locations are an EMS Station or Agency Headquarters. **This is important and you must at least setup a "Headquarters" station because this is what is printed on the Patient Encounter PDF left for the hospital/facility. Your agency name and mailing address will not appear on the run form if you do not add an agency "Headquarters".** Any other stations or locations you wish to add are strictly for your service use and are optional.
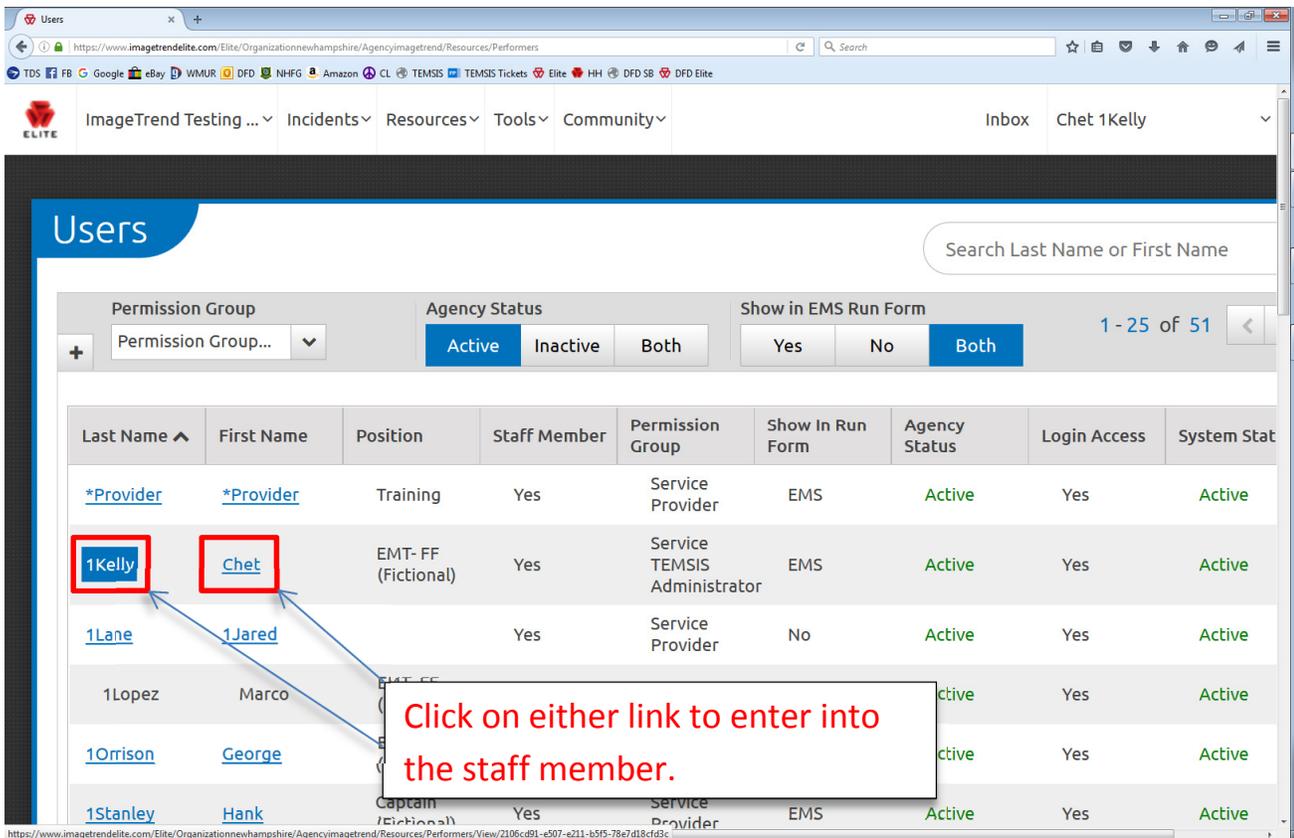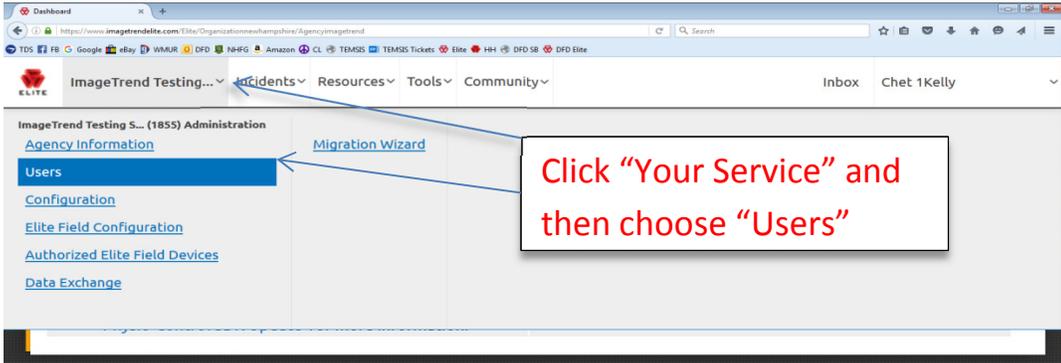

Click "Resources" and then choose "Agency Locations".

Choose "EMS Agency Headquarters". This station will print on the PDF Run Form. Agency Location # will not print on the run form and you can label it anything you'd like.

Use the legal mailing address of your agency here. May not be the same as the station's mailing or physical address.

"Agency Location Name" is what prints on your PDF Run Form that you drop off at the facility.

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Primary Contact

Choose "Your Service" > "Users". Once you see the staff in your service, choose the staff who will be the primary contact for your service. Multiple staff can be "Primary Contact". The Primary Contact(s) will be the staff that receives critical documents and e-mails from the NHTEMSIS System Administrator.

Click "Your Service" and then choose "Users"

Click on either link to enter into the staff member.

Click "Employment"

Choose "Primary Contact" & Contact Type.

Other Duties as Assigned

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Facilities

Choose "Resources" > "Facilities". In this section of Elite, you can add, resort, activated and/or deactivate facilities for your service.
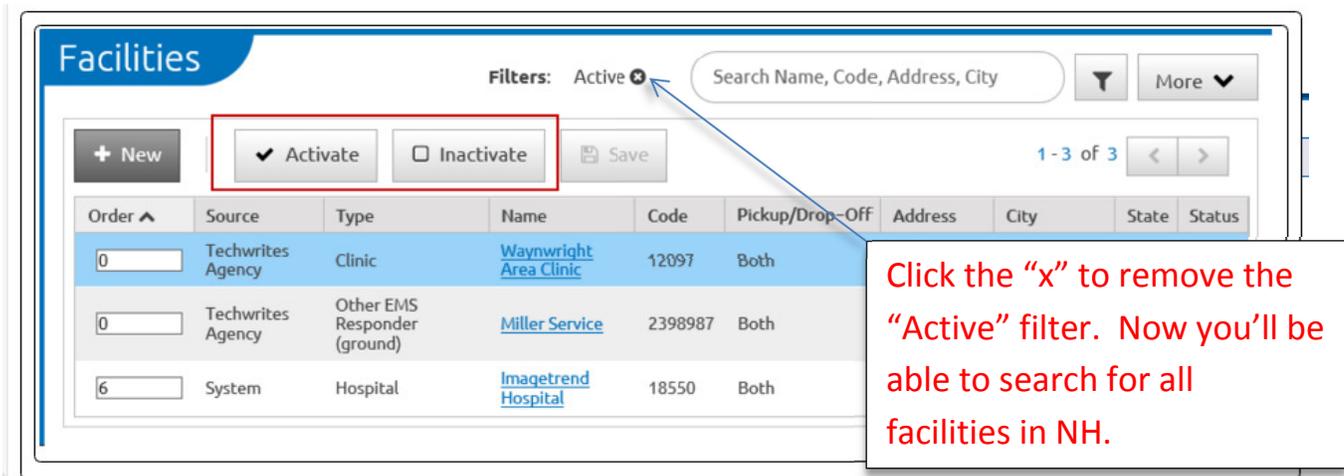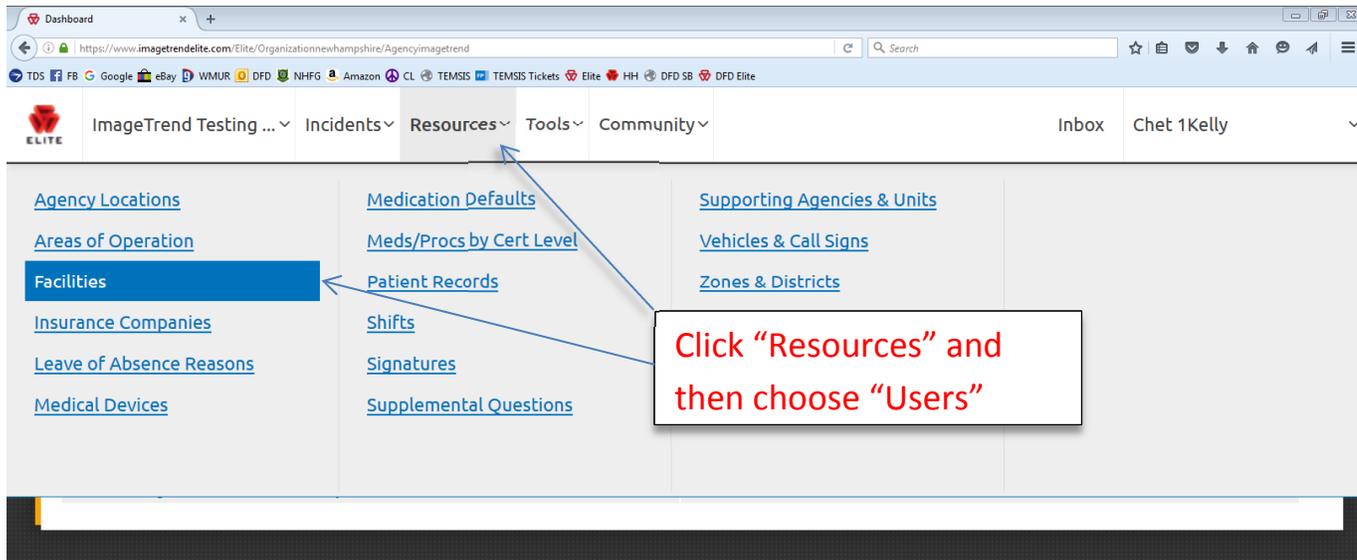
By clicking the "x" on the "Active" filter, you will be able to see both "Active" & "Inactive" facilities. Highlight the facilities by clicking anywhere on the line for the facility EXCEPT the hyperlinked name (which opens the full facility information for the facility). The line will run blue when highlighted. To un-highlight a line, just click it again. Then click "Activate" or "Inactivate". You can highlight as many as you want and then "Activate" or "Inactivate" as a group.

IMPORTANT: Do not "Inactivate" landing zones unless it is a service that you will never see. For example, you could inactivate Landing Zone: UMASS LIfeflight if your service is in the northern part of New Hampshire.

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Vehicles

The Bureau of EMS will manage inserting and updating all the ambulances from the EMS licensing database. For service leaders: If the ambulance call sign is missing or incorrect, then correct that is those can change or are sometimes not included on the ambulance license applications. For all other vehicles (fire apparatus, ATVs etc.) you as the service leader can manage these (add, inactivate or modify).

Choose Resources > Vehicles & Call Signs
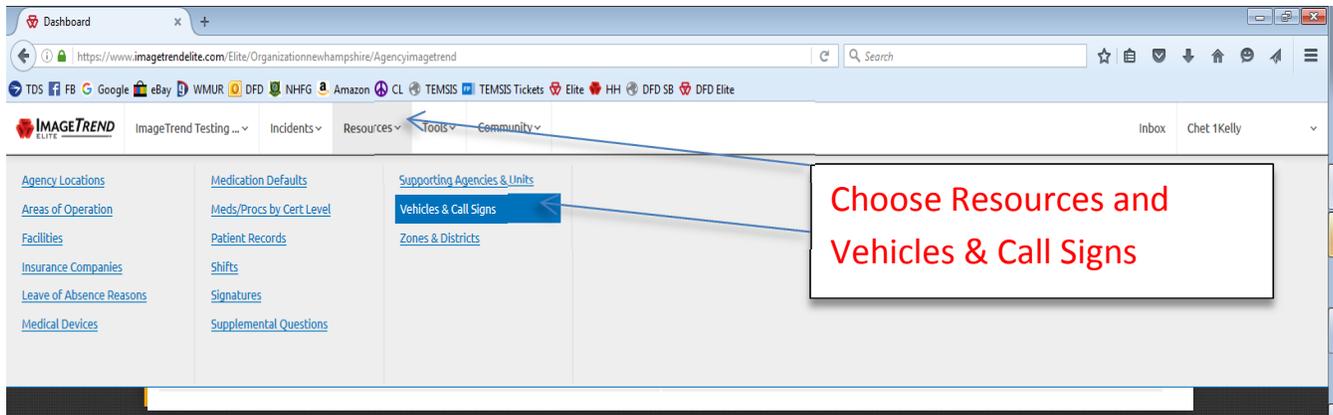
Vehicles and their call signs can be edited, added and sorted. By clicking on the active vehicle you can edit the Vehicle Number as well as the call signs.

IMPORTANT: A vehicle number is what you call your vehicle at your agency and the call sign is what the vehicle is known on the radio. In some cases the call sign and the vehicle ID will be the same.
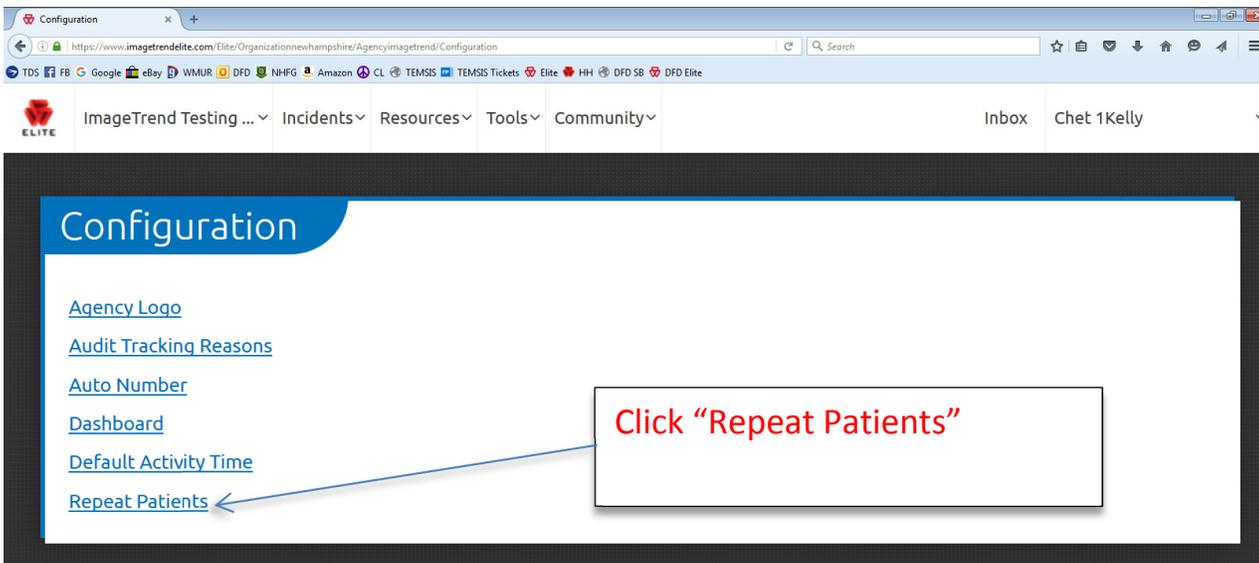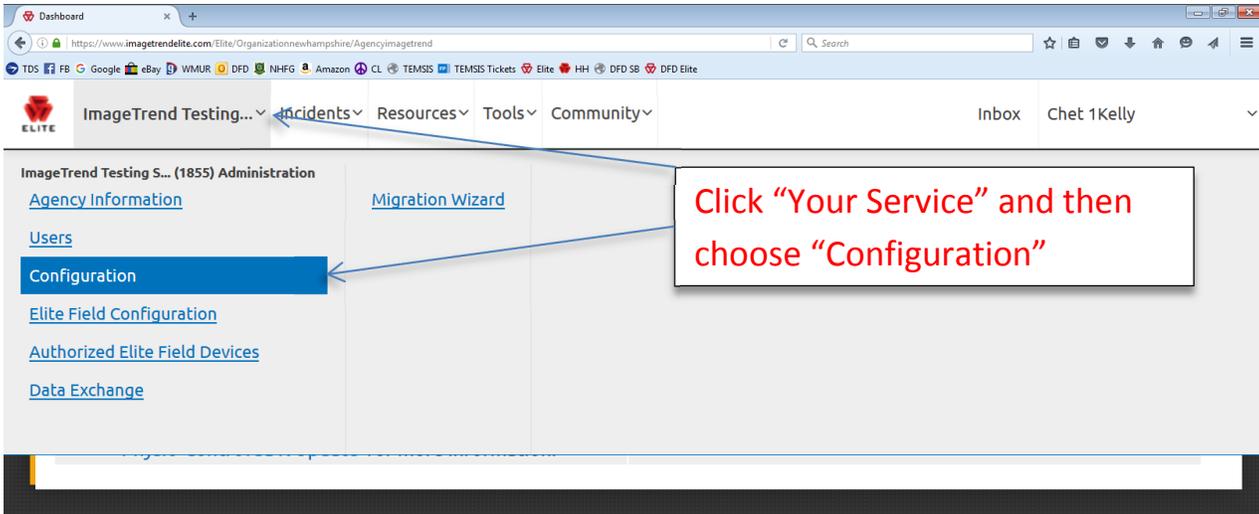

Adding vehicles such as an engine or an ATV is possible by clicking the "New" button and editing their call sign and vehicle number.

Repeat Patients

Click "Your Service" > "Configuration" > Repeat Patients.

Click "Your Service" and then choose "Configuration"

Click "Repeat Patients"

Search for repeat patients within the last X days can be set to any length. It's recommended to be at least 365 days. If you do not want any of your patients to become inactive in the "Repeat Patients" leave the value blank. Do not use "0".

Repeat Patients = "Yes"

Populate repeat patient data upon 3rd-party inputs = "No"

Populate repeat p data upon data entry = "Yes"

ELITE Field Settings
Click "Your Service" > "Elite Field Configuration"

Click "Your Service" and then choose "Elite Field Configuration"

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In the "General Settings" of Elite Field, you can Automatically Delete Posted Incidents from the device

Conclusion

This is not an exhaustive list of service configuration. However, it is a list of configuration categories that need to be completed before your service can go "Live" on NHTEMSIS Elite.