

Electronic EMS PCR Access

The N.C. Office of EMS and the EMS Performance Improvement Center (EMS PIC) have collaborated to introduce hospital access to EMS patient care reports using the Credentialing Information System (CIS).

Each hospital has been configured within the CIS so that designated hospital staff may have access to the EMS patient care reports of the patients transported to that specific hospital. Access to EMS patient care reports of patients transported to other hospitals will not be permitted. This web-based secure system provides a search, print, and save function so that EMS patient care reports can be included into the hospital medical record system or obtained for other medical needs.

To obtain access to CIS for your hospital, the following steps must be completed:

1. Determine a lead contact person from your hospital for the process.
2. Determine who within your hospital should have access to CIS and the EMS Patient Care Reports.
3. Those who have been identified for access, should personally obtain an account with a P-number to allow access to CIS.
4. The lead contact must send a list of all individual staff members who should be granted access for your hospital to Beth Diaz at beth.diaz@dhhs.nc.gov. The list should include name, P-number and job title.
5. The EMS PIC will configure your hospital's settings and notify the lead contact when access to the system is active.
6. Prior to using the system for the first time, all staff should complete the online training/tutorial on how to use CIS to search, print, or save EMS care reports.
<http://www.emspic.org/documents/projects/hospitalpcr/hospitalpcr.pdf> (for the pdf version)
<http://www.emspic.org/documents/projects/hospitalpcr/hospitalpcr.html> (for the flash version with voice instructions)
7. If staffing changes or additional staff need to be added to your hospital, please contact Beth Diaz at beth.diaz@dhhs.nc.gov.

Procedures

Search the system before creating a new State ID, also called Personal ID (P-Number). You may already be established with a P-Number in the system.

Searching for your State ID (or P-Number) Registration

1. Go to the CIS website at <https://apps.emspic.org/CIS/Public>
2. Select state “North Carolina”, click “Enter Public CIS”.
3. On the left navigation tab, click on “Personnel”.
4. Select the “Personnel Search” link.
5. Enter your first and last name in the name fields.
6. Click the “Search” button to proceed with the search. If your name does not appear, stop here and proceed with creating a new State ID (P-Number).
7. The User ID that is listed is your State ID (P-Number).
8. The View link allows you to see your certification information and no further steps are needed. You will be able to log into the system.

Creating a State ID (P-Number)

1. Go to the CIS website at <https://apps.emspic.org/CIS/Public>
2. Select state “North Carolina”, click “Enter Public CIS”.
3. On the left navigation tab, click on “Profile”.
4. Select “Register to use CIS” link
5. Fill out all the information on this page. The fields with an asterisk (*) are required fields and they must be completed to submit the form. This includes your SSN, birthday, and all drop down menus (State, County, Demographics).
6. Create a password. Your password **must** be at least six characters in length and include at least one “special character” such as a number or symbol that is not a letter. Examples of special characters symbols include, but are not limited to: \$,*,#,@. These requirements make passwords more secure in CIS.
7. Select the “Save” button to ensure your form is submitted.
8. If your registration is successful, your State ID (P-Number) will be displayed in the user profile area under User ID. If the registration was not successful, any form errors will be displayed for correction and you will not receive a State ID (P-Number).
9. Do not repeat the above steps if you encounter any problems, as it will result in duplicate State ID numbers. If you experience any problems with completing any of steps of the process, please call the EMSPIC at (866) 733-6477.

Logging in to CIS

1. Go to the CIS website at <https://apps.emspic.org/CIS/Public>
2. Click “Click here to Login.”
3. Enter your State ID number (or P-Number) as your User ID. Be sure to use and upper case P, followed by only numbers.
4. Enter your password created for State ID number (P-Number). If the password does not work, please call the EMSPIC at (866) 733-6477 for assistance.
5. Read the EMS Confidentiality Agreement. Sign the agreement with your password.
6. Review the information in your profile. If needed, select the Edit button on the bottom right side of the page to edit the information and save after completion of editing.