



Arkansas Department of Health

5800 West 10th Street Suite 800 • Little Rock, Arkansas 72204-1763 • Telephone (501) 661-2262

Governor Mike Beebe

Paul K. Halverson, DrPH, FACHE, Director and State Health Officer

MEMORANDUM

TO: All Arkansas Licensed Ambulance Services

FROM: Brian Nation, Trauma Systems Administrator
Section of EMS and Trauma Systems

DATE: September 18, 2007

RE: Data Use, Substation List and Submission Practices

The Section of EMS and Trauma Systems would like to obtain a clear picture of the data use and submission practices in the state. Information about the location of software, substation use, and the need for more software will help the Section in planning needed updates and changes in the future.

Each service's data manager, the person normally responsible for maintaining data collection for the service should fill out the attached form and return it to the Section of EMS and Trauma Systems. Information from this form will be used to maintain quality data collection in the state and will be placed in each service license file.

Name of service: _____ License Number: 0__

—

Data Manager: _____ Phone Number () _____

Location of the software program _____

Is information for more than one license number entered on this computer? YES NO (Circle One)

If you answered yes, please indicate all of the licensed services by name and number in the section below:

Name of service: _____ License Number: 0__

—

Name of service: _____ License Number: 0__

—

Name of service: _____ License Number: 0__

—

Name of service: _____ License Number: 0__

—

(Additional pages may be attached for multiple service entry)

Many services have substations and the Sections of EMS and Trauma Systems needs to know where they are and if they are making use of substation software.

Please list substations and software use below:

Location of substation: _____ Software present? YES
NO

Location of substation: _____ Software present? YES
NO

Location of substation: _____ Software present? YES
NO

Location of substation: _____ Software present? YES
NO

(Additional pages may be attached for multiple substations)

If your service has substations without software present, could you make use of additional copies if the Section of EMS and Trauma Systems was able to obtain funding to purchase more substation licenses? If so, how many copies would your service need? _____

Please remember that data should be exported on a monthly basis and sent to ems.data@arkansas.gov for processing. Problems with the software program should be reported to Steve Kimball with EMS Data Systems at (520) 519-0239. Data exports are processed by Brian Nation and an e-mail is returned for every data submission. If you are not receiving e-mail responses, please call Brian Nation at (501) 661-2262 for further assistance.