



# Arkansas Department of Health and Human Services

## Division of Health



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### PROCEDURE FOR DOWNLOADING KEYDATA FILES TO THE STATE REGISTRY:

(Revised May 14, 2007)

When preparing the download to the Section of EMS and Trauma Systems from your Keydata program, please follow these guidelines:

1. Submit data monthly; send in last month's data by the 5<sup>th</sup> of the following month.
2. Submit the files as an e-mail attachment only; do not send floppy disks to the office through the mail.
3. Please make sure the file is saved in a usable format and then attach it to an e-mail to the Section of EMS and Trauma Systems.
4. Submit files and all correspondence regarding the Keydata program to this e-mail address:

[Ems.data@arkansas.gov](mailto:Ems.data@arkansas.gov)

If you have any questions, please call the Section at (501) 661-2262. Please refer questions about the program itself to Steve Kimball at EMS Data Systems (520) 519-0239. Thank you