



Kentucky Board of Emergency Medical Services

Kentucky State Ambulance Reporting System  
Instructional Document: Manual Upload of NEMSIS Version 3 File  
March 1, 2016

1. Open the KStARS website using your Internet browser (Chrome or Firefox preferred) and enter <http://kemsis.kbems.kctcs.edu/elite> and enter your KEMSIS username and password. If you have forgotten your password, use the link below the Sign In button to self-initiate a password reset.

**Welcome to K-Stars**

The Kentucky State Ambulance Reporting System (KStARS) is the electronic Prehospital Care Reporting (ePCR) component of the Kentucky Emergency Medical Services System (KEMSIS). This application is used to collect run reports both individually and in bulk for services using other ePCR solutions.

**Elite™ Sign In**

**Username**

**Password**

**Sign In** ➔

[Forgot your password?](#)

Note: ImageTrend is unable to provide users with permissions based requests (i.e. Active or Lock Status changes, Usernames, Passwords, Permission Level Changes, etc.). Please contact your Administrator if you need further assistance.

[Elite Field Sign In](#)

**Kentucky Board of EMS**

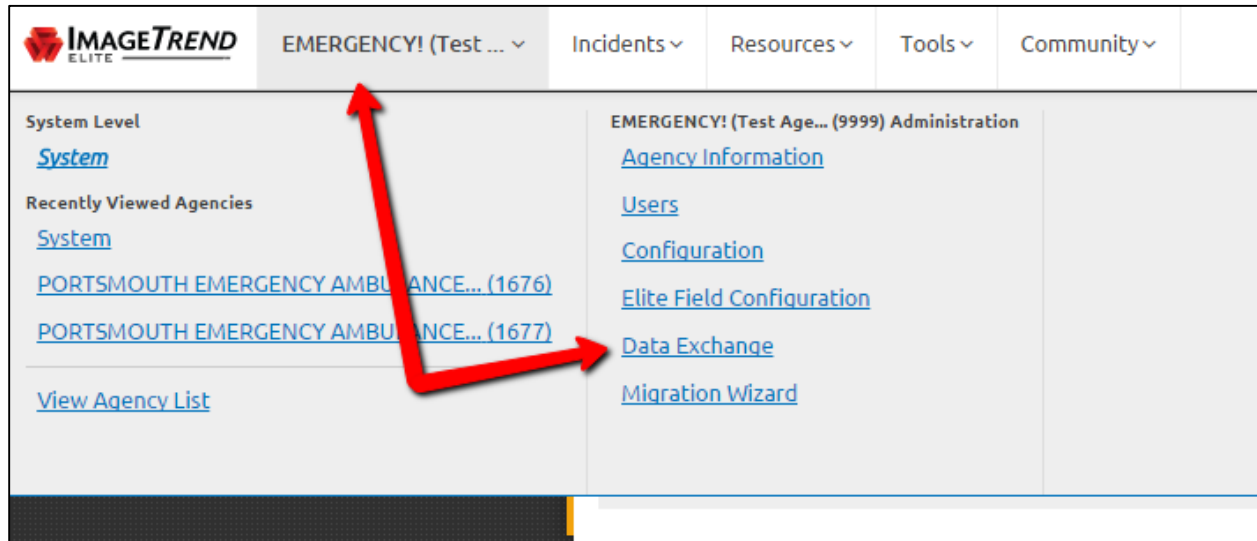
**CERTIFIED NEMSIS 3 COMPLIANCE**

ImageTrend Elite™ was the first to be certified compliant with NEMSIS 3 for both Receive & Process and Collect Data standards. The platform was designed for enhanced connectivity among care providers and health information exchanges.

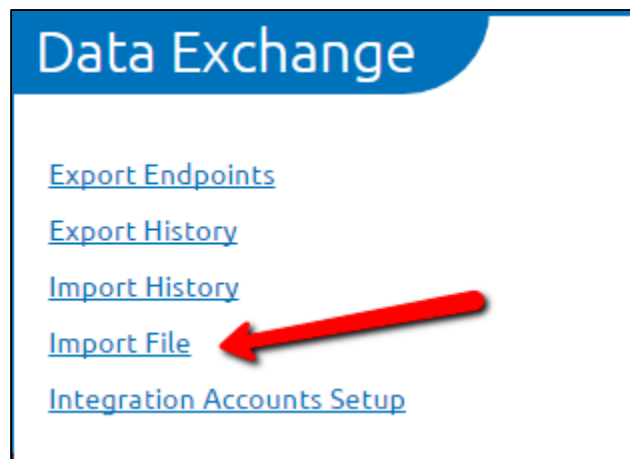
**IN-DEPTH REPORTING & ANALYSIS**

Your data utilization is maximized through advanced reporting and analysis tools incorporated in the Elite platform. Data aggregated from multiple sources helps create a complete picture of healthcare delivery for informed medical decisions.

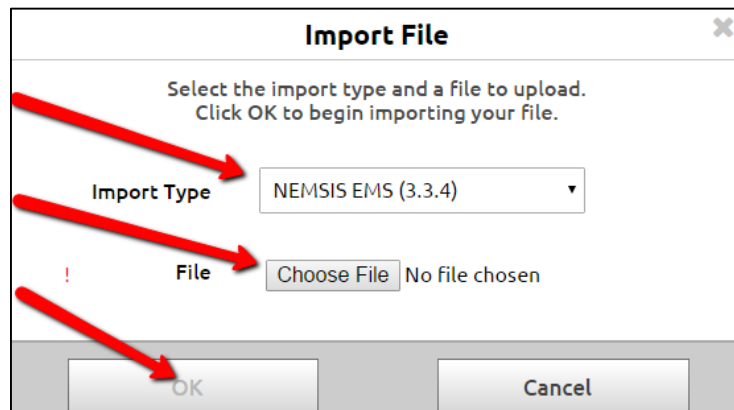
- After logging in, click the Agency menu then Data Exchange.



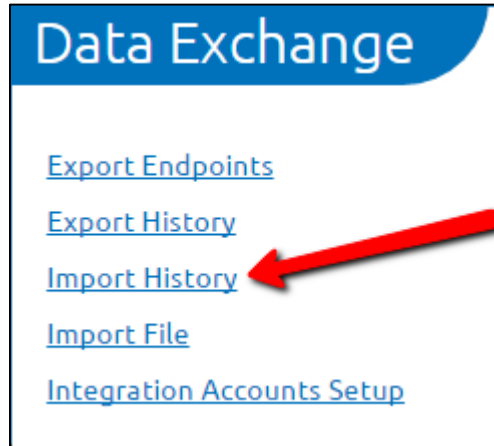
- From Data Exchange, click Import File.



- On the Import File prompt, select the Import Type (Either NEMESIS EMS 3.3.4 or NEMESIS EMS 3.4.0) and click Choose File to navigate to the file location on your computer. Once these two items are satisfied, the OK button will become enabled.



5. Monitor the progress of your import by navigating back to the Agency Menu and Data Exchange (Step 2 in this document) then clicking Import History.



6. Click the Details Button for the corresponding import file. You may need to adjust the Date Range settings to account for imports older than one week.

The screenshot shows the "Import History" page. At the top left is the title "Import History". To the right is a search bar "Search Import Type, Created By or Status" and a "Back" button. Below the search bar is a "View Import Type: All" dropdown menu. To the right of the dropdown is a "Date Range: 2/23/2016 To 3/1/2016" field, which is highlighted with a red box. Below the date range is a pagination control "1 - 4 of 4" with left and right arrows. The main content is a table with columns: "Import Name", "Created By", "Created On", "Status", and "Run Time". There are four rows of data. To the left of the table is a vertical column of four "Details" buttons, each with a magnifying glass icon. A red box highlights these buttons, and a red arrow points to the second "Details" button. Another red arrow points from the "Date Range" field to the table.

	Import Name	Created By	Created On	Status	Run Time
	ImageTrend Licensure User	Kentucky Licensure Integration	2/26/2016 15:01:26	Completed	00:00:42
	ImageTrend Licensure Service	Kentucky Licensure Integration	2/26/2016 15:00:57	Completed	00:00:03
	ImageTrend Licensure User	Kentucky Licensure Integration	2/26/2016 14:26:41	Completed	00:00:17
	ImageTrend Licensure Service	Kentucky Licensure Integration	2/26/2016 14:26:12	Completed	00:00:02