

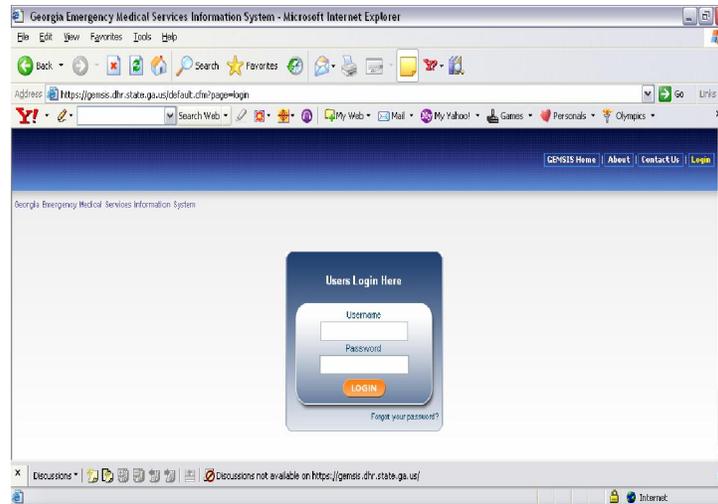
Text ASCII GEMSIS Data Port User Manual

<https://gemsis.dhr.state.ga.us>

File Requirements

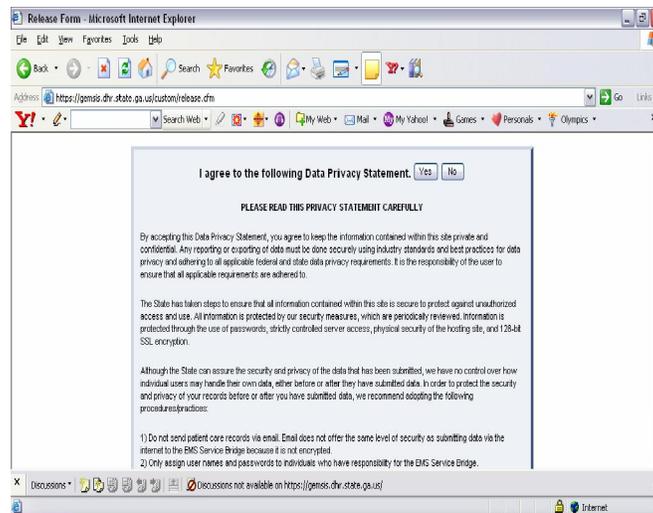
*The GAPCR 2000 data file must follow the Office of EMS/Trauma's data exchange format.
The data file must have the file extension.txt.*

Service Provider Login



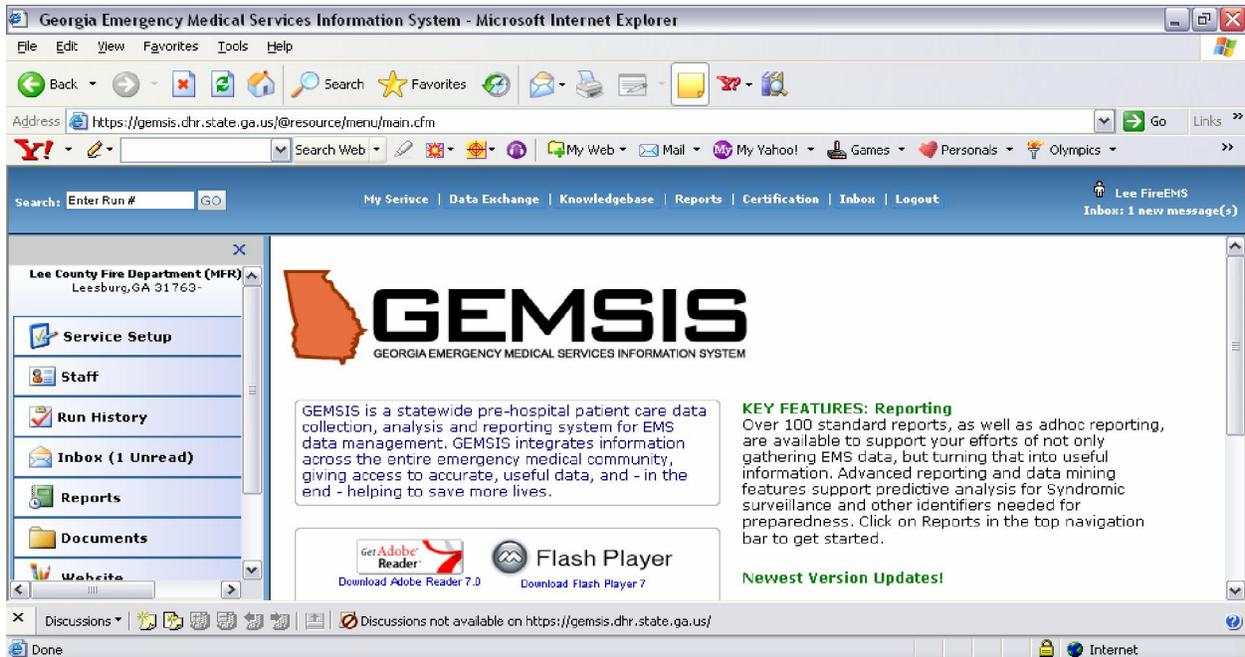
1. User Name: Enter Username
2. Password: Enter your password

Privacy Agreement



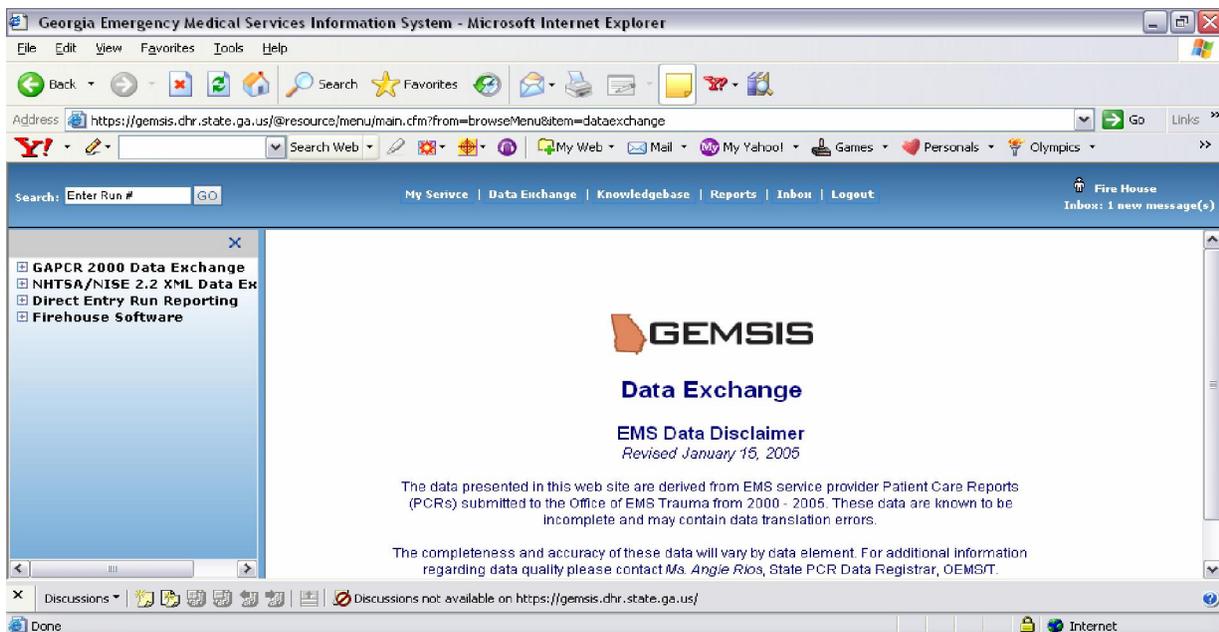
After successful login, user reads the Data Privacy Statement and clicks on the “Yes” button and will be directed to their Service provider main screen. Clicking on “No” button will re-direct user to the GEMSIS Home page.

Service Provider Main Page



This screen is viewable by all Service Provider level users. This is where you would usually see system update information. The various links on the left hand side links to service provider specific pages based on the service provider is associated with. The links on the upper bar not only connect you to the Data Exchange where you can import your data but also to Reports. The Reports consist of a variety of reports and other information that may be of use to your service.

Data Exchange Screen



This Screen is accessed from clicking on the Data Exchange link on the blue bar. On the left hand side are the various data formats that the system will import from.

Click on the 'GAPCR 2000 Data Exchange'.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Georgia Emergency Medical Services Information System (GEMISIS) website. The address bar shows the URL: <https://gemisis.dhr.state.ga.us/@resource/menu/main.cfm?from=browseMenu&item=dataexchange>. The website header includes a search bar with 'Enter Service' and a navigation menu with links for EMS Services, Data Exchange, Knowledgebase, Reports, Inbox, Administration, and Logout. A user profile for Angie Rios is visible in the top right corner, indicating 82 new messages in the inbox.

The main content area is divided into two sections. On the left is a navigation menu with the following items:

- GAPCR 2000 Data Exchange
 - GAPCR Data Dictionary
 - GAPCR Data Format
 - GAPCR Data Mapping to NEMSIS
 - GAPCR LookUp Codes Mapping to NEMSIS
 - Import GAPCR 2000 Text File
 - Import GAPCR 2000 Access File
 - HIPAA Compliance
- Firehouse Software
- NHTSA/NISE 2.2 XML Data Exchange
- Direct Entry Run Reporting

The right section features the GEMISIS logo, the title 'Data Exchange', and the sub-header 'EMS Data Disclaimer' with a revision date of 'Revised January 15, 2006'. The disclaimer text reads:

The data presented in this web site are derived from EMS service provider Patient Care Reports (PCRs) submitted to the Office of EMS Trauma from 2000 - 2005. These data are known to be incomplete and may contain data translation errors.

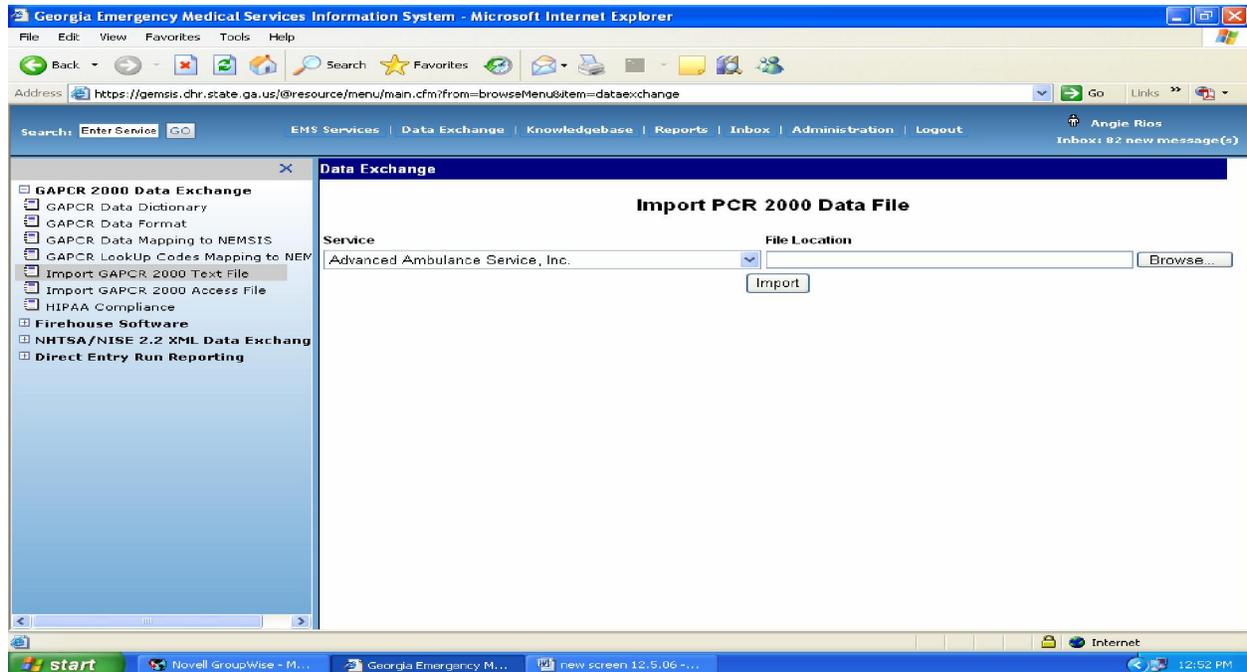
The completeness and accuracy of these data will vary by data element. For additional information regarding data quality please contact Ms. Angie Rios, State PCR Data Registrar, OEMS/T.

A link for [Patient Care Report Clarification](#) is provided at the bottom of the disclaimer.

The browser's taskbar at the bottom shows the Windows Start button, several open applications including 'Novell GroupWise - M...', 'Georgia Emergency M...', and 'new screen 12:5:05...', and the system clock showing 12:50 PM.

Then click on 'Import GAPCR 2000 Text File'.

GAPCR Data Format



- Select the service provider you represent.
 - § On the right hand side, click on the “browse” button, to bring up your windows directory window
 - § Locate the file you want to import and either select the file and click on open or double click on the file
 - § Click on the “Import” button

STOP!!!

Do not take any further action. Your data will ‘import’ or transfer to the server. When you see the next screen “PCR 2000 File Transfer Summary” you may close out the screen your data file has been transferred to the GEMSIS staging table. The data file will process and go into the GEMSIS database overnight.

The time required to import or transfer the data file into the GEMSIS server will vary depending on the size of the data file, the internet connection speed and the server capacity. Because of these factors it is preferable to import several smaller files than one larger one. The file size should not exceed 35,000 PCR’s.

The Data Exchange for all File formats involves a 3-Step Process

1. Data Transfer: This is the transfer or upload of you EMS Data file from your local PC over to the GEMSIS Server. This process will be successful, if the file transferred has a technically valid/compliant data format.
2. Data Processing: This step involves the actual transfer or import of the data from your file into the actual GEMSIS Database. This can only happen after Step 1 is successful. The file will automatically process overnight. It can take some time based on file size and what other files are waiting to be processed.
3. Data Validation: This step validates the data that was imported into the database system. This process validates the data based on certain data elements.

File Transfer Data Summary Screen

Search: Enter Run # GO

My Service | Data Exchange | Knowledgebase | Reports | Inbox | Logout

Fire House
Inbox: 1 new message(s)

PCR 2000 File Transfer Summary

The file transfer process has completed **without** errors. Below is a summary of the process. The system will now automatically process and validate your data. You can run either of the processing or validation manually by clicking on the 'Run Now' icon next to each, if it is available, or view detailed information by clicking on the 'View Detail' icon. Use the 'Refresh' buttons to update statistics.

Process	Status	Records	Start	Finish	Total	Run	Details
+ Data Transfer	<input checked="" type="checkbox"/> Complete	n/a	10:33:22 AM	10:33:22 AM	0:0:0	n/a	
+ Data Processing	<input type="checkbox"/> Pending	6					
+ Validation	<input type="checkbox"/> Pending	6				n/a	

Refresh

When this screen appears your data file has been transferred to the GEMSIS server and you may close the window and exit GEMSIS. Do not hit 'Run' button. Do not proceed further. Allow the data file to automatically transfer to the server or in other words 'import'. The data will transfer to the server and then automatically 'process' into the database overnight. The GEMSIS software allows files to queue up on the server and then process them into the GEMSIS database on a first come first served basis. Do not click 'Process' it will only delay your data from loading into the GEMSIS database.

CAUTION!

Your PCR will not be processed into the database without the following three data fields:

- a valid 3-digit state assigned licensed provider number in position 107 in your text file
- a valid 8-digit EMS run date in position 16 in your text file
- a valid 5-digit Time Unit Responded in position 39 in your text file

Without these three data fields we cannot know who did the run or when it occurred or if a run occurred at all!

In other words the PCR has not been reported to the state unless these three data fields have valid entries.