




Kentucky State Ambulance Reporting System

Instructional Document:

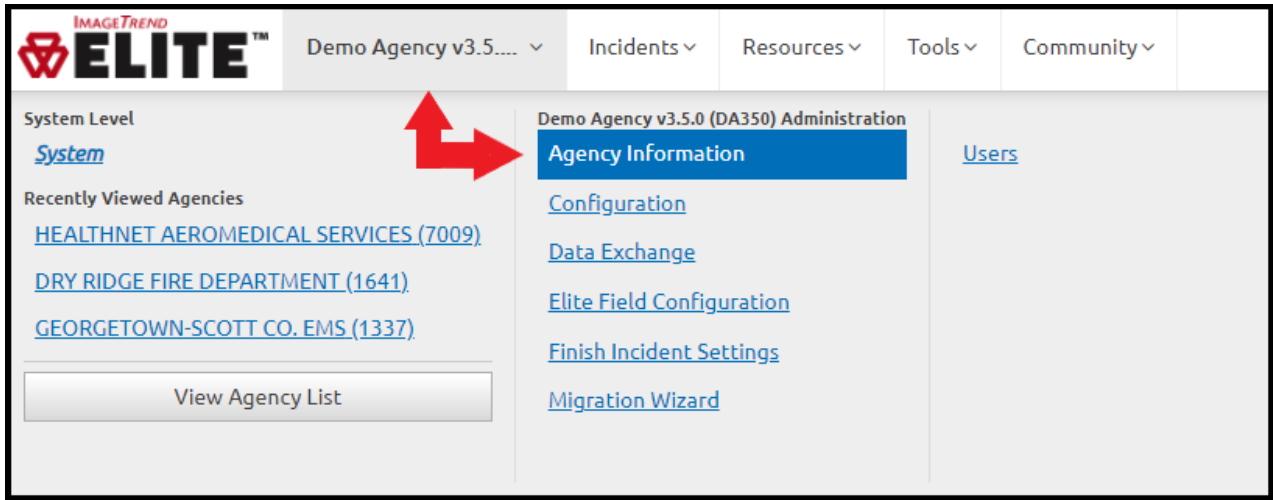
Notification of "0" Incidents to Report

November 21, 2023

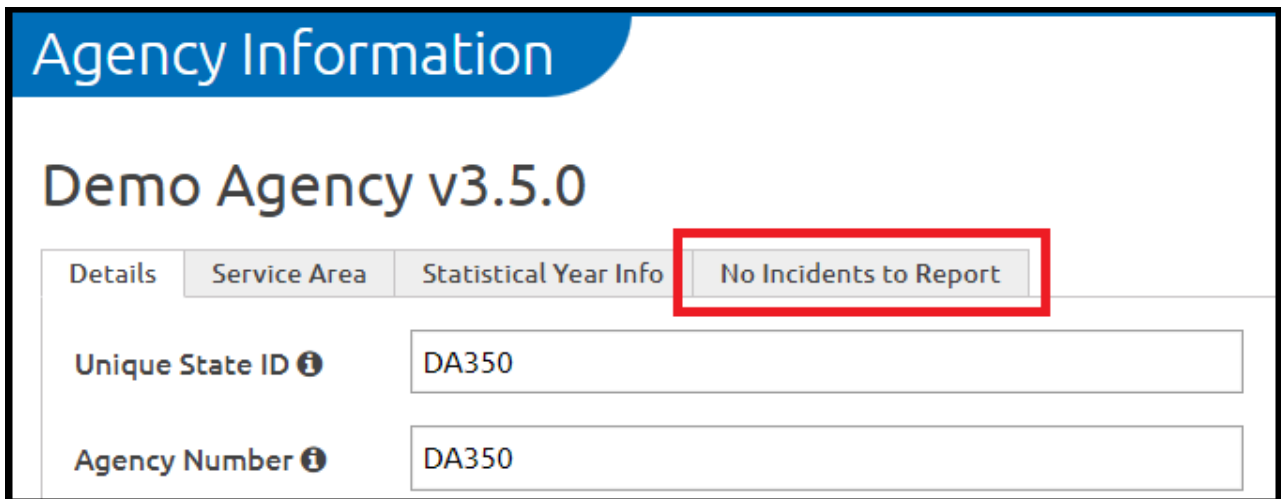
1. Open the **KStARS** login page (Chrome or Firefox browser is recommended) by going to <https://kemsis.kbems.ky.gov/Elite/Organizationkentucky/#> and login to KStARS.

			<h1>KBEMS</h1> <p>KENTUCKY BOARD OF EMERGENCY MEDICAL SERVICES</p>		
Welcome to KSTARS		Sign In		Kentucky Board of EMS	
<p>The Kentucky State Ambulance Reporting System (KSTARS) is the electronic Prehospital Care Reporting (ePCR) component of the Kentucky Emergency Medical Services Information System (KEMSIS). This application is used to collect run reports both individually and in bulk for services using other ePCR solutions.</p>		<p>Username</p> <input type="text"/>		<p>CERTIFIED NEMSIS 3 COMPLIANCE</p> <p>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.</p>	
		<p>Password</p> <input type="password"/>		<p>IN-DEPTH REPORTING & ANALYSIS</p> <p>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.</p>	
		<p><input type="button" value="Sign In ➔"/></p> <p>Forgot your password?</p> <p><small>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.</small></p> <p>Elite Field Sign In</p>			
Contact Us					
<p>Kentucky Board of Emergency Medical Services 500 Mero Street, 5th Floor 5SE32 Frankfort, KY 40601 https://kbems.ky.gov Phone: (866)-97-KBEMS</p>					

2. After logging in, click the **Agency** menu, then **Agency Information**.



3. Click the **No Incidents to Report** tab.



4. Click the **New** button.



5. You will now be able to add an entry for the year and month in which when no incidents occurred.
Note: The current year and month will be the default choices presented, you may need to adjust your selections. Choose the correct year and month before clicking the **Ok** button.

The screenshot shows the 'Agency Information' interface for 'Demo Agency v3.5.0'. The 'No Incidents to Report' tab is active. The main content area displays 'No EMS Incidents' with a search bar and a table. The table has columns for Year, Month, User Updated, and Date Updated. The Year dropdown is set to '2023' and the Month dropdown is set to 'November'. Both dropdowns are highlighted with red boxes. A red arrow points to the 'Ok' button. There are also 'New' and 'Delete' buttons, and a 'Save' button in the top right corner.

6. Confirm your entry by reviewing the list *No EMS Incidents* presented.

The screenshot shows the 'Agency Information' interface for 'Demo Agency v3.5.0'. The 'No Incidents to Report' tab is active. The main content area displays 'No EMS Incidents' with a search bar and a table. The table has columns for Year, Month, User Updated, and Date Updated. The Year dropdown is set to '2023' and the Month dropdown is set to 'November'. Both dropdowns are highlighted with red boxes. The table entry shows '2023' in the Year column and 'November' in the Month column. There is an 'Edit' button next to the entry. There are also 'New' and 'Delete' buttons, and a 'Save' button in the top right corner.

7. If assistance is needed, contact the KBEMS staff at <https://kbems.ky.gov/Pages/Contact-Us.aspx>