




C. Earl Hunter, Commissioner

Promoting and protecting the health of the public and the environment.

MEMORANDUM

To: All South Carolina Licensed EMS Agencies
From: Jennifer L. Paddock, Director 
Date: 10/11/2010

RE: CIS Configuration and PreMIS Submission

It has recently come to our attention that there is some confusion regarding a few of the requirements for the SC EMS Data System. This memo will provide clarification and guidance for all EMS Agencies.

It is the responsibility of the Agency to maintain accurate information in CIS. This includes Primary and Secondary Contact information, employee roster, service addresses, phone and fax numbers, vehicles, and the location of substations. This information should be updated within twenty four (24) hours of any change.

The foundation for electronic run reporting and verification of medical control status comes from the Agency Roster in CIS. All employees must be affiliated with their respective agencies in CIS. An employee is defined as a certified person providing patient care under the medical license of the agency's Medical Control Physician. Drivers should also be configured into the roster for purposes of completing run reports. Employees must also be deleted from the roster once they are no longer affiliated with your Agency. Students, "ride-a-longs", or other personnel not practicing under the Agency Medical Control need not be configured. For information such as change of Medical Control Physician or Service Director, please contact the Compliance Section of the Department as these items cannot be changed by the EMS Agency.

Please note that run reports submitted into PreMIS are cross referenced with the CIS roster. If an attendant is listed on the run report and not on the roster in CIS an error message will be generated. Service Directors can view these error messages in CIS. After logging in, click on the Reports option, then Agency Reports, then PCR Data Quality.

Finally, please ensure that you are importing or adding your run reports into PreMIS within 24-72 hours of incident. Crewmembers need to complete their paperwork prior to coming off shift.

As we continue to move forward with the SC EMS Data System, please be reminded that this is a process that will require periodic updating as well as input from our regulated community. Please do not hesitate to contact the Department if you are experiencing difficulties, have questions or would like to suggest improvements to our system.