

**Bureau of EMS & Trauma System
Data & Quality Assurance
EMS Agency Database Submission Guidelines**

Reports containing patient records, which include the elements described in the latest version of the Premier EMS & Trauma System Program Data Dictionary, shall be submitted to the EMS Database within 30 days of the close of the quarter according to the following schedule:

Quarter	Patient Treatment Dates	Data Due Date
Quarter 1	January 1- March 31	May 1 of same year
Quarter 2	April 1- June 30	August 1 of same year
Quarter 3	July 1-September 30	November 1 of same year
Quarter 4	October 1-December 31	February 1 of next year

EMS data must be submitted in a format authorized by the Bureau of EMS & Trauma System and must include valid entries in all required fields.

The data being submitted to the BEMSTS should be an export file consisting of the variables required in the Data Dictionary. The data will be transferred from the Agency to the BEMSTS via the Arizona Health Services Gateway found at <https://health.azdhs.gov/gateway/signin.asp> using a secure username and password issued by the BEMSTS. The gateway utilizes a secure file transfer protocol (SFTP) whereby the Agency Data Manager will click on the export file which resides on the Agency's computer. Once transmitted to the gateway, the data will pass through a data validation tool. Once validated, the data will reside in a secure database with any transmission or data errors being reported back to the Agency as well as the EMS Data Manager for follow-up.

Those Agencies that do not have electronic patient care reporting capability will logon to the gateway where an entry screen will guide the Agency through the submission process.

For questions regarding the EMS Database, please contact David Harden, EMS Data and Quality Assurance Manager at 602-364-3188 or Joel Bunis, Data & Quality Assurance Section Chief at 602-364-3189.