



MNSTAR VERSION 5

Quick Start User Guide

Smoother and faster navigation - *The left hand menu and top menu navigation tabs on the screen have been reorganized for ease of use.*

- New navigation for service/EMS service administrators
- More consistent interface
- Run Validation enhancement
- Data quality report card
- Provider actions
- Session inactivity notification

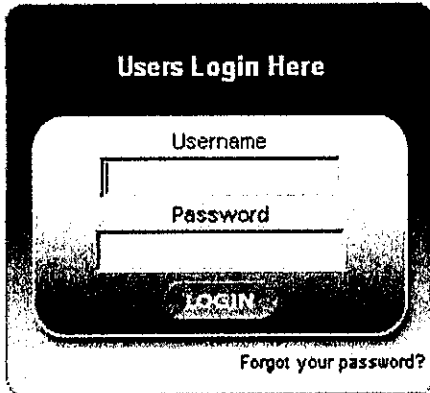
<https://mnstar.emsrb.state.mn.us>



LOGIN SCREEN AND DATA PRIVACY STATEMENT

MNSTAR can be accessed at www.mnstar.emsrb.state.mn.us and logging in is the same as previous versions.

Once logged in, all users are required to read and agree to the terms of the Data Privacy Statement regarding all data related to services, users, and patients on the MNSTAR site. Agreeing to the terms automatically creates a user history and audit trail of site access to comply with HIPAA requirements.



The image shows a login screen with a dark background. At the top, it says "Users Login Here". Below this, there are two input fields: "Username" and "Password". A "LOGIN" button is located below the password field. At the bottom of the screen, there is a link that says "Forgot your password?".

I agree to the following Data Privacy Statement. Yes No
PLEASE READ THIS PRIVACY STATEMENT CAREFULLY

ImageTrend users, by accepting this Data Privacy Statement, you agree to keep the information contained within this site private and confidential. Any reporting or exporting of data must be done securely using industry standards and best practices for data privacy and adhering to all applicable federal and state data privacy requirements. It is the responsibility of the user to ensure that all applicable requirements are adhered to.

The State has taken steps to ensure that all information contained within this site is secure to protect against unauthorized access and use. All information is protected by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server access, physical security of the hosting site, and 128-bit SSL encryption.

Although the State can assure the security and privacy of the data that has been submitted, we have no control over how individual users may handle their own data, either before or after they have submitted data. In order to protect the security and privacy of your records before or after you have submitted data, we recommend adopting the following procedures/practices:

- 1) Do not send patient care records via email. Email does not offer the same level of security as submitting data via the Internet to the EMS Service Bridge because it is not encrypted.
- 2) Only assign user names and passwords to individuals who have responsibility for the EMS Service Bridge.
- 3) Regularly change passwords.

If you have questions about the Privacy or Security of this site, please contact: support@imagetrend.com

HOME SCREEN AND TAB REVIEW

Once logged into MNSTAR and after accepting the access agreement the MNSTAR Home screen appears. We will begin our navigation tutorial from the top left tabs to the top right tabs and then to the main tabs located in the middle of the dark blue section.

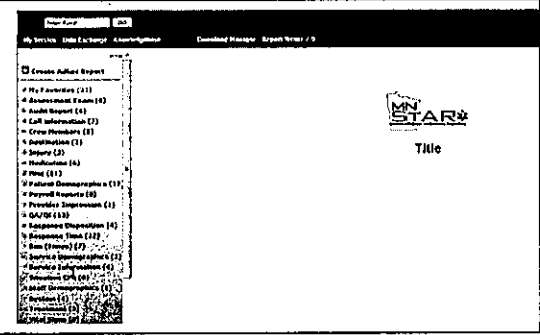
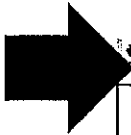
The screenshot shows the MNSTAR home screen. At the top, there is a navigation bar with tabs: EMS Services, Data Exchange, Reports, and More. On the right, there is a user greeting: "Welcome, Italy Hammann" and an Admin link. Below this is the "IMAGETREND EMS SERVICE BRIDGE" header with a navigation menu: Home, Incidents, Modules, Staff, and Setup. The main content area includes a "NOTICE" section for "MNSTAR Version 5 Test Site", a "SUPPORT" section with contact information, and a "USER GUIDES" section. A "Version 5 Coming Soon" announcement is also present, listing "Version 5 Highlights" such as smoother navigation, a more consistent interface, and run validation enhancements. The EMSRB logo is at the bottom left.

1

2

3

NAVIGATING THE SITE

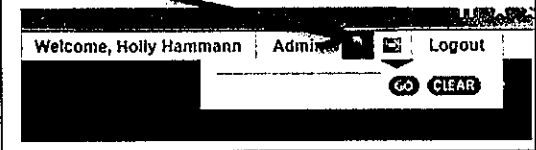


EMS SERVICES – Displays your ambulance services homepage, which is editable by the Service Administrator.

DATA EXCHANGE – The data exchange tab displays options for importing and exporting data from XML (NHTSA 2.2.1). Additional instructions will be available.

REPORTS – The reports tab will take you to Report Writer, which includes your favorite reports created on the previous version.

MORE – Includes the new Report Writer 2.0, Knowledgebase, Help index, and inbox.



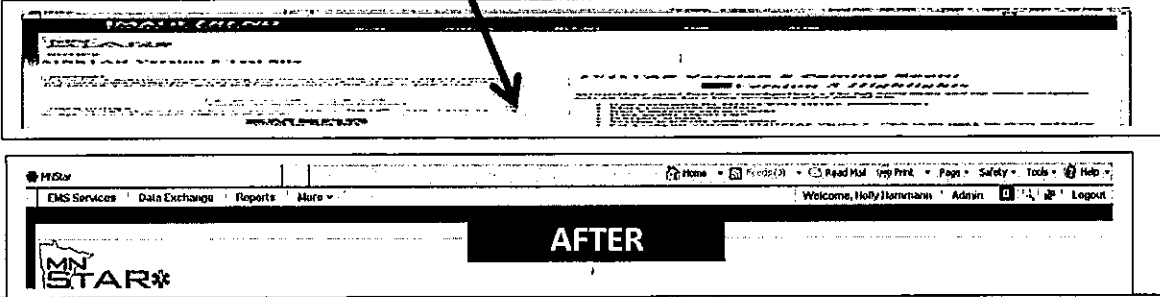
WELCOME, NAME – By Clicking your name, you can modify your user profile.

ADMIN – The Admin tab allows for site management and creation of administrative reports.

MAGNIFYING GLASS – By clicking the magnifying glass, opens your search option.

Note: at this time, you can search by run number only.

Minimize/Maximize – By clicking the button, you are able to minimize and maximize your screen. By minimizing the screen you lose the following tabs and they can simply be restored by maximizing the screen again.



AFTER

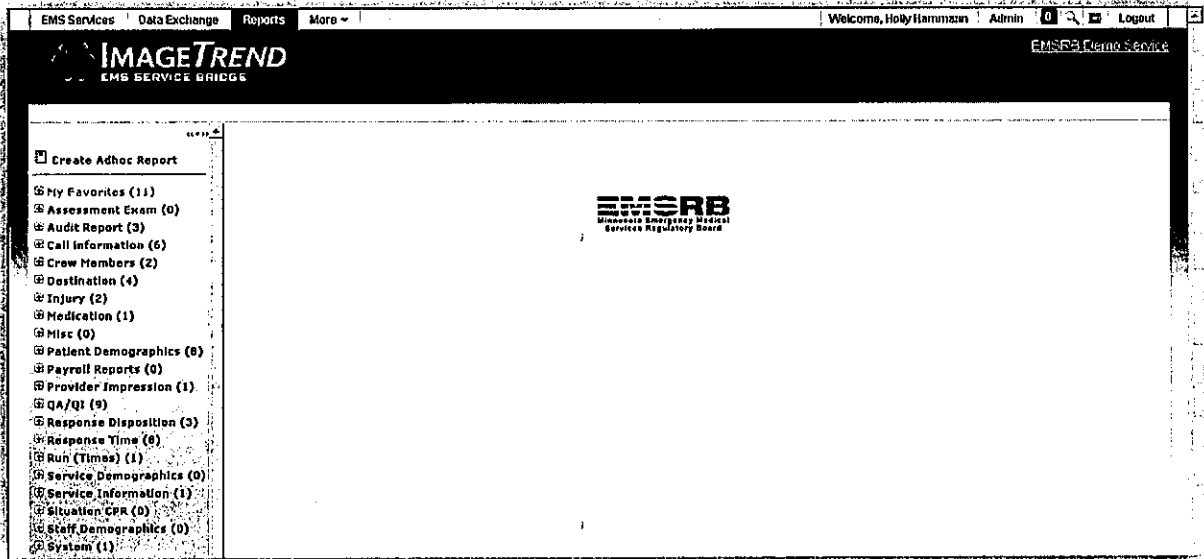
SERVICE TAB

The screenshot shows the 'SERVICE TAB' of the EMSRB Demo Service. The page header includes 'EMSRB Demo Service' and a navigation menu with 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The main content area displays the title 'EMSRB Demo Service' and 'MNSTAR Version 5.1'. Below this, there is a section for 'Upcoming Events' with the text 'MNSTAR Upgrade to Version 5 - January 2012' and a link to the 'EMSRB Homepage'.

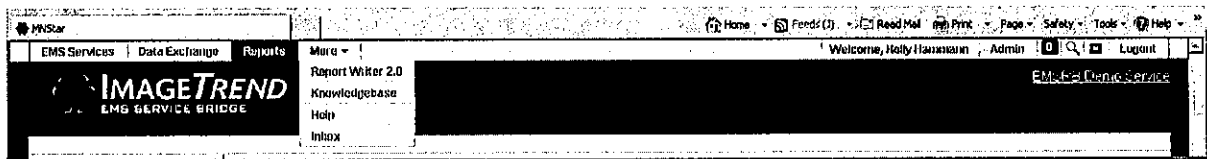
DATA EXCHANGE TAB

The screenshot shows the 'DATA EXCHANGE TAB' of the EMSRB Demo Service. The page header includes 'EMSRB Demo Service' and a navigation menu with 'Home', 'Data Exchange', 'Reports', and 'More'. The main content area displays a list of data exchange options: 'NHTSA/NISE 2.2.1 XML Data', 'Data Posting', and 'NENSIS Export'. The EMSRB logo is visible in the bottom right corner of the content area.

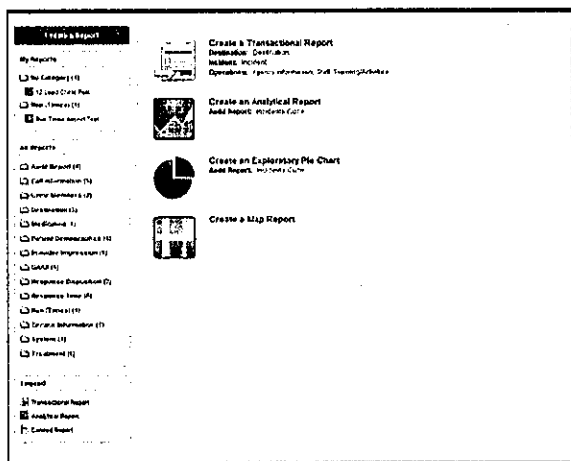
REPORT TAB



MORE TAB



REPORT WRITER 2.0



Knowledgebase

HELP

The ImageTrend University site contains general training videos, manuals, quick guides and workbooks to assist you in learning how to make our software work for you.

Please select the product below for which you would like to view help materials. The materials contained within the University may include, explain, or picture features or buttons that you do not see on your system. This could be because your organization has configured the system differently or may be because your permissions have given you a different level of access to the system. If this is the case, more training materials may be displayed than apply to you.

- EMS Service Bridge Version 5**
Find a collection of training videos, downloadable manuals and resources for administrators and users of EMS Service Bridge version 5.
- EMS Service Bridge Version 4**
Find viewable and downloadable manuals and quick guides for administrators and users, materials that can be used in courses for trainers and a collection of training videos.
- EMS Field Bridge Version 3.8**
Find viewable and downloadable manuals and quick guides for administrators and users, materials that can be used in courses for trainers and a collection of training videos.
- EMS Field Bridge Version 4**
Find viewable and downloadable manuals and quick guides for administrators and users, materials that can be used in courses for trainers and a collection of training videos.

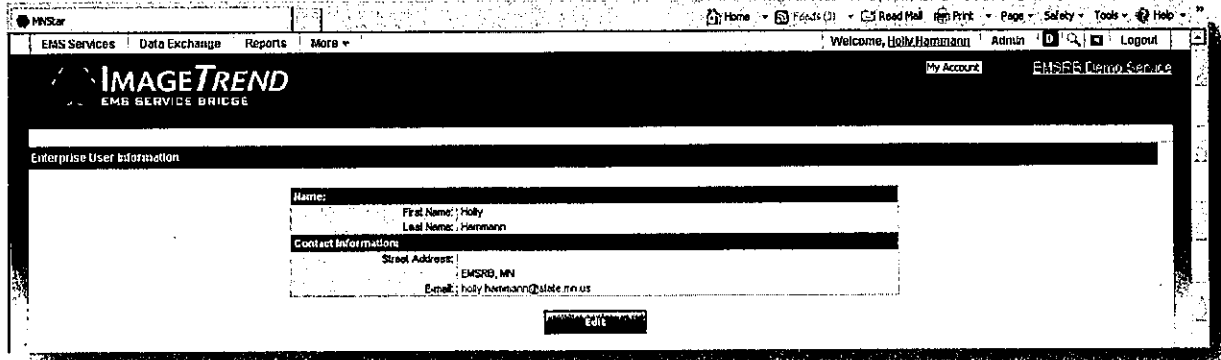
INBOX

Select an action for checked messages:

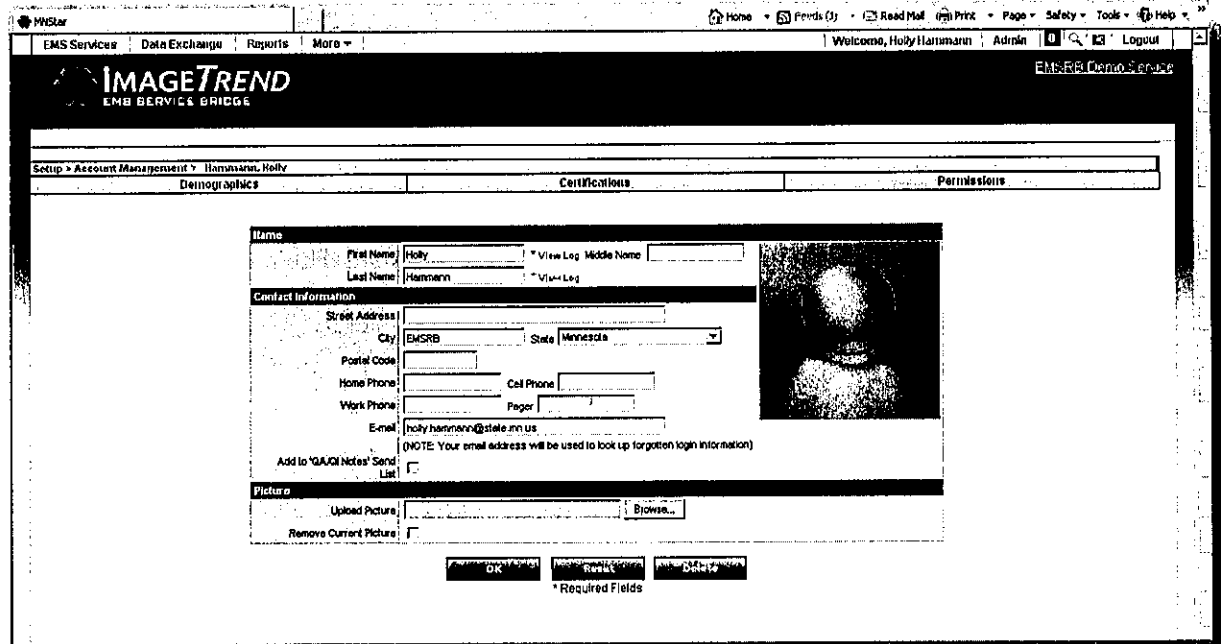
(0 Unread, 0 Stored) Records: 15 View: Unread Message Type: All Search: Filter

Follow-Up	Subject	Message Type	Originator	Posted Date	Views	Replies
No Records Entered						

PROFILE – ADD STAFF – EDIT PERMISSIONS



Staff Member Profile and Contact information.



Staff member credentiaing information

MSIE
 EMS Services | Data Exchange | Reports | More
 Welcome, Holly Hamann | Admin | Logout

IMAGETREND
 EMS SERVICE BRIDGE

Setup > Account Management > Hamann, Holly

Demographics	Certifications	Permissions
--------------	----------------	-------------

National Registry Click Here to Edit National Registry Certification Info

Credentialed:

Certification ID: Certification Date: Expiration Date: [View Log](#)

State Click Here to Edit State Certification Info

Primary Certification ID: [View Log](#)

Certification Level:

Initial Certification Date:

Agency Click Here to Edit Agency Certification Info

Same As Above:

Certification Level: Certification Date: Expiration Date: [View Log](#)

Primary Role:

Additional EMS Certifications

Agency	Certification ID	Certification Date	Expiration Date	Active	View Log
No EMS Certification Info Added					

Certification Level: [View Log](#) Active: Yes

Certification ID: Certification Date: Expiration Date: [View Log](#)

Save EMS Certification

* Required Fields

MSIE
 EMS Services | Data Exchange | Reports | More
 Welcome, Holly Hamann | Admin | Logout

IMAGETREND
 EMS SERVICE BRIDGE

Setup > Account Management > Hamann, Holly

Demographics	Certifications	Permissions
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National Registry Click Here to Edit National Registry Certification Info

Credentialed:

Certification ID: Certification Date: Expiration Date: [View Log](#)

State Click Here to Edit State Certification Info

Primary Certification ID: [View Log](#)

Certification Level:

Initial Certification Date:

Agency Click Here to Edit Agency Certification Info

Same As Above:

Certification Level: Certification Date: Expiration Date: [View Log](#)

Primary Role:

Additional EMS Certifications

Agency	Certification ID	Certification Date	Expiration Date	Active	View Log
No EMS Certification Info Added					

Certification Level: [View Log](#) Active: Yes

Certification ID: Certification Date: Expiration Date: [View Log](#)

Save EMS Certification

* Required Fields

WYSIWYG EMS Services Data Exchange Reports More Welcome, Holly Hammann Admin Logout

IMAGETREND
EMS SERVICE BRIDGE

Setup > Account Management > Hammann, Holly

Demographics	Certifications	Permissions
--------------	----------------	-------------

National Registry [Click Here to Edit National Registry Certification Info](#)

Credentialed: Certification ID: Certification Date: Expiration Date: [View Log](#)

State [Click Here to Edit State Certification Info](#)

Primary Certification ID: 123456 [View Log](#)

Certification Level:

Initial Certification Date:

Agency:

Same As Above:

Certification Level: Certification Date: Expiration Date: [View Log](#)

Primary Role:

Additional EMS Certifications

Primary Role	Certification Date	Expiration Date	View Log
Physician	<input type="text"/>	<input type="text"/>	View Log
Student / Ride Along	<input type="text"/>	<input type="text"/>	View Log
Other Healthcare Professional	<input type="text"/>	<input type="text"/>	View Log
Other Non-Healthcare Professional	<input type="text"/>	<input type="text"/>	View Log
Not Recorded	<input type="text"/>	<input type="text"/>	View Log
Not Known	<input type="text"/>	<input type="text"/>	View Log
Not Available	<input type="text"/>	<input type="text"/>	View Log

No EMS Certification Info Added

Certification Level: [View Log](#) Active: [View Log](#)

Certification ID: Certification Date: Expiration Date: [View Log](#)

* Required Fields

WYSIWYG EMS Services Data Exchange Reports More Welcome, Holly Hammann Admin Logout

IMAGETREND
EMS SERVICE BRIDGE

Setup > Account Management > Hammann, Holly

Demographics	Certifications	Permissions
--------------	----------------	-------------

Login Information

User ID:

Update password:

Permission Group: [View Permissions](#)

Reset User Password:

Account Status

Current Status: Active Inactive (NOTE: Only system administrators can reactivate staff)

Lock Status: Unlock Lock

Content Rights:

Scheduled Exports:

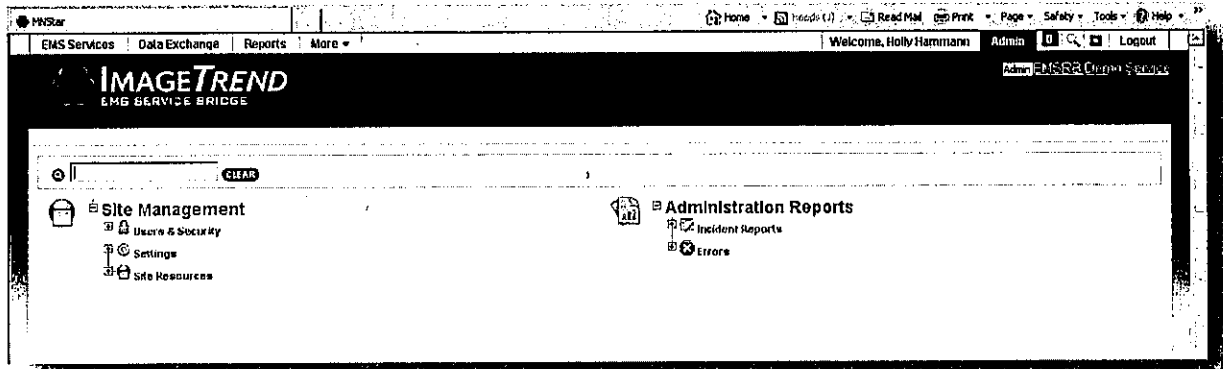
User Defined Exports:

Allow User Defined Exports:

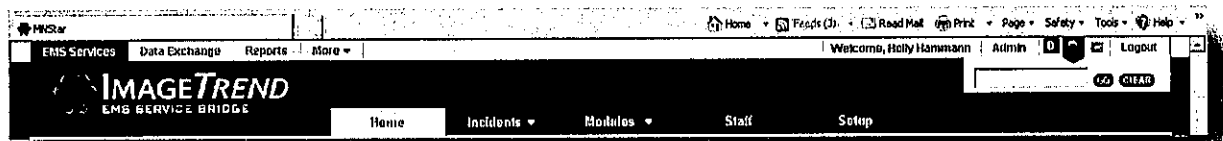
User Associations:

* Required Fields

ADMIN

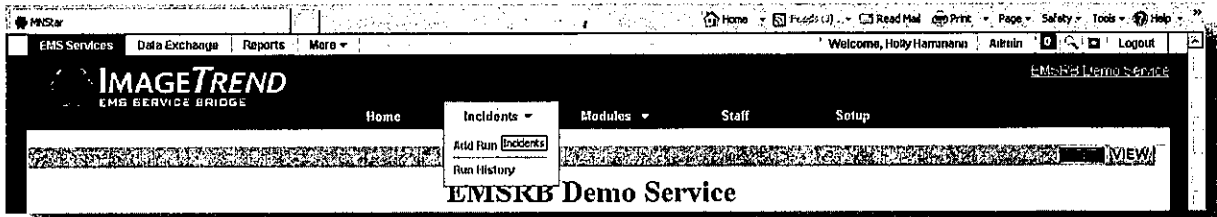


SEARCH OPTION



Incidents are searchable by both the patient name and incident number.

INCIDENTS TAB (Add a Run and Run History)



Incidents

Home | **Incidents** | Modules | Staff | Setup

Incident Info | Call Info | Demographics | Condition | Assessment | Activities | Cardiac Arrest

Ambulance Patient Care Report

Incident Date: 12/22/2011 | Call #: 2010-UN11281 | Number of Patients at Scene: Single | Main Casualty Incident: No

Response Times

Time	Date	Time	Date	Time	Date
PSAP Call	12/22/11	Arrive Scene	12/22/11	In Service	12/22/11
Dispatch Notified	12/22/11	Arrive Patient	12/22/11	Unit Cancelled	12/22/11
Unit Dispatched	12/22/11	Leave Scene	12/22/11		
En Route	12/22/11	Arrive Dest.	12/22/11		

First Responding Agencies: Olmsted Ambulance, Lake County Search & Rescue, Lake Elmo Fire Department, LCSD

Response Information

Responding Unit: Not Applicable | Unit Call Sign: Not Applicable | Starting: | To Scene: | Destination: | To Destination: | Ending: | To Ending: |

Personnel

Client Member	Level	Role
<input checked="" type="checkbox"/> Not Applicable	Not Known	Primary Patient Caregiver
<input checked="" type="checkbox"/> Not Applicable	Not Known	Primary Patient Caregiver

Incident Information

Address: | Room/Apartment: | Favorite Location: | Postal Code: 55414 | City: Minneapolis | County: Hennepin | State: MN | Location Type: Home/Residence

RUN HISTORY

The screenshot shows the 'Run History' search interface within the ImageTrend EMS Service Bridge. The browser window title is 'MIGStar' and the page header includes 'EMS Services', 'Data Exchange', 'Reports', and 'More'. The user is logged in as 'Admin' and the page is titled 'Welcome, Holly Hanrahan'. The main navigation bar includes 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Incidents' dropdown menu is open, showing 'Add Run' and 'Run History'. The 'Run History' page has a breadcrumb trail: 'EMSRB Demo Service > Search Run History'. The central 'Run History Search Criteria' form includes the following fields:

- Call #: begins with
- Incident #: begins with
- Incident Date: 10/23/2011 to 12/23/2011
- Incident Address: begins with
- Velocity: Greater Than
- Report Status: All
- Run Locked/Unlocked: Both
- Number of Runs Displayed: 15
- PCR #: begins with
- Responding Unit #: 158, 220, 360, 392
- Responding Unit Cal Sign: 12, 158

At the bottom of the search criteria are three buttons: 'Search', 'Clear', and 'Advanced Search'. Below the buttons is a note: '* To display all runs, leave all text boxes blank and click the Search button.' The footer of the page reads 'ImageTrend Service Bridge v5.0'.

MODULES

The screenshot shows the MNSTAR web application interface. At the top, there is a navigation bar with 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Modules' menu is open, showing 'Documents', 'No Runs to Report', and 'Reports'. Below the navigation bar, there is a 'NOTICE' section titled 'MNSTAR Version 5 Test Site'. To the right, there is a section titled 'MNSTAR Version 5 Coming Soon: Version 5 Highlights' with a list of new features and a contact information for Robert Norfen.

NOTICE
MNSTAR Version 5 Test Site

SUPPORT
 If you have questions or are having any issues with the system, please contact us at mnstar.support@state.mn.us. Please include your name, contact info, the name of the service you work for, and a brief description of the issue in your email.

MNSTAR Version 5 Coming Soon:
Version 5 Highlights

Smoother and faster navigation - The left hand menu and top menu navigation tabs on the screen have been reorganized for ease of use.

- New navigation for service/EMS service administrators
- More consistent interface
- Run Validation enhancement
- Data quality report card
- Provider actions
- Session inactivity notification
- For a complete overview of MNSTAR Version 5 - Click on the [HELP](#) tab above and below your login name and then click on EMS Service Bridge and menu of release notes and short videos on MNSTAR Version 5 features are available.
- Questions on MNSTAR Version 5 - Please contact Robert Norfen at 218-834-5271 or robert.norfen@state.mn.us

USER GUIDES
 Go to "More" at the top of the screen and click on "HELP" - Select EMS Service Bridge Version 5 for user videos and guides.

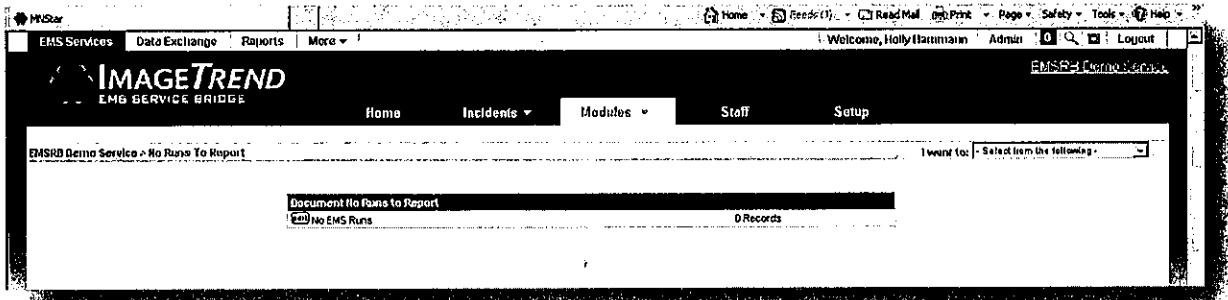
EMSRB
 Minnesota Emergency Services Regulatory Board

DOCUMENTS

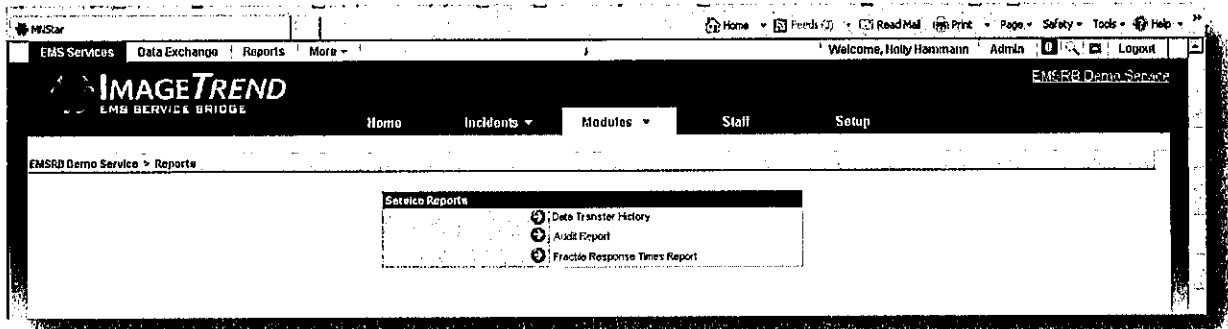
The screenshot shows the 'Documents Resource Center' page in the MNSTAR web application. The page title is 'EMSRB Demo Service > Documents Resource Center'. Below the title, there is a table of documents with columns for 'Title' and 'Date Modified'. The table contains five rows of data.

Title	Date Modified
Response to Rta	01/04/2008
Test	03/09/2008
Test 1	03/09/2008
Test 3	03/09/2008
Test 4	03/09/2008

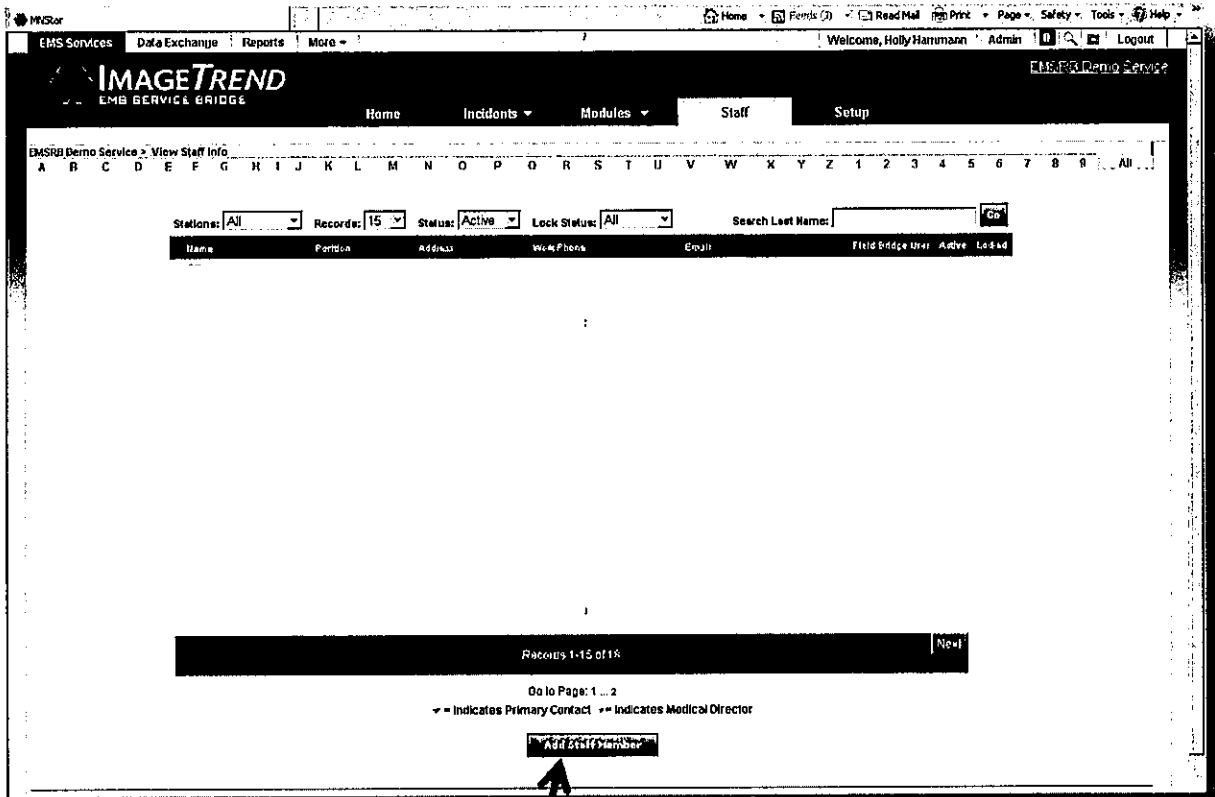
NO RUNS TO REPORT



REPORTS



STAFF



*To add staff member, click add staff member and follow instructions under
PROFILE – ADD STAFF – EDIT PERMISSIONS*

SETUP (Service Setup)

The screenshot shows the 'Setup' page for 'EMSRB Demo Service' in the MNSTAR system. The page is divided into several sections:

- Service:** Agency ID: 9999, National Provider ID: [blank], FPO: [blank], Site Name: EMSRB Demo Service.
- Organizational Information:** Organization Type: Governmental, Non-Fire; Organization Status: Non-Volunteer; Primary Type of Service: 911 Response (Scene) with Transport Capability; Other Type of Service: Paramedic Intercept; Highest Cert. Level of Service: EMT Basic; Estimated Run Volume: 305; Billing Status: Yes (selected); Billing Email: [blank].
- Address:** Address: 2029 University Ave SE, Suite 310; Postal Code: 55414; City: Minneapolis; County: Hennepin; State: MN; Agency Time Zone: GMT-6:00 Central Time; Daylight Saving Time Use: Yes.
- Contact Information:** Phone: (651) 201-2000; Toll Free: 800-747-2011; Fax: (651) 201-2812; Email: center.support@state.mn.us.
- Location Information:** Latitude (Degrees): [blank]; Longitude (Degrees): [blank].

On the right side, there is a 'I want to:' dropdown menu with a list of actions: View Service Information, Edit Service Information, Manage Stations, Manage Vehicles, View Run Options and Resources, Manage Service Outlets/Quarrels, View Statistical Year Information, Manage Field Bridge Options, and Repeat Patient Administration.

For specific MNSTAR related questions, please contact the EMS Specialist assigned to your ambulance.

Metro / Central	Mary Zappetillo	651-201-2805
Northwest / West Central	Tom Frost	218-236-2709
Northeast	Robert Norlen	218-834-5271
Southeast / South Central	Holly Hammann	507-523-3302
Southwest / South Central / Central	Melinda Buss	507-537-6356