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National EMS Coordinated Database Access Procedures

Purpose and Scope

The purpose of this to outline the process and procedure by which a Member State can request access for its personnel to the National Emergency Medical Service Coordinated Database (NEMSCD).

Definitions

NEMSCD Administrator – Definition insertion

NEMSCD Administrator – National Registry (NR) oversees NEMSCD functionality, ensures correct State Administrator access, and serves as the main point of contact for States.

State Administrator– Allows user access to all administrative functions under the administrator's role: Adding users, editing users, deactivating users, assigning roles and Speed Memo categories to users, and resetting user passwords, in addition to the levels below.

State Data Manager **-** Allows the user to add new, edit or view adverse action, complaints, and investigations that have access to privileged information speed memos can create confidential and non-privileged speed memos, in addition to the level below.

State User – Can view discipline, search providers, non-privileged communication, limited report function, can view National certification data, education, address, and postal system (USPS) data, and verify practitioners' privilege to practice in the database.

Responsibilities

Member State Administrator – Submission of personnel and designation of access level

NEMSCD Administrator – Authorization of roles and emailing of credential

Procedures

Requesting Access

Member State requesting access for personnel must complete the following:

- Submit a roster of personnel on official State letterhead, including:

- o full name
- o State email
- o level of access permitted
- Email the completed roster to the NEMSCD administrator at techsupport@nremt.org .
  - o The NEMSCD Administrator creates and sends the credentials to the persons listed on theofficial letterhead.
  - o Personnel should log in to verify access.
  - o Confirmation email to be sent to Member State Administrator by NEMSCD Administrator upon completion of credentials being sent.

Change of Access

A change in access level may be requested by the Member State or determined by the NEMSCD Administrator.

- Level of access changes can occur by any of the following:
  - o Member State Administrator can request access be elevated or restricted.
    - ▪ Member State Administrator would submit a roster of personnel on official Stateletterhead, including:
      - full name
      - State email
      - level of access changing to
  - o NEMSCD administrator, as outlined in the procedure document, can initiate changes in access (including termination) may be caused by, but not limited to:
    - ▪ position changes
    - ▪ Member State updates
    - ▪ Investigation
    - ▪ human error in access levels granted, etc.
- To reinstate member access, please refer to the National EMS Coordinated Database Access Policy

Rationale

The agreement between Interstate Commission for EMS Personnel Practice and National Registry (2018) requires that the National Registry implement commercially reasonable physical, technical, and administrative safeguards concerning the National EMS Coordinated Database and the data contained therein. NEMSCD contains privileged and sensitive information. Access to the database is controlled to prevent this data from being accessed or utilized inappropriately.

Related Policies, Procedures and Forms

NEMSCD Access Levels
National EMS Coordinated Database Access User Agreement
National EMS Coordinated Database Access Policy
National EMS Coordinated Database Changing Member State access

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry, executedJune 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov.

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