



Corporate Office: 71 Halifax Street Winslow, ME 04901; 207-877-0936 (p) 207-872-2753 (f)
Mid-Coast RAC: 6 Glen Cove Drive, Rockport, Me; 207-877-0936
Northeast RAC: 354 Hogan Road Bangor, ME 04401; 207-974-4880 (p) 207-974-4879 (f)
Southern Maine RAC: 253 Warren Ave, Portland, Maine 04103 (p) 207-536-1719 (f) 207-536-1720
www.apems.org

Kennebec Valley RAC

Mid-Coast RAC

Northeast RAC

Southern Maine RAC

February 3, 2016

Dear Chiefs,

The Regional Office has been working to establish a convenient and user friendly online QI reporting system for information related to documentation, cardiac arrest, and airway management. We are pleased to announce that the quality improvement forms are now available at www.apems.org and are ready for use by your service and quality improvement coordinator. Completion of these forms as requested is part of the Regional QI System and our goal is to provide a mechanism for you to enter information on an ongoing basis rather than asking for a retrospective review. When you enter information on the website, you will receive a copy of the report, and the information will be automatically entered into a database that can be retrieved at a later date. If there are any questions regarding their use please contact me (nyerxa@apems.org) or refer to the help documents located on the APEMS website (www.apems.org/qi/) within the section entitled "Documentation Resources".

Quality improvement reporting is divided into two categories, monthly documentation review submissions and case-by-case reporting for Cardiac Arrest and Advanced Airway. There are red asterisks next to many of the fields in the forms, this marking designates that the field is required.

1. The monthly documentation review submission is a report detailing how many run reports you reviewed the previous month for appropriateness of general documentation. This report should be completed on the APEMS website within the first two weeks of each month for the previous month, beginning in March for February.
2. The OHCA (out-of-hospital cardiac arrest) and Advanced Airway Follow Up Forms should be completed after your EMS agency responds to a cardiac arrest or places an advanced airway. When the run report is reviewed, the person reviewing the report can fill out the form by going to the website or can use the link provided by the regional office via e-mail. You will also receive a notification via email from the Regional Office after one of these calls has been identified as a reminder. Only one form should be completed for each cardiac arrest or advanced airway call. The goal is to make QI reporting and auditing easier for the service by inputting the information each time a call occurs rather than asking you to do a retrospective reviews whenever Maine EMS is requesting the information.



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In order to receive notifications via e-mail it is important that the regional office have the most up-to-date information for the service QI contacts. If you are unsure if the regional office has the correct information or want to verify please e-mail me at nyerxa@apems.org.

To access the online QI forms please refer to and follow the steps below.

1. Open an Internet browser such as Chrome, Safari, or Edge
2. Navigate to www.apems.org
3. Select the “**EMS RESOURCES**” from the home menu
4. Select “**QUALITY IMPROVEMENT**”
5. Click on the blue button-link “**ONLINE QI REPORTING**”
6. Enter the password to access the online forms. Password: *qiforms*
7. This will give access to the online QI forms.
8. Select the form you wish to complete
9. Help for each specific form can be found in the tabs at the top of the box

The password is not agency specific and can be shared with another agency as needed. The need for a password is due to the nature of online forms and remaining compliant with HIPAA/HITECH guidelines in a reasonable capacity.

Regards,

Nathan Yerxa