

## How to Configure the Drop-Down Box for EMS Agency Name or Number in the Special Initiatives Tab of GWTG-Stroke

BACKGROUND: We want to configure this drop-down box so the names of the EMS agencies that transport patients to SETRAC hospitals appear.



The screenshot shows the 'Special Initiatives' tab in a web application. It contains several form fields. The first two are radio button questions: 'Patient care record available at time of patient arrival?' and 'Patient care record available at a later time during hospitalization?'. The third field is 'EMS agency name or number', which has a drop-down arrow and an 'Unknown' checkbox. A yellow arrow points to the drop-down arrow.

### STEPS:

- 1) Log into the Patient Management Tool, <https://qi.outcome.com>.
- 2) Click on one of these three Stroke icons from the home page under "Get Started".



- 3) Click on the tab "My Account"



- 4) Click on "Manage code lists"
- 5) Click on "EMS agency"
- 6) Click "New Code"
- 7) The "Optional Text" is what you will see in the drop-down box. Insert the first EMS agency name, number, and/or code here.
- 8) Ignore the boxes "Start date" and "End date". Click "Save".
- 9) Repeat steps 7 & 8 until all EMS agencies in the list have been entered.
- 10) Task complete. If you go to the Special Initiatives tab for any record, you should now see this drop-down box with all of the agencies that you entered.

If you made an error...

- Just go back into "Manage code lists" and click on "EMS agency". You can edit any of the agency names by clicking on the blue text "Edit".

## Edit EMS Agency List

Site: 59274

**New Code**

| Optional Text     | Active |  |
|-------------------|--------|---|
| Baytown VFD       | Yes    | <a href="#">Edit</a>  |
| Cypress Creek     | Yes    | <a href="#">Edit</a>  |
| HFD               | Yes    | <a href="#">Edit</a>  |
| Northwest Houston | Yes    | <a href="#">Edit</a>  |

**New Code**

If you need to add another agency at a later date...

- Just go back into “Manage code lists”, click on “EMS agency”, and click on “New code”. Then follow steps 7&8 above.