



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 login form is titled "Users Login Here" and is set against a blue gradient background. It features two white input fields: the top one is labeled "Username" and the bottom one is labeled "Password". Below these fields is an orange "LOGIN" button. At the bottom right of the form, 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 side of this bar, there is a welcome message for Holly Hammann, an Admin user, and a Logout button. Below this is the IMAGETREND EMB SERVICE BRIDGE logo and a set of main navigation tabs: Home, Incidents, Modules, Staff, and Setup. The main content area features a NOTICE section with a link to the MNSTAR Version 5 Test Site, a SUPPORT section with contact information, and a section for MNSTAR Version 5 Coming Soon, which includes a list of highlights and a link to user guides. The EMSRB logo is visible at the bottom of the page.

1

2

3

EMSTAR

EMS Services Data Exchange Reports More

Welcome, Holly Hammann Admin 0 Logout

IMAGETREND
EMB SERVICE BRIDGE

Home Incidents Modules Staff Setup

MN STAR*
Minnesota State Ambulance Reporting

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.

[get_adobe_reader](#) [fp_jelly](#)
Download Adobe Reader 7.0 Download Flash Player 2

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 Medical
Services Regulatory Board

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 Norlen at 218-834-5271 or robert.norlen@state.mn.us

NAVIGATING THE SITE



The screenshot shows the top navigation bar of the MNStar website. The menu items are: EMS Services, Data Exchange, Reports, and More. The 'More' dropdown is open, showing a list of options: My Favorites (23), Assessment Exam (0), Audit Report (4), Call Information (2), Crew Members (5), Destination (3), Injury (3), Medication (6), PIC (11), Patient Demographics (17), Payroll Reports (0), Provider Impression (1), QA/QI (13), Response Disposition (4), Response Time (12), Run (Times) (7), Service Demographics (3), Service Information (4), Situation CPS (0), Staff Demographics (1), System (4), Treatment (2), and Vital Signs (0). The main content area shows the MN STAR logo and a 'Title' field.

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.

The screenshot shows the user interface of the MNStar website. The top navigation bar includes: EMS Services, Data Exchange, Reports, and More. The user is logged in as 'Welcome, Holly Hammann' with an 'Admin' role. There is a search bar with a magnifying glass icon and 'GO' and 'CLEAR' buttons. A red arrow points to the magnifying glass icon.

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.

BEFORE

The screenshot shows the website in a minimized state, with the content area reduced to a single line of text.

AFTER

The screenshot shows the website in a maximized state, with the content area expanded to its full height.

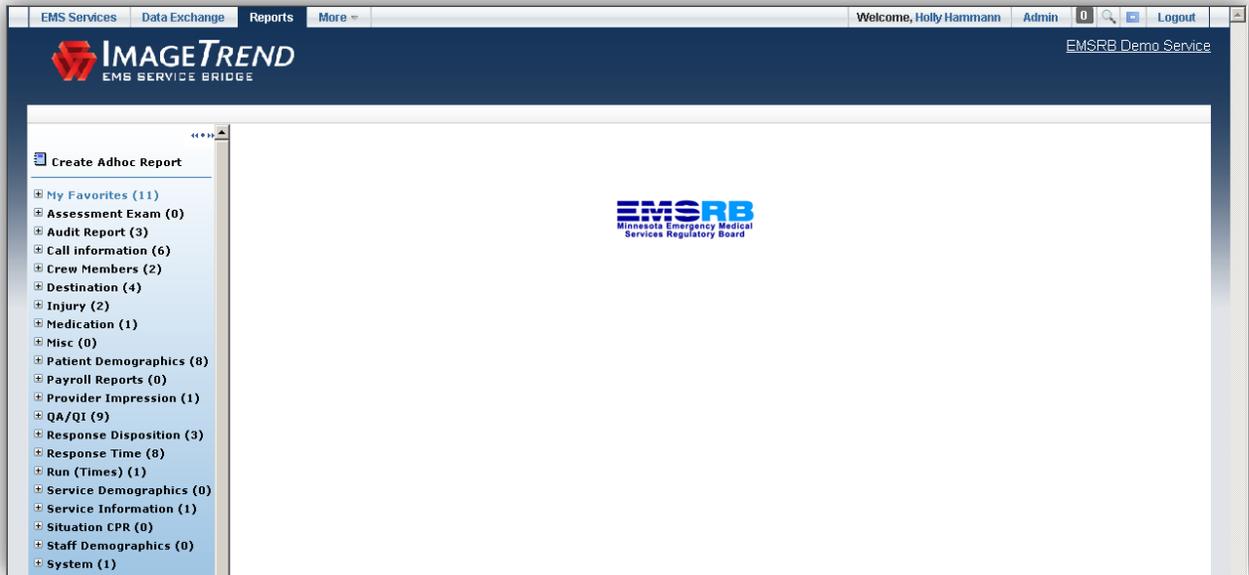
SERVICE TAB

The screenshot shows the 'SERVICE TAB' of the EMSRB Demo Service. The top navigation bar includes 'EMS Services', 'Data Exchange', 'Reports', and 'More'. The user is logged in as 'Holly Hammann' with an 'Admin' role. The main content area features the 'IMAGE TREND EMS SERVICE BRIDGE' logo and a navigation menu with 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The central heading is 'EMSRB Demo Service' with 'MNSTAR Version 5.1' below it. A section titled 'Upcoming Events' lists 'MNSTAR Upgrade to Version 5 - January 2012' and provides a link to the 'EMSRB Homepage'. 'EDIT' and 'VIEW' buttons are visible in the top right of the content area.

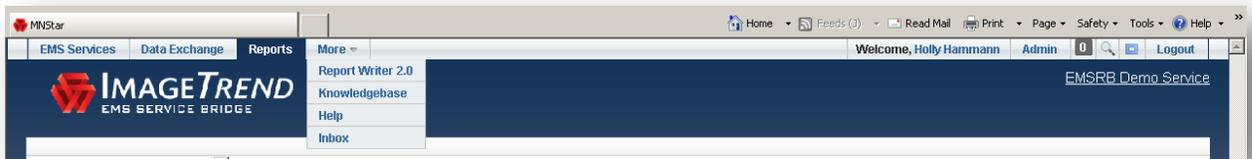
DATA EXCHANGE TAB

The screenshot shows the 'DATA EXCHANGE TAB' of the EMSRB Demo Service. The top navigation bar is identical to the previous screenshot. The main content area has a left sidebar with a list of options: 'NHTSA/NISE 2.2.1 XML Data F', 'Data Posting', and 'NEMSIS Export'. The main content area is mostly blank, featuring the 'EMSRB Minnesota Emergency Medical Services Regulatory Board' logo in the center.

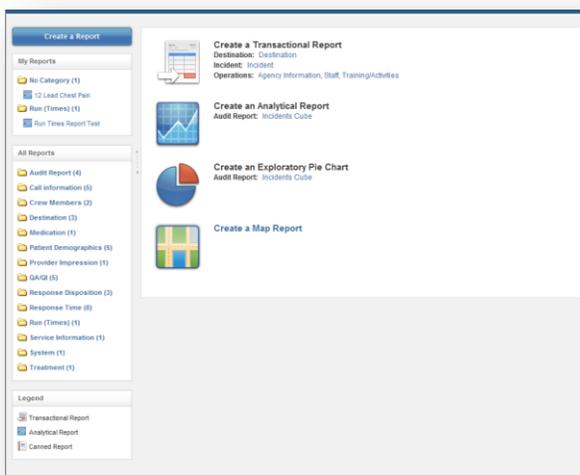
REPORT TAB



MORE TAB

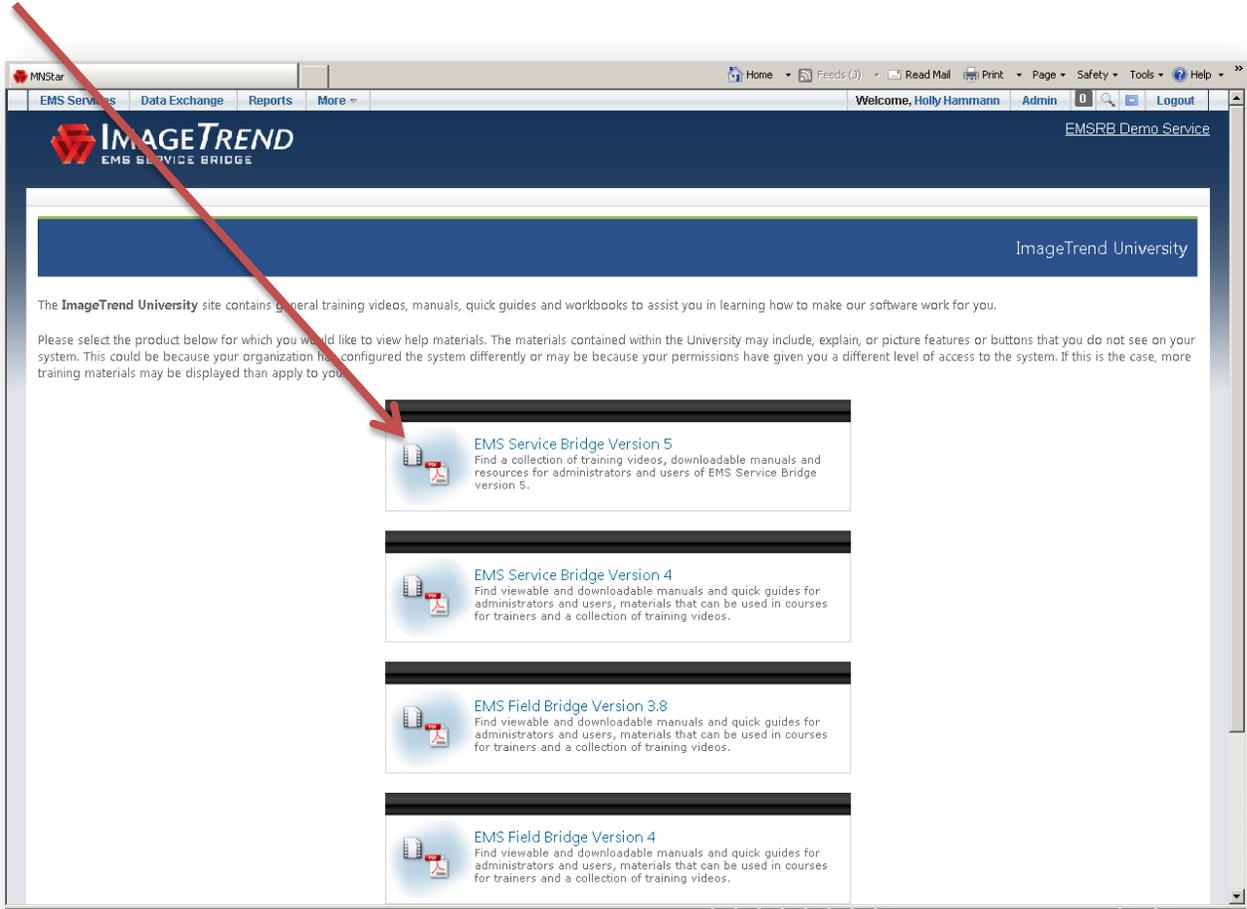


REPORT WRITER 2.0

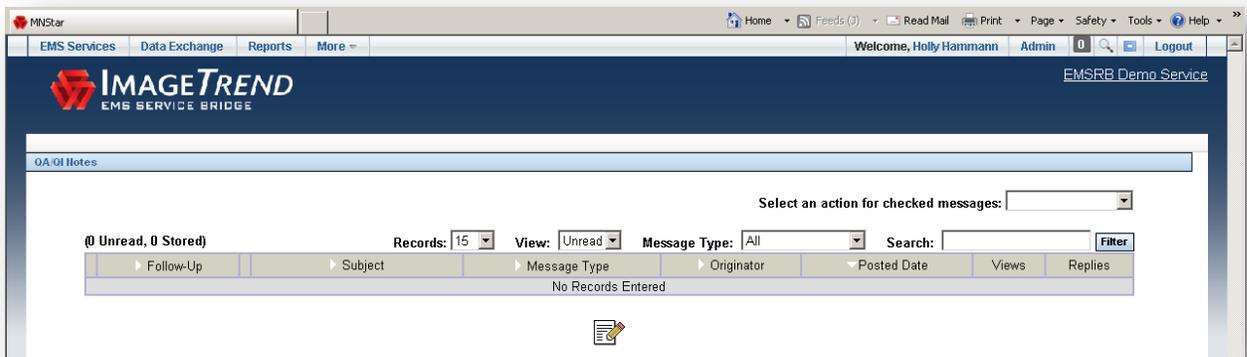


Knowledgebase

HELP



INBOX



PROFILE – ADD STAFF – EDIT PERMISSIONS

MNSStar

EMS Services Data Exchange Reports More

Welcome, Holly Hammann Admin 0 Logout

My Account EMSRB Demo Service

IMAGE TREND EMB SERVICE BRIDGE

Enterprise User Information

Name:	
First Name:	Holly
Last Name:	Hammann
Contact Information:	
Street Address:	EMSRB, MN
E-mail:	holly.hammann@state.mn.us

[Edit](#)

Staff Member Profile and Contact information.

MNSStar

EMS Services Data Exchange Reports More

Welcome, Holly Hammann Admin 0 Logout

EMSRB Demo Service

IMAGE TREND EMB SERVICE BRIDGE

Setup > Account Management > Hammann, Holly

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

Name	
First Name	Holly * View Log Middle Name
Last Name	Hammann * View Log
Contact Information	
Street Address	
City	EMSRB State Minnesota
Postal Code	
Home Phone	Cell Phone
Work Phone	Pager
E-mail	holly.hammann@state.mn.us
Add to 'QA/QI Notes' Send List <input type="checkbox"/>	
<small>(NOTE: Your email address will be used to look up forgotten login information)</small>	
Picture	
Upload Picture	<input type="text"/> Browse...
Remove Current Picture	<input type="checkbox"/>

[OK](#) [Reset](#) [Delete](#)

* Required Fields

Staff member credentialing information

MINStar | Home | Feeds (0) | Read Mail | Print | Page | Safety | Tools | Help

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

IMAGE TREND
EMS SERVICE BRIDGE | EMSRB Demo Service

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 [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

Action	Certification ID	EMS Certification Level	Active	Cert. Date	Exp. Date	Delete
No EMS Certification Info Added						

Certification Level [View Log](#) Active

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

* Required Fields

MINStar | Home | Feeds (0) | Read Mail | Print | Page | Safety | Tools | Help

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

IMAGE TREND
EMS SERVICE BRIDGE | EMSRB Demo Service

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 [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

Action	Certification ID	EMS Certification Level	Active	Cert. Date	Exp. Date	Delete
No EMS Certification Info Added						

Certification Level [View Log](#) Active

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

* Required Fields

MNSStar | Home | Feeds(0) | Read Mail | Print | Page | Safety | Tools | Help

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

IMAGETREND
EMR SERVICE BRIDGE

EMSRB Demo Service

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 [View Log](#)

Certification Level Initial Certification Date

AGENCY

Same As Above Certification Level Certification Date Expiration Date [View Log](#)

Primary Role

Additional EMS Certifications

Action	Certification ID	Active	Cert. Date	Exp. Date	Delete
	Not Available				

No EMS Certification Info Added

Certification Level [View Log](#) Active Yes

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

Save EMS Certification

OK **Delete**

* Required Fields

MNSStar | Home | Feeds(0) | Read Mail | Print | Page | Safety | Tools | Help

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

IMAGETREND
EMR SERVICE BRIDGE

EMSRB Demo Service

Setup > Account Management > Hammann, Holly

Demographics | **Certifications** | **Permissions**

Login Information

User ID

Update password

Password Verify

Permission Group [View Permissions](#)

User Permissions

Reset User Password

Account Status

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

Lock Status Unlock Lock

Content Rights [View Content Rights](#)

Scheduled Exports [View Settings](#)

User Defined Exports [View Settings](#)

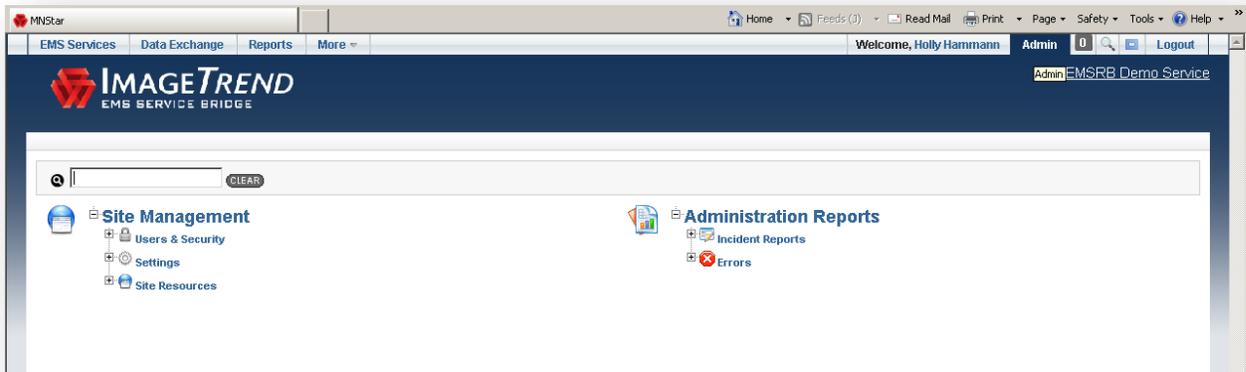
Allow User Defined Exports

User Associations [View Associations](#)

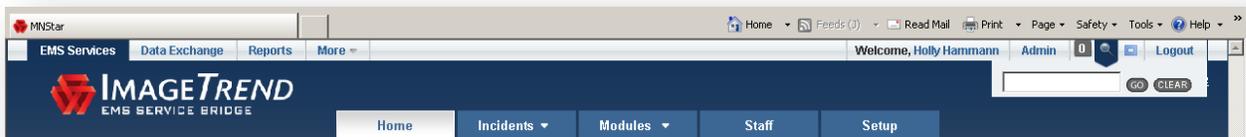
OK **Reset** **Delete**

* Required Fields

ADMIN

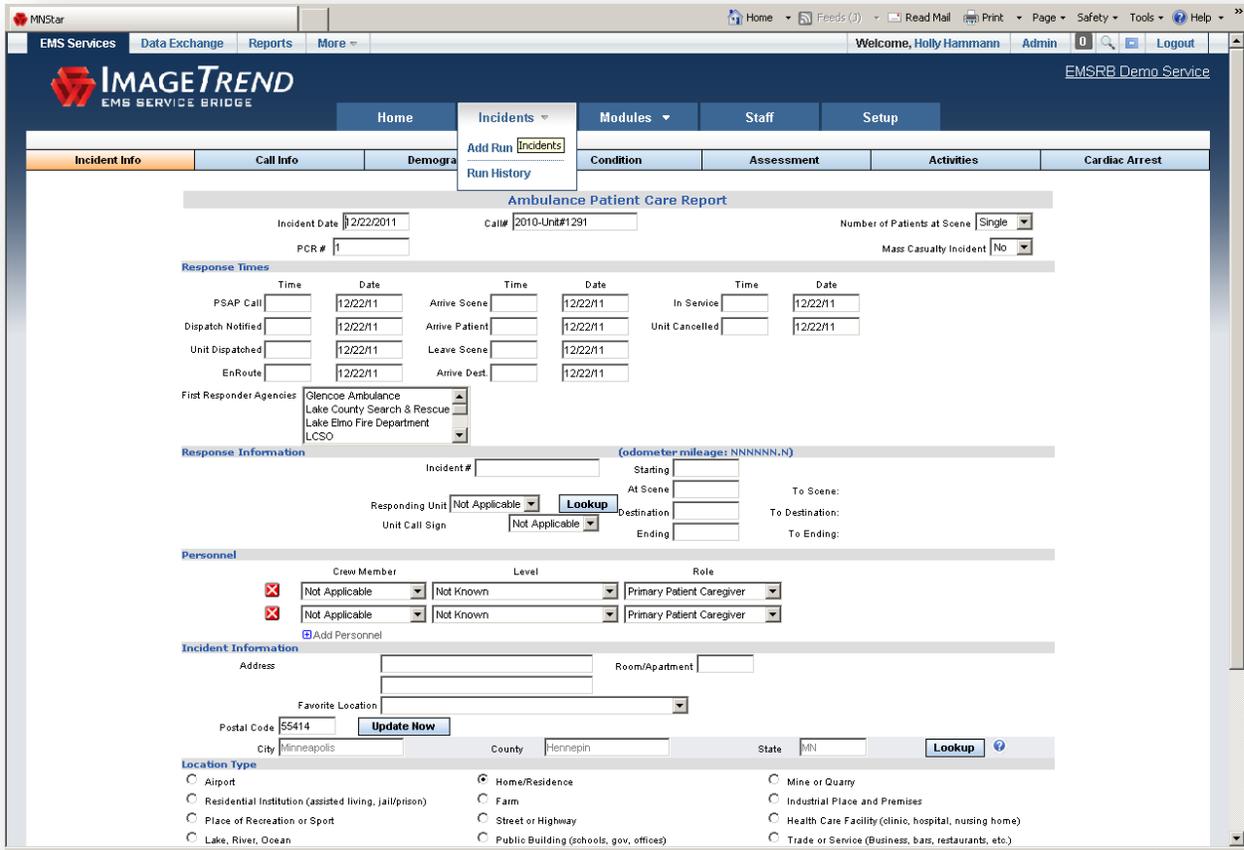


SEARCH OPTION



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

INCIDENTS TAB (Add a Run and Run History)



RUN HISTORY

The screenshot displays the ImageTrend EMS Service Bridge interface. At the top, there is a navigation bar with 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Incidents' menu is open, showing 'Add Run' and 'Run History'. The 'Run History' option is selected, leading to a search criteria form titled 'Run History Search Criteria'. The form includes the following fields:

- Call #: begins with [text box]
- Incident #: begins with [text box]
- Incident Date: 10/23/2011 to 12/22/2011
- Incident Address: begins with [text box]
- Validity: Greater Than [text box]
- Report Status: All
- Runs Locked/Unlocked: Both
- Number of Runs Displayed: 15
- PCR #: begins with [text box]
- Responding Unit #: All (dropdown menu with options: 155, 220, 360, 392)
- Responding Unit Call Sign: All (dropdown menu with options: B, #12, 12, 156)

Below the form are three buttons: 'Search', 'Clear', and 'Advanced Search'. A note below the buttons reads: '* To display all runs, leave all text boxes blank and click the Search button.'

The footer of the page indicates 'ImageTrend Service Bridge v5.0'.

MODULES

The screenshot shows the MNSTAR EMS Service Bridge interface. The top navigation bar includes 'Home', 'Incidents', 'Modules', 'Staff', and 'Setup'. The 'Modules' dropdown menu is open, showing options: 'Documents', 'Modules', 'No Runs to Report', and 'Reports'. Below the navigation, there is a 'NOTICE' section titled 'MNSTAR Version 5 Test Site'. A 'SUPPORT' section provides contact information for issues. A 'USER GUIDES' section includes links for 'get_adobe_reader' and 'fp_jelly'. The main content area features a red heading 'MNSTAR Version 5 Coming Soon:' followed by a blue heading 'Version 5 Highlights'. A list of highlights includes: 'New navigation for service/EMS service administrators', 'More consistent interface', 'Run Validation enhancement', 'Data quality report card', 'Provider actions', and 'Session inactivity notification'. A detailed description of the navigation changes is provided, along with contact information for Robert Norlen.

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
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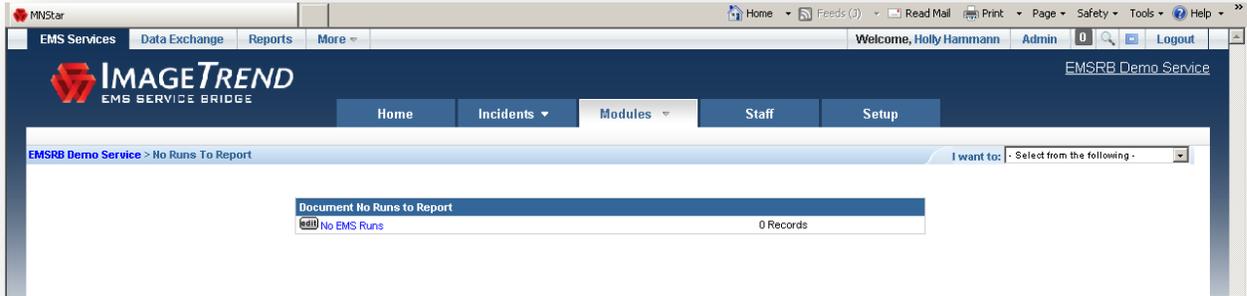
Questions on MNSTAR Version 5 - Please contact Robert Norlen at 218-834-5271 or robert.norlen@state.mn.us

DOCUMENTS

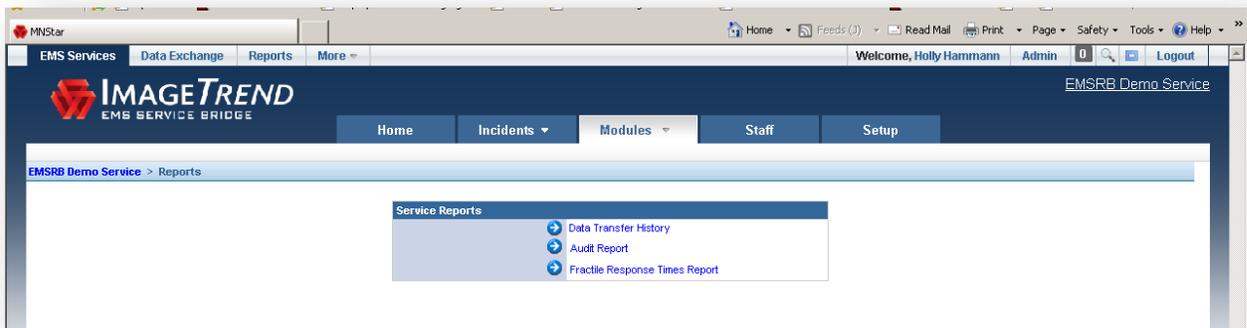
The screenshot shows the 'Document Resource Center' page in the MNSTAR EMS Service Bridge. The page title is 'EMSRB Demo Service Document Resource Center'. There is a table with columns 'Title' and 'Date Modified'. Each row includes an 'EDIT' link. The table contains the following data:

Title	Date Modified
Response to Rita	01/04/2006
Test	03/09/2006
Test 1	03/09/2006
Test 3	03/09/2006
Test 4	03/09/2006

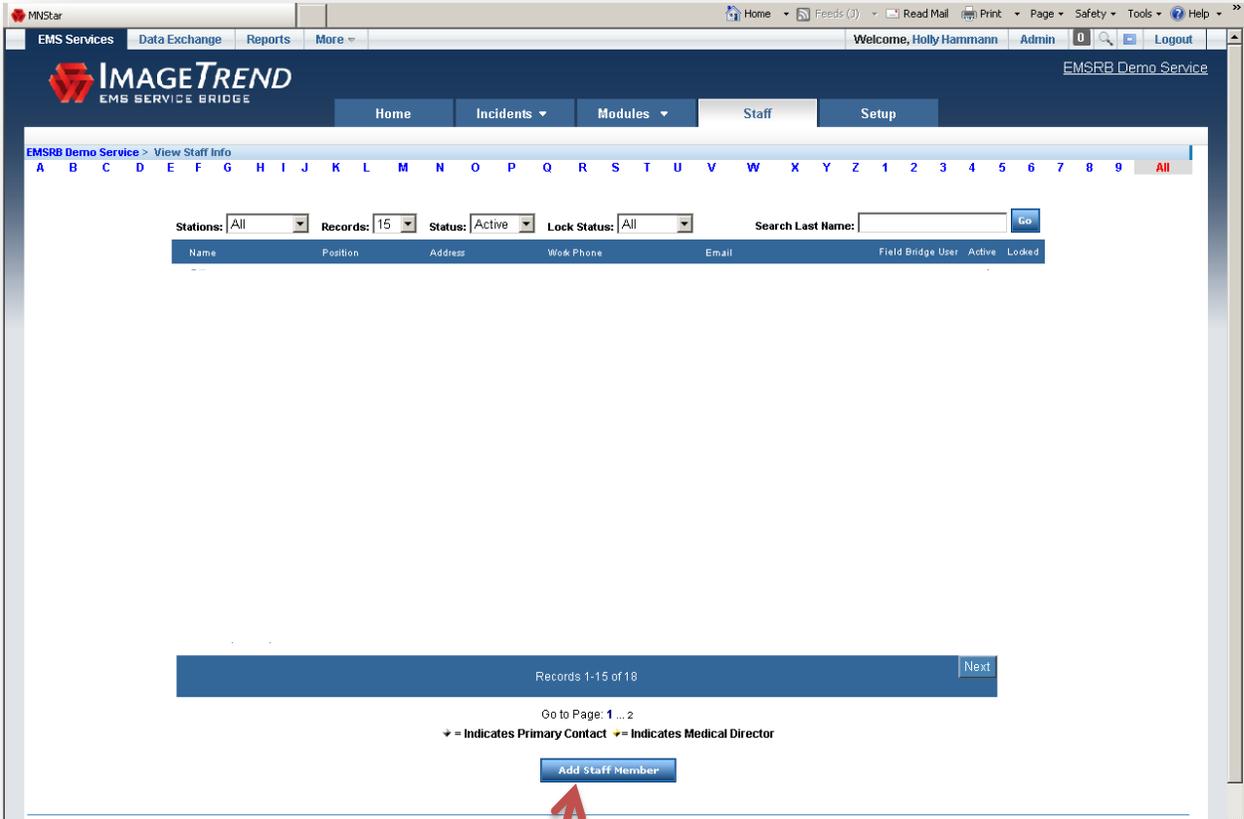
NO RUNS TO REPORT



REPORTS



STAFF



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

SETUP (Service Setup)

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