

Montana EMS e-PCR Update Note: Version 1.1

The Montana EMS e-PCR will be updated to **version 1.1** the evening of Sunday, September 27th. The update will be complete by **8 AM MST, September 28th**. Elite Web users should refresh their browsers and Elite Field users should sync on Monday morning to ensure that updates are received.

Description of update: Version 1.1 contains improvements to the following parts of the e-PCR:

- [Address standardization](#)
- [Address quick entry buttons](#)
- [International compatibility](#)

Address standardization

In order to simplify the user experience, we standardized the labelling and the order/layout of address components for the following addresses:

- Incident Address
- Patient Address
- Patient Alternate Address
- Closest Relative Address
- Other Kin Address
- Employer Address
- Destination Address
- Insurance Address

Address quick entry buttons

Three buttons have been added to each address entry in the run form:

1. Set City/County/State from Postal Code button
2. Location Lookup button
3. Favorite Postal Codes

A quick refresher on address documentation:

- NEMSIS uses Geographic Names Information System (GNIS) codes to identify specific locations, such as cities, communities, unincorporated areas, etc.
- GNIS codes are not the same as US Postal Codes. GNIS codes are based on latitude/longitude and can include more than one postal code. Similarly, one postal code may contain more than one GNIS code.
- GNIS codes are organized by feature classes. NEMSIS prefers to use the “Civil” feature class, however, “Populated Places” feature class is also accepted.
 - GNIS Feature Class “Civil” represents a political division formed for administrative purposes with legally defined boundaries (borough, county, incorporated place, parish, town and/or township).
 - GNIS Feature Class “Populated Place” represents a named community with a permanent human population, usually not incorporated and with no legal boundaries, ranging from rural clustered buildings to large cities and every size in between (e.g., metropolitan areas, housing subdivisions, modular home communities, and named neighborhoods).
 - Some communities may have both a “Civil” and a “Populated Place” code. The NEMSIS TAC recommends is that a “Civil” code be used when possible.
 - Typically, “Civil” feature codes are labeled as “City of...” while “Populated Place” codes have no such qualifier. For example, “City of Helena” = Civil, and “Helena” = Populated Place

Set City/County/State from Postal Code Button

- After the user enters a US postal code on the run form, the “Set City/County/State from Postal Code” button auto populates the city, county, and state for the entered postal code.
- The “Set City/County/State from Postal Code” button often only displays one match for any search because the button pulls from the list GNIS Civil locations. If there are no Civil locations matching the search, then it pulls matching GNIS Populated Places.
- If the appropriate location is not found through the “Set City/County/State from Postal Code” button, then users should use the “Location Lookup” button

Location Lookup Button

- The “Location Lookup” button pulls all matching GNIS locations (Civil, Populated Places, and other feature classes) that match the search criteria. (The user can search either by city and state, or by US postal code)
- The “Location Lookup” button displays a much longer list of locations and may include entries that seem like duplicates (e.g., “Helena”, and “City of Helena”). The entries labeled with “City of...” are the Civil features.

When to use Set City/County/State from Postal Code vs Location Lookup

In rural areas, a postal code can span multiple cities. The “Set City/County/State from Postal Code” button may not list the desired city, whereas, “Location Lookup” allows you to select the correct city from the list of GNIS locations.

Both buttons have been added to the run form to allow providers to select the correct match in all situations.

Example

- Postal code 59601 corresponds primarily to City of Helena, MT (GNIS Civil Feature). You will obtain this result if you search for 59601 with the “Set City/County/State from Postal Code” button.
- However, postal code 59601 also includes York, Helena, Canyon Ferry, and Rimini (GNIS Populated Place Features). You can find these locations by searching 59601 with the “Location Lookup” button.
- If you use the “Location Lookup” button to search by city and state (Helena, MT) rather than postal code, you find that Helena comprises many postal codes: 59601, 59602, 59604, 59620, 59623, 59624, 59625, 59626, 59635
- To simplify address entry, we recommend that service managers set up “Favorite Postal Codes”

Favorite Postal Codes

- Favorite Postal Codes are the city, county, state combinations used most frequently by your agency.
- Service Managers can access the Favorite Postal Codes module to select those combinations and mark them as favorites for your agency, to increase the speed of address documentation
- Favorite Postal Code values appear as buttons. If there are more than six, a drop-down list appears.

Troubleshooting

- Postal codes and GNIS codes are updated constantly, and we recognize that some areas of Montana may not be adequately represented by the options available in Elite.
- If you have a city/county/state combination that you cannot find, please contact EMSTS via the [Suggestion Box](#). We can find a solution.

International compatibility

We added international compatibility for the following addresses:

- Patient Address
- Patient Alternate Address
- Closest Relative Address
- Other Kin Address
- Employer Address
- Insurance address

This update causes certain fields appear or hide based on the country selection:

- When Country is blank → display all address fields
- When Country is equal to United States → display US address fields, hide international address field
- When Country is equal to another country → display international address field, hide US address fields