Scott Walker
Governor

Kitty Rhoades
Secretary

State of Wisconsin

Department of Health Services

TO: All EMS Service Directors and EMS Data/Software Managers

FROM: Brian Litza, EMS Director
Wisconsin Emergency Medical Services Unit

SUBJECT: **Wisconsin Ambulance Run Data System (WARDS) Destination Code Update**

The WI EMS Program has been working with hospitals to allow access to run reports of patients being transferred from other facilities. The purpose of this memo is to relay a WARDS system change that will assist in getting these reports to the hospitals in a consistent manner.

We have identified the use of incorrect destination codes as a major reason why hospitals cannot access patient care reports (PCR). The access of these PCRs by hospital staff is vital for the timely care and documentation of a patient's health care record. In addition, incorrect destination codes prevent the accurate entry of data into the State Trauma Registry and the National EMS Information System.

Effective Monday, October 28, 2013, we will be implementing a process within WARDS that may affect any service that uses third-party software to upload their data. On this date, only cases that use correct destination codes will be allowed to validate and populate WARDS. This development was based on requests from our office, as well as other State Data Managers across the country.

For those services using third-party software to connect to WARDS, the link below can be used to access a current copy of the destination codes:

http://www.dhs.wisconsin.gov/ems/WARDS/destcodes2013.pdf

Please use this document to confirm that your software has the most current hospital destination codes.

To further assist in determining if the correct destination codes are being used by your service, you may access a report through your WARDS account by following the instructions below:

- After logging into your WARDS account, go to the *"Report Writer 2.0"* tab.

- In the *"All Reports"* area (on the left side of the page) go to the *"Service Information"* folder.

- Click on the "*Service Destination Code Report.*"

- Click "*Generate*" to view the report and compare the results of this report to the codes listed in the document from the link above.

You can view and print all the results of this report by clicking the "*Export*" button and choosing the Excel option. If the results are not the same, the wrong destination code is being used and should be manually updated prior to September 30, 2013.

As previously stated, without the proper codes and names being included in your upload file, your reports will not be allowed to validate and, thus, will not be available in your service account.

If you have questions about any of these procedures please contact Chuck Happel directly at 608-266-0471 or call the main office line at 608-266-1568.