



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: Handheld CE Scanners		
Regulatory Authority: 12VAC5-31-1710		
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- A. The Office has developed specifications for handheld scanners which will allow for the tracking, recordation and submission of CE to the Office through the internet.
1. **Scanner Hardware** - There is only one specific scanner model which has been certified to work with the **Office of EMS CE Recordation** software package.
 - a. Specifications – Contact the Office of EMS for current model number.
 - b. Accessories – Contact the Office of EMS for current model numbers.
 2. **Software** - The **Office of EMS CE Recordation** software has been developed by the Office to ensure that CE is properly recorded and meets the transmission and interface requirements of the Virginia Department of Health (VDH) Office of Information Management (OIM).
 3. **Training and Installation** - **Office of EMS CE Recordation** software must be installed and verified by the Office of EMS at a designated training session.
 - a. Group training sessions will be scheduled by the Office on an as needed basis.
 - i. Only endorsed ALS-Coordinator's and certified EMT-Instructors will be trained on the use of the CE scanners and the **Office of EMS CE Recordation** software.
 - ii. Each endorsed ALS-Coordinator and certified EMT-Instructor seeking to obtain training on the use of the CE scanners must complete and sign a *Commonwealth of Virginia, Department of Health, Emergency Medical Services Educational Development (Training) Information Systems Security Access Agreement*. See TPAM Policy **T-815** for more information.