

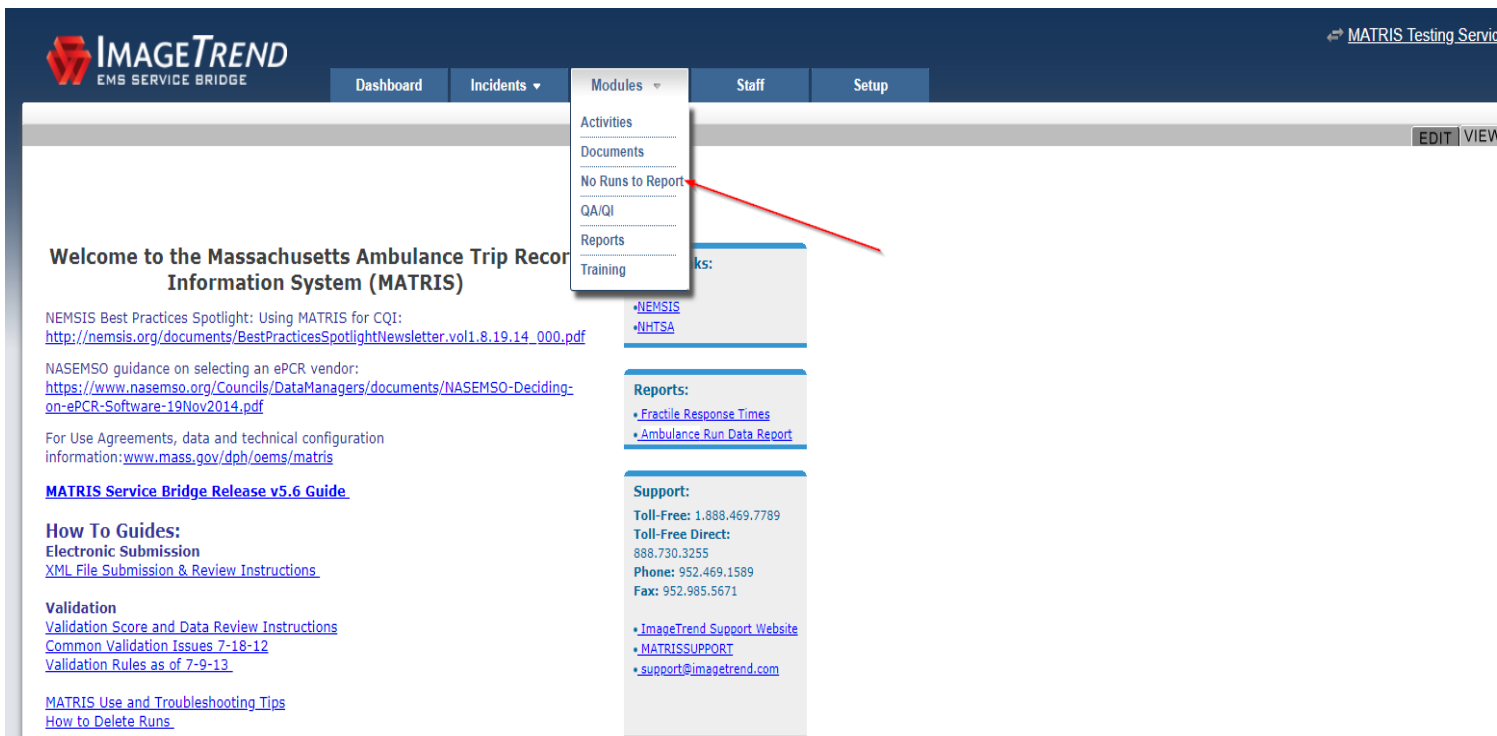
No Runs to Report User Guide

By creating “No Runs To Report” entries you will be notifying OEMS for months in which you did not have any runs. Otherwise you will be contacted to enter data for months with 0 runs. This should be used for any month since 12/15/2010 in which there were no runs.

DO NOT use this if you have runs to enter but have not yet for a month.

Steps to Enter “No Runs to Report” in MATRIS.

1. Click on Modules → No Runs to Report.



The screenshot displays the MATRIS web application interface. At the top, the logo for IMAGE TREND EMS SERVICE BRIDGE is visible. The navigation bar includes tabs for Dashboard, Incidents, Modules, Staff, and Setup. The 'Modules' dropdown menu is open, showing options: Activities, Documents, No Runs to Report (highlighted with a red arrow), QA/QI, Reports, and Training. Below the navigation bar, the main content area features a welcome message: "Welcome to the Massachusetts Ambulance Trip Record Information System (MATRIS)". It includes several links and sections: "NEMSIS Best Practices Spotlight: Using MATRIS for CQI" with a PDF link; "NASEMSO guidance on selecting an ePCR vendor" with a URL; "For Use Agreements, data and technical configuration information" with a URL; "MATRIS Service Bridge Release v5.6 Guide"; "How To Guides" for Electronic Submission and XML File Submission; "Validation" information with links for score review, common issues, and rules; and "Support" information including toll-free numbers, phone, fax, and support website/email.

2. Click on No EMS Runs.

Document No Runs to Report

edit No EMS Runs	2 Records
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3. On the next screen, click on Add No Runs Button.


No EMS Runs

Services that have had no EMS calls for an entire month can verify that information using this form. If your service had any EMS incidents for a given month please do not submit No Runs.

Month/Year	Created On	Created By
edit March 2012	03/16/12 01:02:33 PM	Testing Admin
edit March 2011	03/20/12 11:41:44 AM	Ridgely - State Admin Ficks

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 [Add No Runs](#)

4. Select the year and the month and Click OK.

The screenshot shows the top navigation bar of the IMAGE TREND EMS SERVICE BRIDGE application. The navigation menu includes 'Dashboard', 'Incidents', 'Modules', 'Staff', and 'Setup'. Below the navigation bar, a dialog box titled 'No EMS Runs' is displayed. The dialog box contains two dropdown menus: 'Month' set to 'February' and 'Year' set to '2018'. Red arrows point to the dropdown arrows of both the 'Month' and 'Year' menus. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.

5. This will add the “No Runs to Report” record for that month and year.