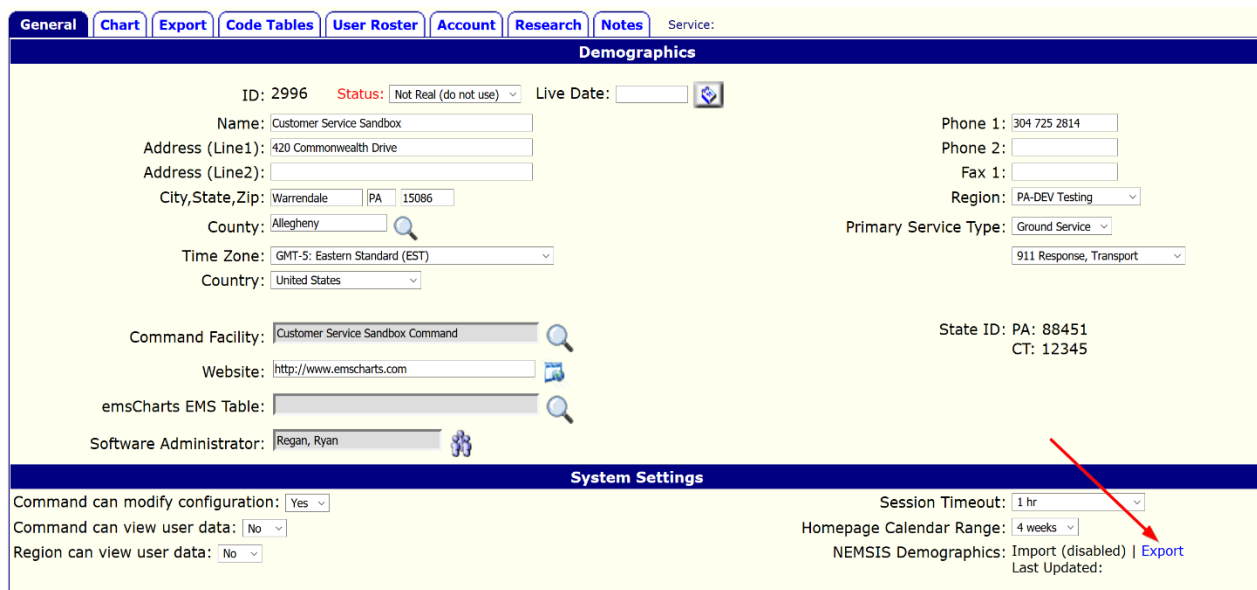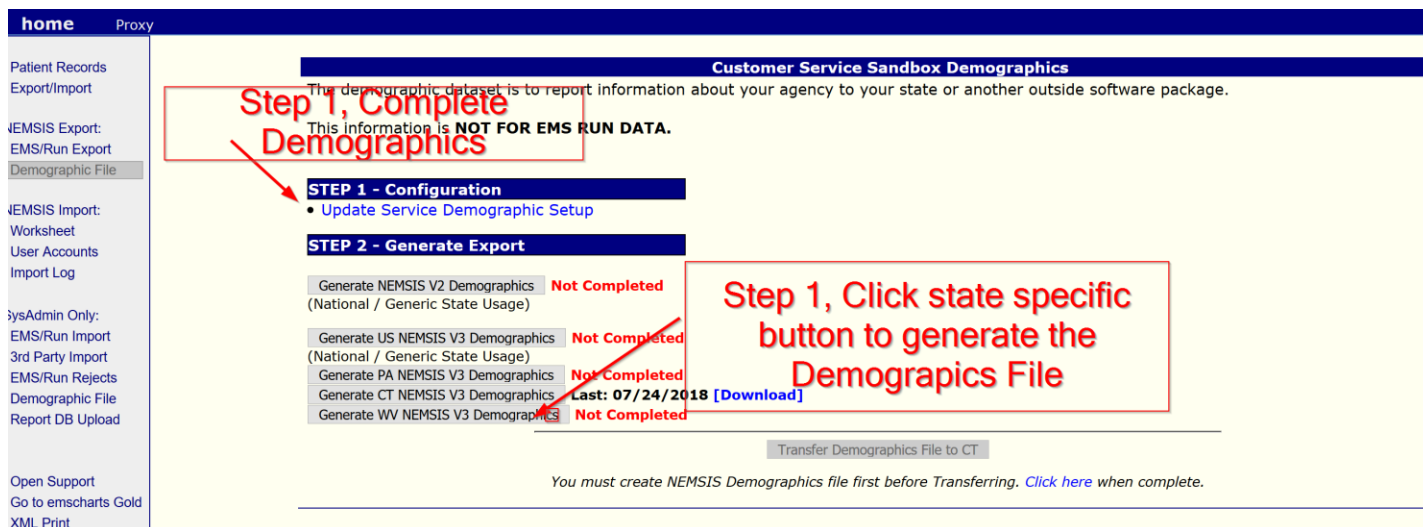# Service Demographic File - Setup

In order to setup the service demographics in emsCharts, there are two steps that one must complete.

1. Navigate to the Service Demographics Setup by clicking on Configuration > General Tab > Export (in the lower right corner of the page)

2. In the Export Window, Step 1 is to Complete the Service Demographic Setup. Note that this may be partially complete, this box needs to be as complete as possible, even the optional labeled sections. See screenshots below:

3. Once in the service demographic setup and have completed all information, remember to click the save button before closing the window. You may use the cancel/close button to close the window.

Service Demographics

Required for EMS & Demographic Export

Highest Level of Service:	EMT-Paramedic ∨ [?]
Organizational Type:	Private, Non Hospital ∨
Organizational Status:	Non-Volunteer ∨
Counties Served:	PA-Allegheny,PA-Butler,PA-Indiana

Optional for EMS Export & Demographic Export

Other Svcs Provided:	
National Provider Number(s):	[?] Enter multiple, if applicable, seperated by comma (,)

NEMSIS v3 Required

Minimum of Service Level (every call):	2009 Paramedic ∨
Tax Status:	Not for Profit ∨
EMD Provided:	No ∨
Service Capabilities:	Vehicle Extrication
Patient Monitoring:	Capnography-Numeric,Capnography-Waveform,ECG-12 Lead or

Year	Area Size (sq.mi)	Area Population	Call Volume	Dispatch Volume	Pt. Contact Volume	Transport Volume	Billable Volume
2017	40	4000	150	200	150	150	100

Edit Values

NEMSIS v3 Optional

Personnel Levels per Unit:	Edit Staffing Values
Unit VIN/Tail Year Stats:	Edit Vehicle Stats
EMD Vendors:	Edit Names
Census Tracts Served:	Enter muliple, if applicable, seperated by comma (,) Pattern:2-digit State Code 3-digit County Code 6-digit Census Tract Number (no decimal, no spaces) Unsure about Census Tracts, Counties, etc? Use the NEMSIS Service Area Builder.
Fire Department ID(s):	Enter muliple, if applicable, seperated by comma (,)
Routinely Bill Patients?:	Yes ∨

Save   Cancel/Close

4. Step 2, click the Generate Button to generate the NEMSIS Demographics File. The file will automatically export if your state requires the demographics file to be automatically exported. Should there be missing information in the service demographic setup, you will be promoted with errors to complete that information. If you click the "Download" button it will download

Should any questions or issues arise, please contact our customer service center at 866-647-8282, press 2 for support, or log a support ticket.