

## ImageTrend Incident Entry Quick Guide

1. <https://www.mi-emsis.org/patientregistry/>
2. Login username and password.
3. Assure you are on the Facilities page as shown in the upper left-hand corner and the correct facility name is listed on the upper right-hand side. If not, click on the facility name and choose the correct one.
4. Click on Incidents.
5. Click on Add an Incident.
6. Complete the tabs across the screen starting with Demographics. Save as you move forward through the tabs.
7. Use resources such as the Data Dictionary while completing fields in the Incident record.

Questions:

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