ImageTrend® Quick Data Upload Guide

1. Log into [Michigan Patient Registry (mi-emsis.org/patientregistry/)](mi-emsis.org/patientregistry/)
2. Click on the Data Exchange tab at the top of screen.
3. Click on Import on the left side of screen.
4. Click on 2021 MI ITDX Extension.
5. Click on the green Import tab on the far top right side of the screen.
6. Select the appropriate facility name.
7. Browse your PC to select the correct ITDX file to upload.
8. Make sure your Channel year is correct for the incidents you are uploading.
9. The Form Type to Import is always Trauma Incident Form.
10. Click on the green Upload and Validate button.

Your file may take time to upload and process completely. Uploading multiple times will slow the process and cause import problems. You can minimize this program and utilize other applications while the import is happening.

If your file has successfully passed the import process, it will show a green check mark under the status heading. Please click on the purple clock icon under the Activity Date heading to View Detail report. This report gives file import details as well as system validation messages which should be reviewed for validity, accuracy and completeness.

If you have questions regarding the submission process, please contact the statetraumregistrar@michigan.gov.