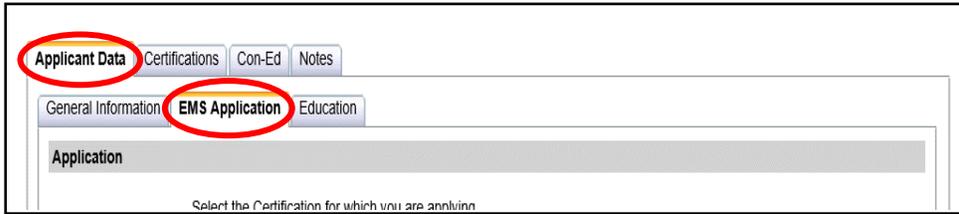
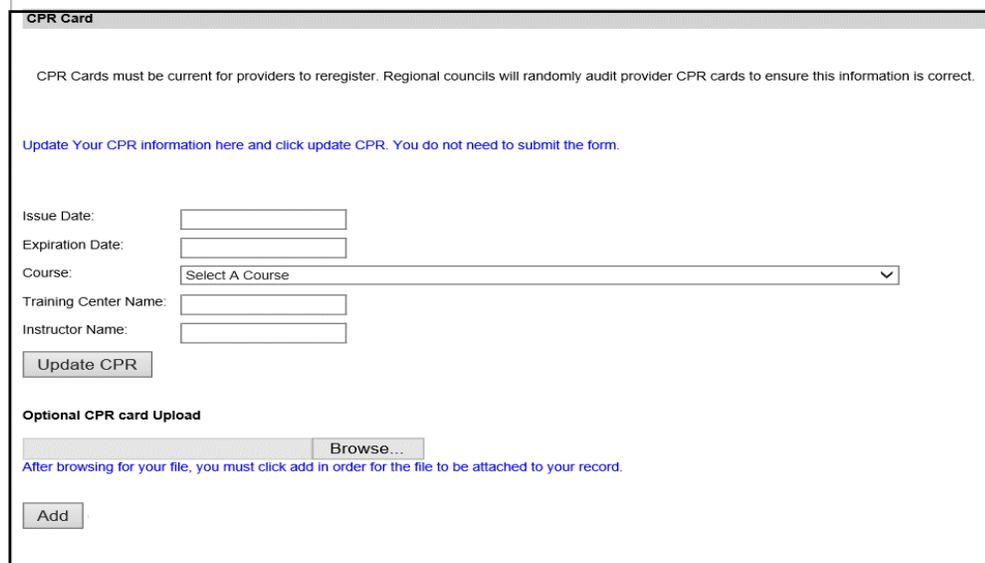


# EMS Registry Job Aid for Entering CPR

1. Providers are now responsible for entering their own CPR information. Regional Councils will no longer be collecting copies of cards. Providers will be subject to audit by Regional Councils.
2. Click on the Applicant Data Tab. Within that tab, click on the EMS Application Tab.

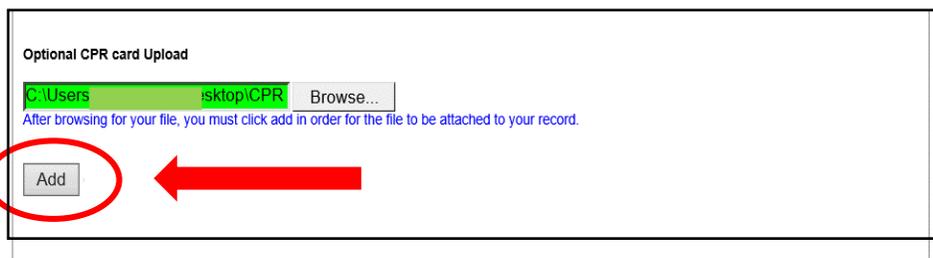


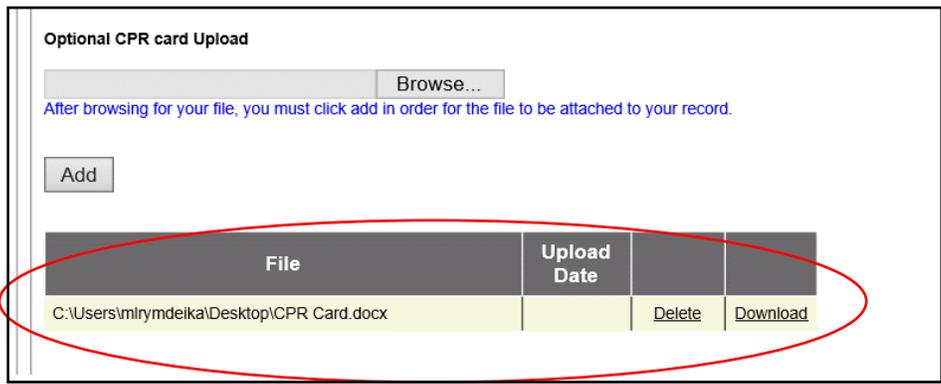
3. In the CPR Card section, complete all fields. From the Course drop-down menu, select the CPR organization and course you have listed on your CPR card. This is the PA Approved CPR Course List. If you have a CPR card that is not listed, you do not have the appropriate CPR for pre-hospital providers.

A screenshot of a web form titled 'CPR Card'. The form contains the following fields: 'Issue Date:' with a text input field, 'Expiration Date:' with a text input field, 'Course:' with a dropdown menu showing 'Select A Course', 'Training Center Name:' with a text input field, and 'Instructor Name:' with a text input field. Below these fields is an 'Update CPR' button. Underneath is a section titled 'Optional CPR card Upload' with a file input field and a 'Browse...' button. Below the file input field is a blue link: 'After browsing for your file, you must click add in order for the file to be attached to your record.' At the bottom of this section is an 'Add' button.

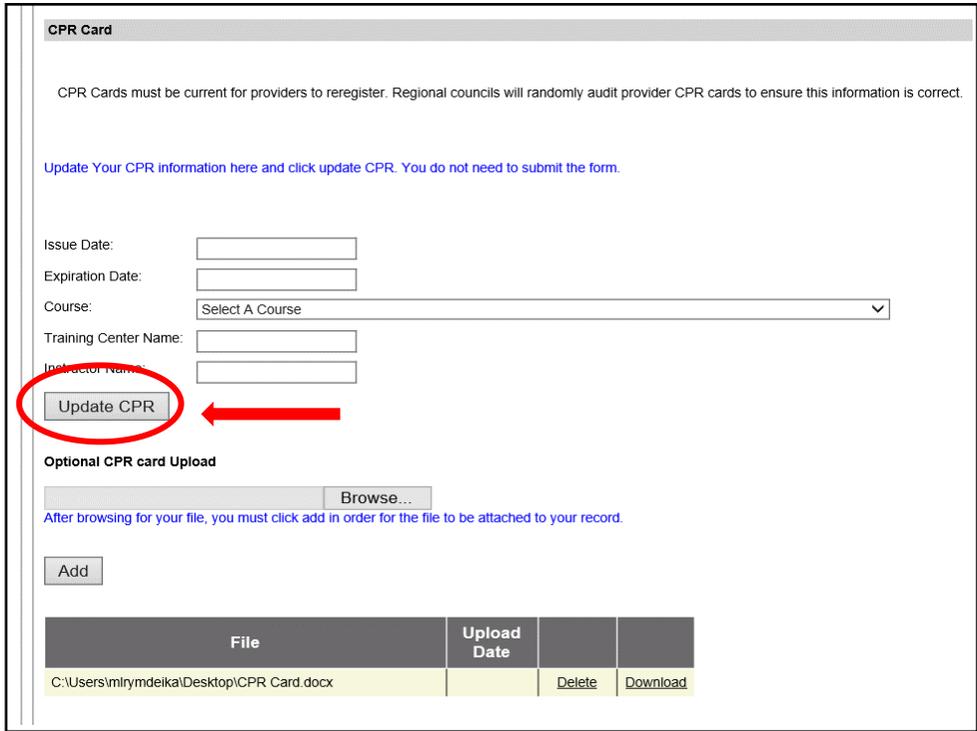
**\*Delaware County Providers - PLEASE upload CPR card during entry!**

4. Uploading your CPR card is <sup>\*</sup>optional, however, if audited, you will be required to upload/submit a copy of your CPR card. If you choose to upload your CPR card, browse for the file on your computer; click on it to highlight it and then click Open or double-click on it. This will import the file into the field in a green color. Click the "Add" box and a grid will generate with your CPR card. You need to click "Add" to successfully upload the CPR.





5. After completing this section, click Update CPR. A box will pop-up indicating the CPR information has been successfully updated, click ok.



6. A box will pop-up asking if you want to Update CPR? Click Yes.



7. Another box will pop-up indicating the CPR has been successfully updated.

