

**October 22, 2009**

**Re: Verify EMS Run Reports for FY11 Funding**

**Dear EMS Service Director:**

Distribution of monies from the EMS Fund Act for state Fiscal Year 2011 is partially dependent on the number of runs entered into the New Mexico Emergency Medical Services Tracking and Reporting System (NMEMSTARS). You can verify the number of runs entered for your service by going to this internet site:

<https://www.nmemstars.org>.

Log onto your service site, and click the report titled "Runs per Month Report". The link to this report is found on the right side of the first page. This report will be generated immediately and show you the monthly count of runs entered for your service. The number of runs in NMEMSTARS will be used to calculate the amount of funding on your application. If you need to enter additional runs, you can do this before submitting your 2010 EMS Fund Act application.

Please be sure to enter all runs for your service. This includes those in which you render mutual aid, or those that are cancelled in route.

If you have forgotten your password, or require other assistance with NMEMSTARS, please contact me or your regional NMEMSTARS representative, who are listed on the NMEMSTARS home page.

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