

Wyoming Online EMS Licensure

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WYOMING OFFICE OF EMS

EMS LICENSING COORDINATOR



Wyoming Online EMS Licensure

- The Office of EMS, in an effort to modernize and expedite our services, is implementing a new online EMS licensure system.
- This new system will provide ease of use for the individual provider. All licensing actions: initial, renewal, upgrades and downgrades of license levels, and all information changes will be done through the system.
- All signatures, affiliation requests, service and medical director approvals will be done through the system.
- For the services, Ambulance Business License renewals, ambulance permits, information changes, and station/base information will also be completed through this system.
- In conjunction with this implementation we will be phasing out the use of Recertification Books (yellow books). We will release more information on this as available.



**Individual
email is
required!!**



Topics

- System overview
- Creating a personal account
- Selecting a personal application or form
- Completing a personal application or form
- Affiliated Service Information
- Service Applications
- Public Lookup



System Overview

- Hosted by  **IMAGETREND** INC.
- Web based system
- Accessible from anywhere you can access the internet
- Same security measures for your information as HIPPA protected information.



Creating an account

<https://wyoming.emsbridge.com/licensure/public/wyoming/public-portal/Login>

Click the “Create Account” button.

From here you will be directed to the “Create your account page.”

Wyoming Department of Health
OFFICE OF EMERGENCY MEDICAL SERVICES

Account Login

Lookup

Login

Username:

Password:

Forgot Username or Password?

Login Create Account

Account Lookup

Last Name:

* Birth Date:

 / /

* Social Security Number:

 - -

Lookup



Creating an account

 **Account Login**

 **Lookup**

Create Your Account

Please enter your address and email in the *Address* and *Email* sections, respectively. The address and email address will be used by the EMS office to send you official communications including application status.

Account Demographics

* First Name:

Middle Name:

* Last Name:

Suffix:

Maiden Name:

* Social Security Number: - -

* Birth Date: / /

Degree/Field of Study: Available Selected

Not Reporting	>>	
Not Recorded	>	
Not Applicable	>	
Biological and Biomedical Sciences	>	
Business	>	
Communication, Journalism, and Relat	>	
Communications Technologies	>	
Computer and Information Sciences	>	
Education	>	
Emergency Medical Services	>>	



Creating an account

Address Information

* Address:

* City:

County:

* State: 

Click blue icon above to select a different city for this postal code.

* Postal Code:

Contact Information

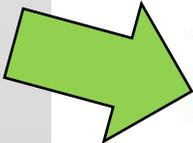
Home Phone: - -

Work Phone: - -

Cell Phone: - -

* Email:

* User Name:



* required



Creating an account

- After saving your profile you are brought back to the account login screen
- An email is sent to the address you provided with your temporary password.
- When you receive it log back in.



The screenshot displays the user interface for the Wyoming Department of Health Office of Emergency Medical Services. At the top left is the department's logo, a blue caduceus with a white silhouette of a cowboy on a bucking horse. To the right of the logo, the text reads "Wyoming Department of Health" and "OFFICE OF EMERGENCY MEDICAL SERVICES". Below the header, there are two main sections: "Account Login" and "Account Lookup". The "Account Login" section includes a "Login" form with fields for "Username:" and "Password:", a "Forgot Username or Password?" link, and "Login" and "Create Account" buttons. A yellow arrow points to the "Create Account" button. The "Account Lookup" section includes a "Lookup" form with fields for "Last Name:", "Birth Date:" (with a calendar icon), and "Social Security Number:", and a "Lookup" button. On the left side of the interface, there are two menu items: "Account Login" (with a person icon) and "Lookup" (with a magnifying glass icon).



Creating an account

Once you have
logged back in
you will be
required to reset
your password.

 Account Login

 Lookup

Reset Password

[Click here to reset your password.](#)

Your password has expired. Please enter a new password that meets the minimum password requirements listed below.

Password Requirements

- * Password must be at least 5 characters long.
- * Do NOT use a password that contains your user name or any part of your full name (as is, reversed, CAPS, doubled, etc.)
- * Do NOT use a word contained in English or foreign language dictionaries.
- * Do NOT use information easily obtained about you (ie employee number, child or spouse name, pet name, address, etc.)

Reset Password

Password:

Re-enter Password:

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Now what?

From the “My Account” page, you can manage your account and applications, look at documented trainings, view your affiliations, and Lookup personnel and services.

The screenshot shows the user interface for the Wyoming Department of Health Office of Emergency Medical Services. At the top left is the logo, a blue Star of Life with a white silhouette of a cowboy on a bucking horse. To the right of the logo, the text reads "Wyoming Department of Health" and "OFFICE OF EMERGENCY MEDICAL SERVICES".

Below the header is a dark grey navigation bar. On the right side of this bar, it says "Welcome, Alvin Chipmunk | Logout".

Below the navigation bar is a light grey sidebar menu with the following items: "My Account" (selected), "Profile", "Issued Application", "Training Report", "Documents", "Applications", "Service", and "Lookup".

The main content area has a yellow banner that says "You are logged in. Welcome Alvin Chipmunk." Below this is a section titled "My Account" with the subtext "For more detail about any item, click the links on this page or in the left menu." There are two main panels in this section:

- On the left, a panel for "Alvin Chipmunk" with a person icon and fields for "Number:", "Issued:", and "Expiration:".
- On the right, a panel with a clipboard icon and the text "Form pending completion".

At the bottom of the main content area is a search section titled "I am looking for...". It features a search icon, a dropdown menu currently set to "Personnel", and input fields for "First Name", "Last Name (required)", and "Certification Number". A "GO" button is located to the right of the "Certification Number" field.



Now what?

Click the word
“Application”
to view
available
applications
and forms



The screenshot shows the user interface for the Wyoming Department of Health Office of Emergency Medical Services. At the top left is the logo, a blue Star of Life with a white silhouette of a cowboy on a bucking horse. To the right of the logo, the text reads "Wyoming Department of Health" and "OFFICE OF EMERGENCY MEDICAL SERVICES". In the top right corner, it says "Welcome, Alvin Chipmunk | Logout". Below this is a yellow notification bar: "You are logged in. Welcome Alvin Chipmunk." The main content area is titled "My Account" and includes a sub-header: "For more detail about any item, click the links on this page or in the left menu." On the left is a sidebar menu with four items: "My Account" (with a person icon), "Applications" (with a document icon), "Service" (with a star icon), and "Lookup" (with a magnifying glass icon). A yellow arrow points to the "Applications" item. The "My Account" section contains two panels. The first panel shows the user's name "Alvin Chipmunk" and fields for "Number:", "Issued:", and "Expiration:". The second panel shows a document icon and the text "Form pending completion". Below the "My Account" section is a search area titled "I am looking for..." with a magnifying glass icon. It includes a dropdown menu set to "Personnel", input fields for "First Name" and "Last Name (required)", a "Certification Number" field, and a "GO" button.



Personnel applications and forms

The are currently four applications and forms available for personnel.

To choose one click on the “Apply Now” button.

Welcome, Alvin Chipmunk | Logout

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

To change which applications are listed on this page, select the type of application you are looking for from the *Available for* drop down menu and click *Go*.

Available for: Applications Available for Alvin Chipmunk

Name ▲	Action
Additional Affiliation Used for affiliation to additional services after an initial license has been issued.	<input type="button" value="Apply Now"/>
Change of Information Used to change or update demographic information in the system	<input type="button" value="Apply Now"/>
Initial Application This application will be used for first-time applicants into the Wyoming EMS system.	<input type="button" value="Apply Now"/>
Level Change This form is used to upgrade or downgrade a license level.	<input type="button" value="Apply Now"/>

Records 1-4 of 4



Complete a personal application

An application is made up of one or more forms that must be completed.

To access each form click the "Start" button next to each form.

Each form will open and you will need to complete the required information.

Welcome, Alvin Chipmunk | Logout

My Account

- Applications**
Continue 3
- Service**
- Lookup**

Continue My Applications

This section allows you to work with the forms for applications that you have already started. Click *Start* to work with forms you have not yet started filling out, *Continue* for forms that are still in progress or the *PDF* icon to view a form that you already completed.

You can click the grey header bar for any license application to expand or collapse the list of forms associated with that license. Additionally, you can use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click *Go* to search for licenses matching your criteria. If you want to view all licenses again, click *Clear*.

You have 3 forms to complete.

Application filters: [] to [] - Issued - - Status -

Application [] GO CLEAR

Initial Application

Status: Initiated Issue Date:
Number: Initiated On: 08/11/2014
Forms: 0 of 3 completed Expiration Date:

Form	Requested	Completed
Information Page	Mon 8/11/14	
Finger Print Information	Mon 8/11/14	
Initial Application	Mon 8/11/14	

Records 1-1 of 1



Initial Application

- During the application process the new applicant will be asked to designate the service that he or she will be affiliated with. (If known)
- If the applicant chooses a service, on completion the system will process the application through the workflow for necessary approvals.
- An email and approval form will be sent to the Service Representative for the affiliated service for approval.
- An email and approval form will be sent to the Service Medical Director for approval.



Viewing affiliations

To view your affiliations click on the word "Service"



 Wyoming Department of Health
OFFICE OF EMERGENCY MEDICAL SERVICES

Welcome, Alvin Chipmunk | Logout

You are logged in. Welcome Alvin Chipmunk.

My Account

For more detail about any item, click the links on this page or in the left menu.

Alvin Chipmunk
Number:
Issued:
Expiration:

 Form pending completion

I am looking for...

- My Account**
 - Profile
 - Issued Application
 - Training Report
 - Documents
- Applications**
- * Service**
- Lookup**



Viewing affiliations

 My Account

 Applications

 Service

 Lookup

Welcome, Alvin Chipmunk | [Logout](#)

All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

Service ▲	Permit Level	Address	City	County	Phone
American Medical Response - AMR (016)		600 E. Carlson, Ste 101	Cheyenne	Laramie	307-634-8533
Campbell Co Mem Hospital - Gillette/Wright (117)		PO Box 3011	GILLETTE	CAMPBELL	307-688-1160
City of Casper Fire Department (13)		200 N David St	Casper	Natrona	307-235-8222
Yoder (085)  		P O Box 250	Yoder	Goshen	

Records 1-4 of 4 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

 = Primary Contact  = Operations Officer  = Medical Director Online  = Medical Director Offline  = Service Director

You will be able to view current affiliations and positions.



Access service applications

To switch from personal to service applications – click the drop down, choose the service and hit “GO”.

Welcome, Alvin Chipmunk | Logout

My Account

- Applications**
- Continue 3
- Review

*** Service**

Lookup

Available Applications

Begin a new application, or click Continue in the left menu to work with an application you have already begun.

To change to service applications, select *Available for* drop down menu, choose your service and click Go.

Available for: Applications Available for Alvin Chipmunk

Name ▲	Action
Applications Available for Alvin Chipmunk	
Albin Rescue (002)	
American Medical Response - AMR (016)	
City of Casper Fire Department (13)	
Yoder (085)	<input type="button" value="Apply Now"/>

Additional Affiliations
Used for affiliation to additional services after an initial license has been issued.

Change of Information
Used to change or update demographic information in the system.

Level Change
This form is used to upgrade or downgrade a license level.

Records 1-3 of 3



Service Applications

Available service applications will differ based on the type of service.

Transporting vs. Fire Protective Service

Welcome, Alvin Chipmunk | Logout

Available Applications

Begin a new application, or click Continue in the left menu to work with an application you have already begun.
To change to service applications, select *Available for* drop down menu, choose your service and click Go.

Available for:

Name ▲	Action
Ambulance Service Business License	<input type="button" value="Apply Now"/>
Ground and Air Ambulance Vehicle Permit	<input type="button" value="Apply Now"/>
Station / Base Information	<input type="button" value="Apply Now"/>

Records 1-3 of 3



Online verification

As the system is populated personnel licensure verifications will be conducted online.



Wyoming Department of Health
OFFICE OF EMERGENCY MEDICAL SERVICES

Account Login

- Lookup
- Personnel
- Services

Public Lookup

Enter search criteria to locate an EMS Service or Agency or a Certified EMS Provider

Type:

First Name:

* Last Name (required):

Certification Number:

Search



Online verification

Services as well.



Wyoming Department of Health
OFFICE OF EMERGENCY MEDICAL SERVICES

 **Account Login**

 **Lookup**

Personnel

Services

Public Lookup

Enter search criteria to locate an EMS Service or Agency or a Certified EMS Provider

Type:

Name:

License Number:

City:

County:

Service Permit Level:

Class:

Training Level:



Online verification

An example



Wyoming Department of Health
OFFICE OF EMERGENCY MEDICAL SERVICES

Account Login

Lookup

Personnel

Services

Public Personnel Lookup

Enter any search criteria to find the public profile of any EMS Provider.

First Name:

* Last Name (required):

Certification Number:

Search **Clear**

Search Results

Name	Certification Number	Level	Certification Issue Date	Certification Expiration Date	Status	Alert
Logan, Scott L	106299	Advanced EMT	05/07/2012	12/31/2015	Active - Current	

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Online verification

Another example

 **Account Login**

 **Lookup**

Personnel

Services

Services Lookup

Enter any search criteria to view the public profile information of any service.

Search Results

Name: American Medical Response - AMR

Address: 600 E. Carlson, Ste 101
Cheyenne Laramie WY 82009

Classification: Paramedic

Primary Contact: Cindy A Osborne

Phone: 307-634-8533

Fax:

Website: <http://www.amr.net>

Active: Yes

License Number: 016

Shipping Address: 600 E. Carlson, Ste 101
Cheyenne Laramie WY 82009

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Questions?