

Thomas O. Forslund, Director

Governor Matthew H. Mead

11/07/2014

Ambulance Business License Renewal

Dear Licensed Ambulance Service:

Ref: EMS-2014-230

Each ambulance business license shall expire on December 31 of each year and may be renewed upon application and payment of the annual license fee (\$20.00) as required by W.S. 33-36-104, (iv), (b). Ambulance Business License renewal is now done through the Online Licensure system. Your Ambulance Business License expires on December 31, 2014

To get your license in and approved by the expiration date, a few processes need to occur:

1. Be sure that you or your representative has access to the Online Licensure system
2. Be sure you are set up as the Service Director in the system
3. Confirm that your email address is correct
4. Confirm that your Medical Director is identified in the Licensure system
5. Check that your Medical Director's email is correct

If you find any of these items to need correction, please contact me.

The current process for your Ambulance Business License Renewal:

1. Go to the Online Licensure web site - <https://wyoming.emsbridge.com/licensure/public/wyoming/public-portal/Login>
2. Log on to the Online Licensing System using the log on and password that was emailed to you
3. Once logged in, on the left bar click "Applications"
4. In the center of the page, under your name, click on the "Service Applications" text.
5. On the new page you will see the "Ambulance Service Business Application". click on the box to the right that says "Apply"

This will open the application. As you work through the application you will be asked to enter or confirm the information required. When it is completed you will submit the application. Once the application is submitted, an email will automatically be sent to your Medical Director to approve the application through the Online Licensure system. After approval by the Medical Director, an email will be sent to the Service Director for final approval. The reason for this is that the application may not always be completed by the Service Director. However, their signature/approval is required.

After the Medical Director and Service Director have completed their approvals, the application is automatically submitted to the OEMS for processing. When the payment and application is approved, a new license will be created and mailed to the service address. It is important to note that currently you will still need to mail a payment to our office, and no renewal can be processed until the payment has been processed by the OEMS.

If you have any questions or need additional guidance please feel free to contact Scott Logan in our office.

Sincerely,



Andy Gienapp, MS, NREMT-P
EMS Manager
Office of Emergency Medical Services
Public Health Division
Wyoming Department of Health

6101 Yellowstone Road • Cheyenne, WY 82002

E-Mail: andy.gienapp@wyo.gov • www.health.wyo.gov/sho/ems

Toll Free 1-888-228-8996 • Main Number (307) 777-7955 • FAX (307) 777-5639