This manual contains login and other basic IGEMS system information for EMS Providers, EMS Agency Administrators, Medical Directors, EMS Education Programs and Instructors.

IGEMS User Guide

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IGEMS User Guide

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Introduction

Getting Started

Welcome to the Idaho Gateway for EMS (IGEMS), Idaho's new EMS licensing system. Before you can access IGEMS you need to either claim your account or create a new account. If you were an EMS student or licensed as an EMS provider prior to October 24, 2016, your account information was imported from our previous licensing system (IWISE) into IGEMS and you may use the 'Claim Account' option to access your account. If you are unsure if you have an account in IGEMS you may use the 'Personnel Lookup' function to check. If you do not find your account when using the 'Personnel Lookup', or you are a new user, you will need to create an account.

The figure on the next page is the landing page for IGEMS. You should bookmark or add this page to your browser favorites. This is the page you will use to claim or create an account, and once claimed or created, the page to access and login to your account.

Note that regardless of what screen you are on you will have a row at the top containing useful links to the main page of the Bureau's website, links to NREMT, TRAIN Idaho, Criminal History Unit, and sections within the Bureau's website.

This guide is intended as an overview of the website. Almost all screens have on-screen instructions. If you have difficulties performing a desired task and the on-screen instructions or information in this guide is inadequate, please share your feedback with us. This is your guide and any suggestions for improvement will be appreciated.

EMS Providers, Agency Administrators, EMS Instructors, Education Program Directors, and EMS students, as well as Agency Medical Directors must have an IGEMS account to perform the functions associated with provider licensure, agency licensure, education program activities, and optional module and skills credentialing. If you encounter any difficulties while claiming or creating your account, please contact us at 208-334-4000 or toll free at 1-877-554-3367.

IGEMS Login Page

IGEMS

IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES

BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org | NREMT | TRAIN Idaho | CHU Background Check | Provider Licensure | Education | EMSPC | EMSAC

Account Login

Training

Lookup

Welcome to the Idaho Gateway for EMS (IGEMS) license management system for EMS Personnel and Agencies in the State of Idaho.

We are very excited to launch our new licensure system and the efficiencies it will create. As with any significant change, complications are to be expected initially. We ask for your patience and hope that you will help us identify issues by communicating those to us as you experience them. Contact information is at the bottom of each page. With your help, we can streamline processes within IGEMS to make it the most user-friendly license management system.

If you have been a student or licensed as an EMS provider prior to October 24th, 2016 you can use the Claim Account option to match your imported information to your IGEMS account.

Check to see if you have information already imported to IGEMS. Personnel Lookup

If you do, then claim your account. Claim My Account

IGEMS User Guide

Login

Username:

Password:

Forgot Username or Forgot Password?

Login | Create Account

A

B

C

D

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

A. Click the Personnel Lookup button to see if you have an account in IGEMS.

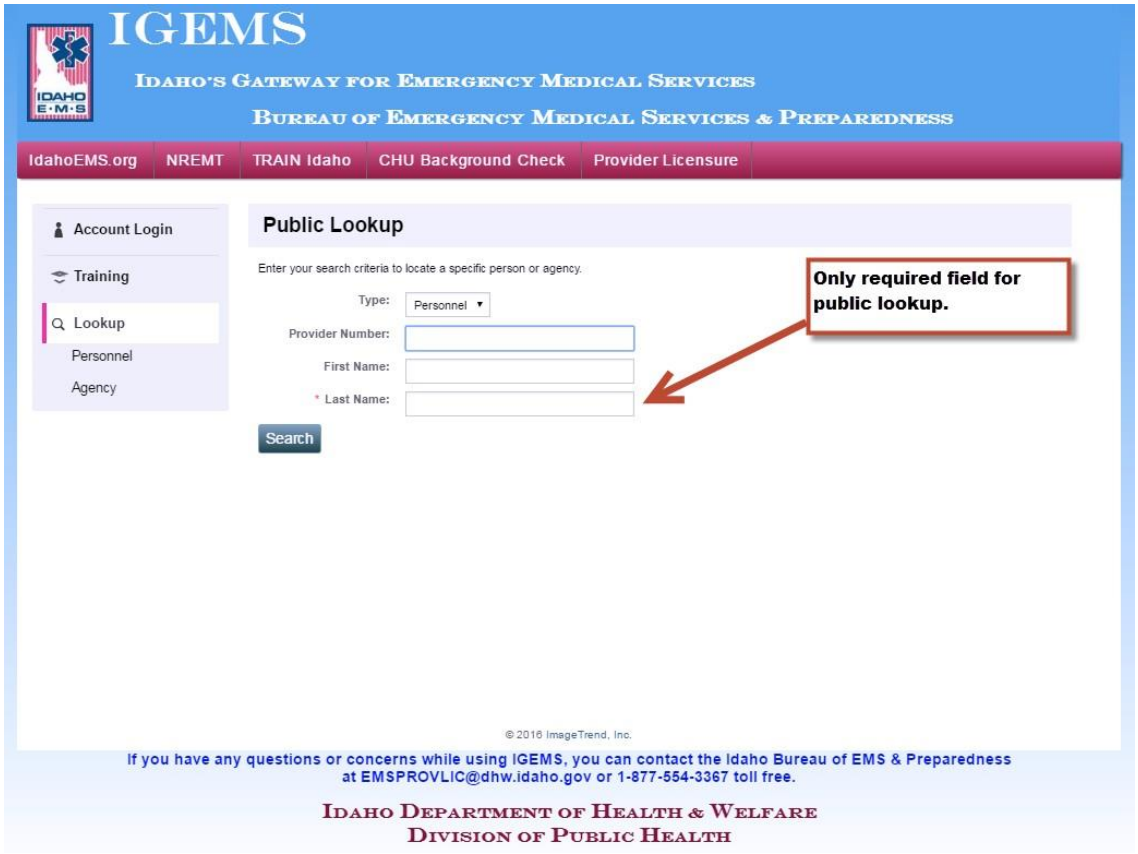
B. Click the Claim My Account button if you found your account in the Personnel Lookup or if you are certain you have an unclaimed account in IGEMS.

C. Click the Create Account button if you are a new user or do not have an account in IGEMS.

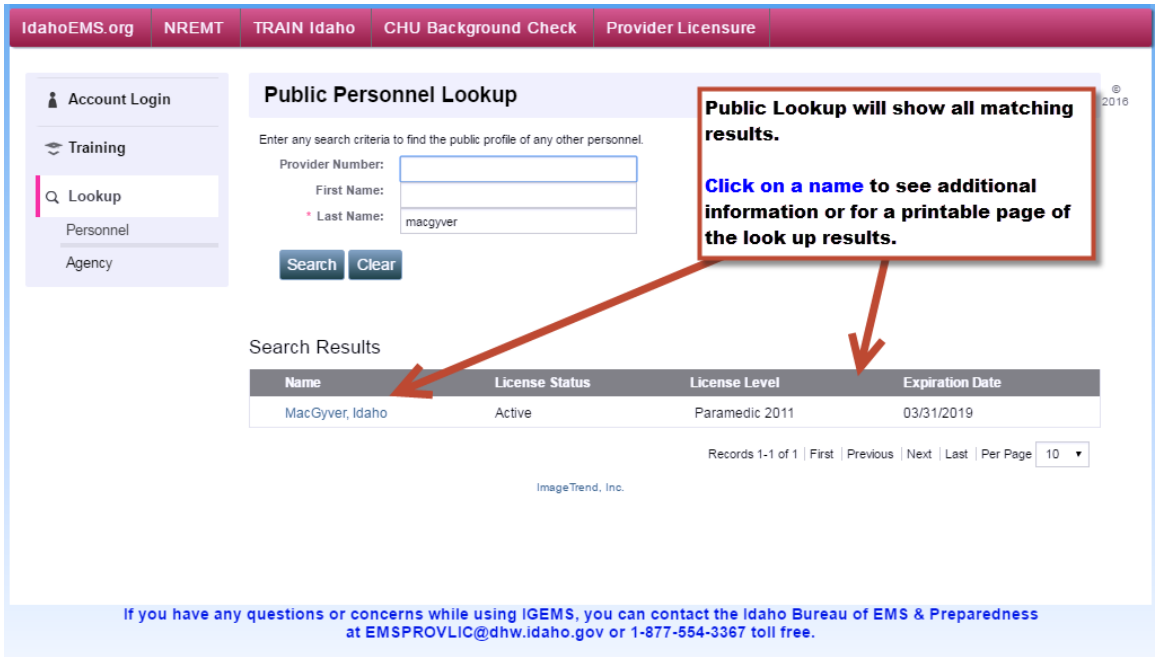
D. Click the Login button for access to your account once it's been created or claimed.

Public Lookup

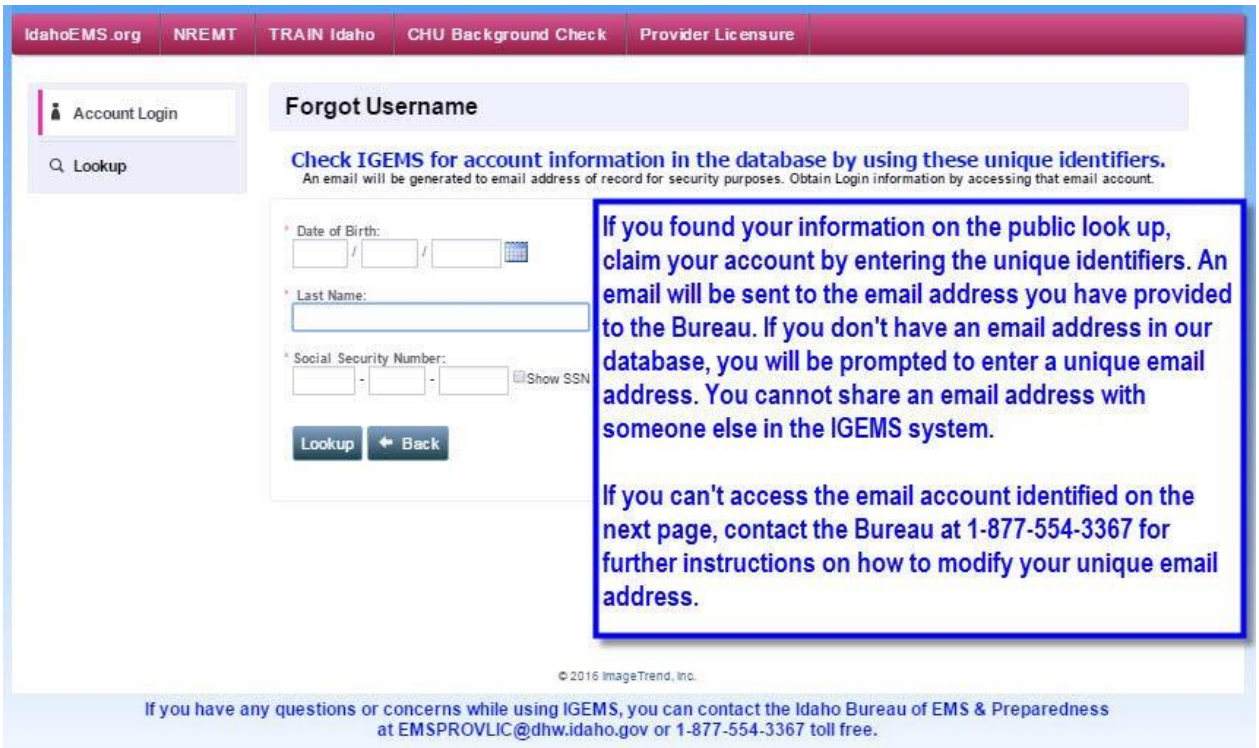
Use the Public Lookup to see if you have any records imported from our previous data base.



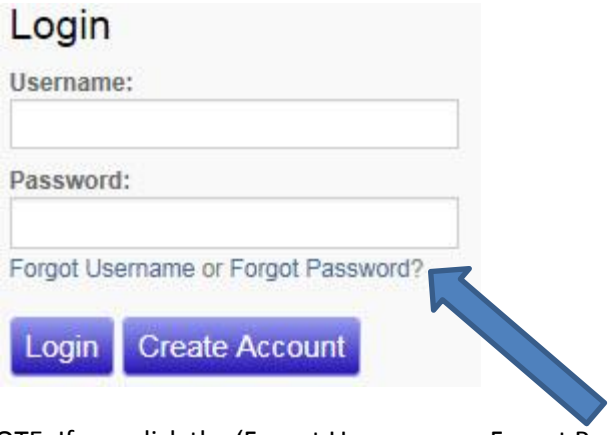
Personnel: If you do, then you need to claim your account instead of creating a new one.



Claim Your Account



Forgot Username/Password



NOTE: If you click the 'Forgot Username or Forgot Password?' link on the login screen you will be routed to the same screen used to Claim Your Account (top of page). Enter the required information and an email will be sent to your email address on record. The message will contain your username and a link to reset your password.

Create an Account: Enter the required information to create your account.

IdahoEMS.org | NREMT | TRAIN Idaho | CHU Background Check | Provider Licensure

Account Login
Training
Lookup

Create Your Account

Please enter your address and email in the *Address* and *Email* sections. Your mailing address and email address will be used by the EMS office to send you official communications regarding your account and license but will not be shared publicly.

Account Demographics

* First Name:
Middle Name:
* Last Name:
Suffix:
Maiden Name:
Preferred Name:
* Social Security Number: - - Show SSN
What is this?
* Birth Date: / /
* Highest Education Level: - Highest Education Level -

Address Information

Country: United States
* Address:
* Postal Code: Lookup
Click "Lookup" to select City, County, and State for this postal code
* City:
County:
* State: - State -

Contact Information

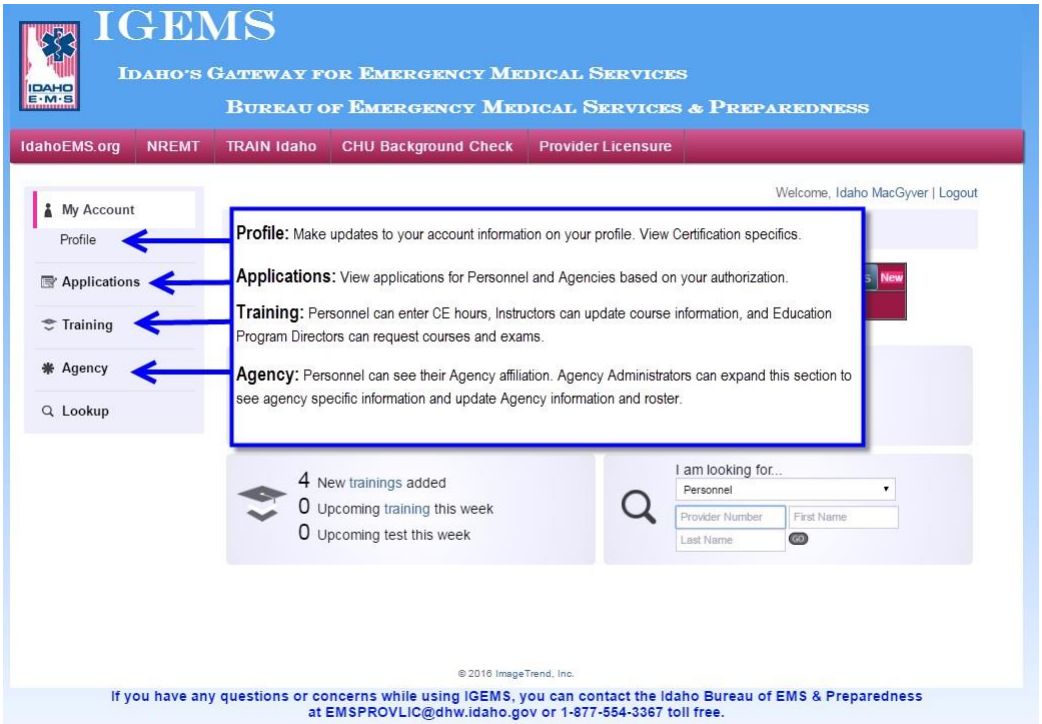
* Email:
* Verify Email:
* Primary Phone: - -
Work Phone: - -
Cell Phone: - -
* Username:

*required

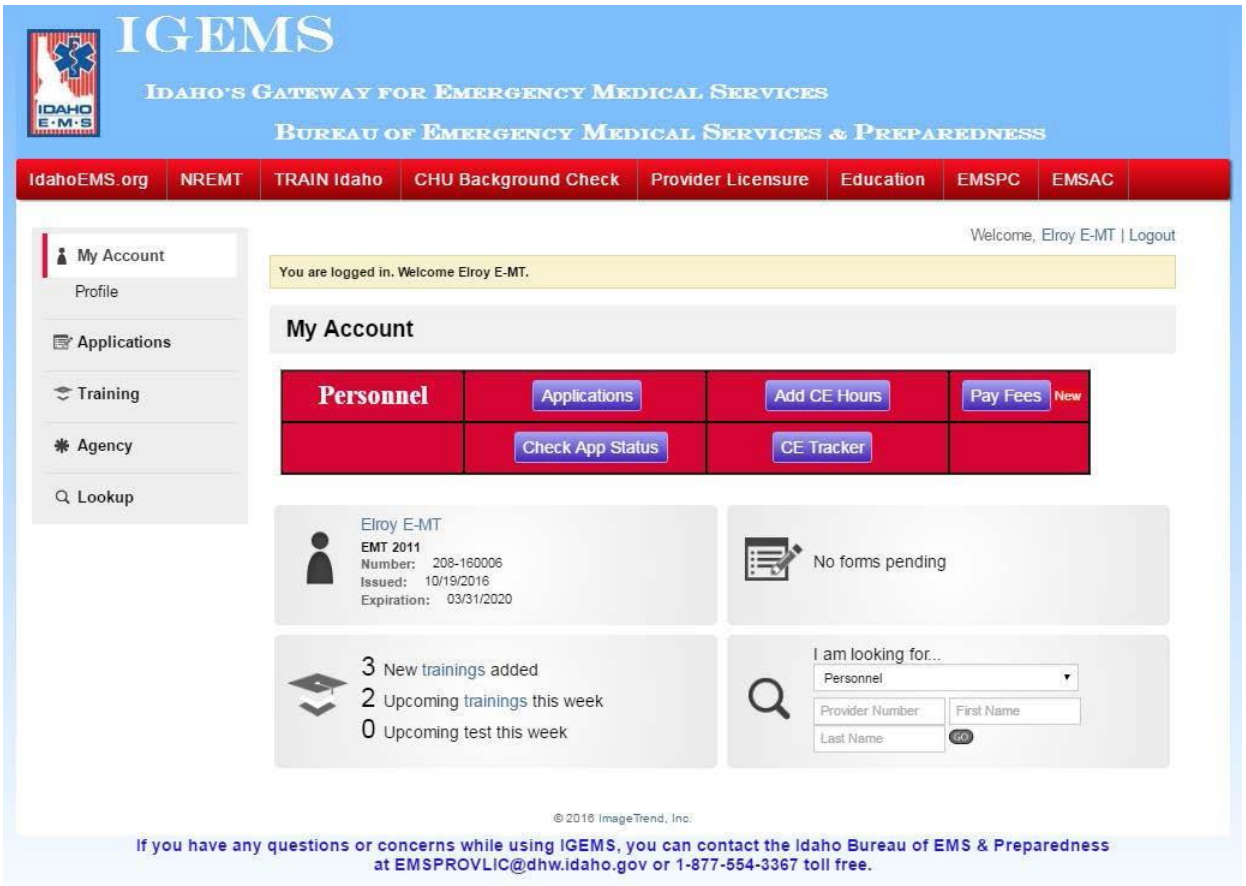
Save Cancel

Items marked with a red asterisk '*' must be populated to create an account.

My Account

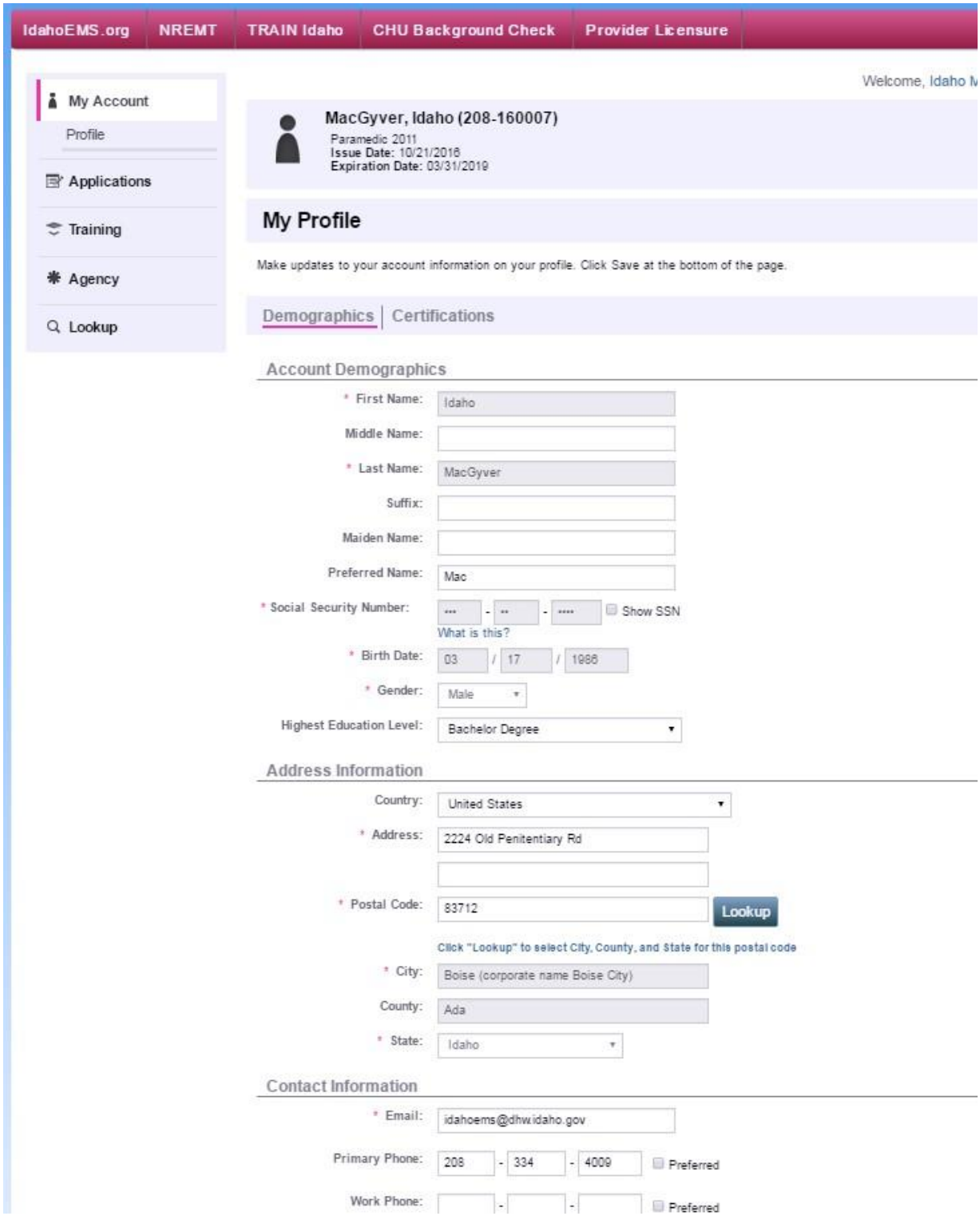


My Account Dashboard



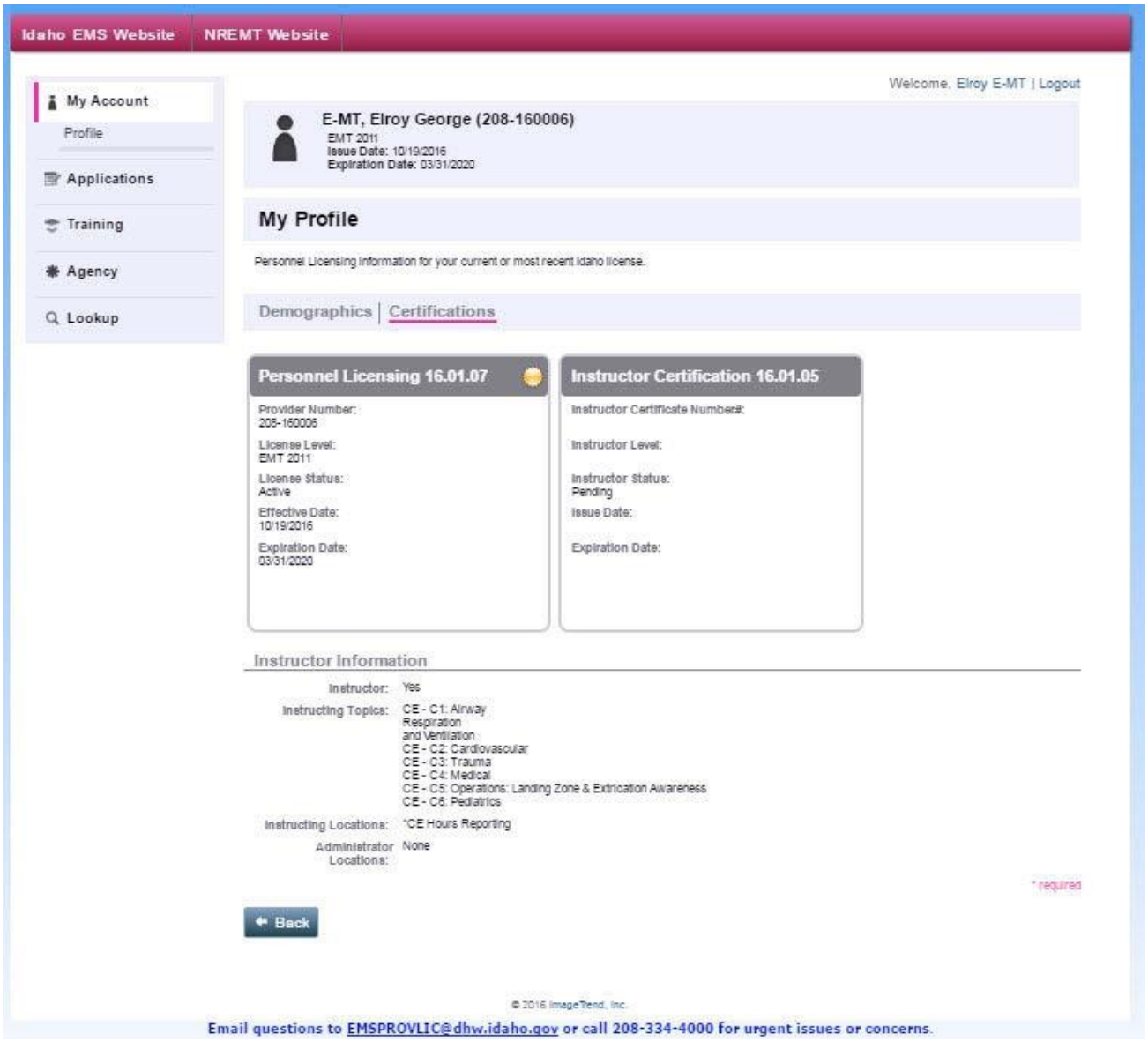
Profile - Demographic

Make updates to your demographic information of your profile.



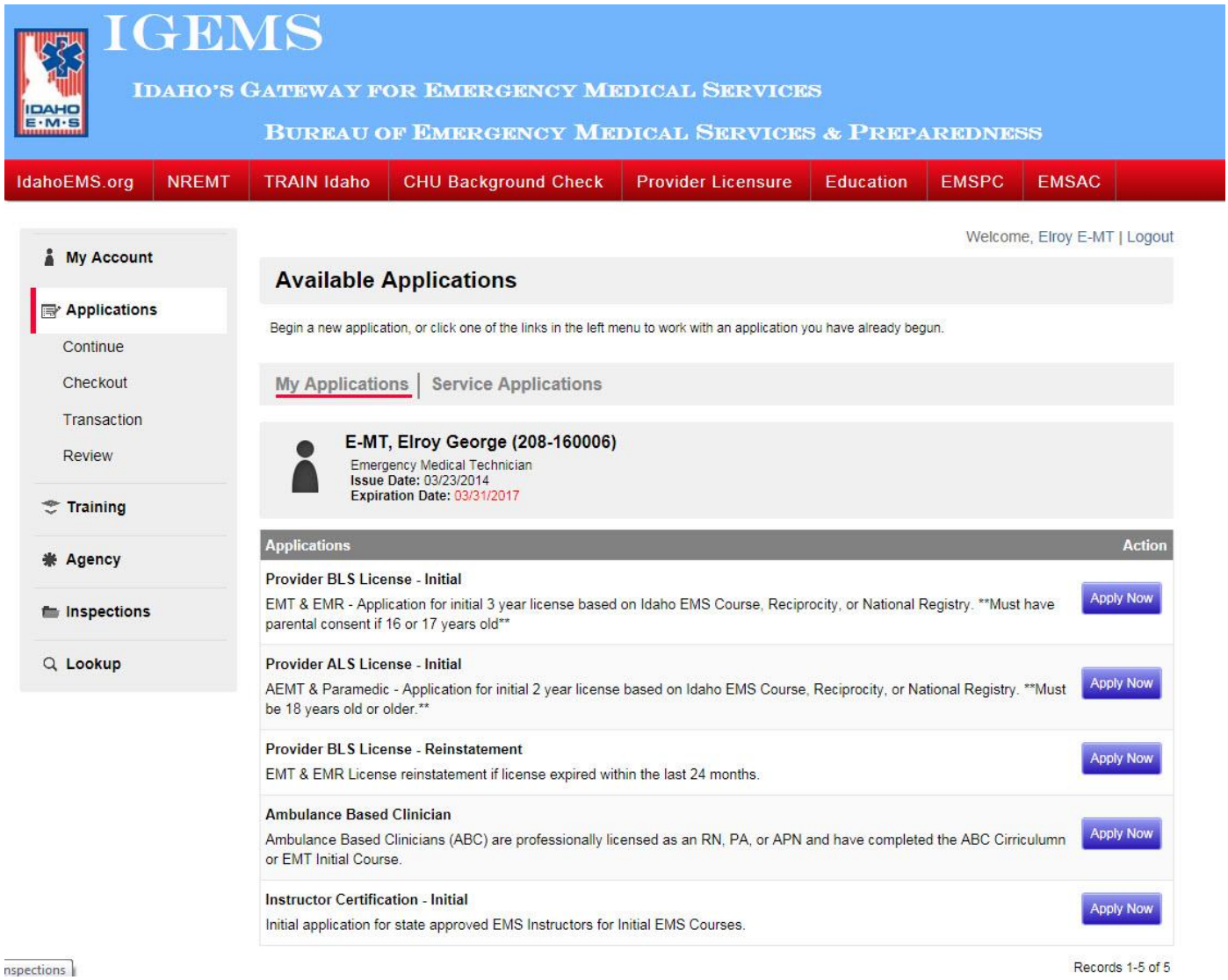
Profile - Certifications

Personnel licensing information for your current or most recent Idaho license.



Applications

Available Applications - My Applications

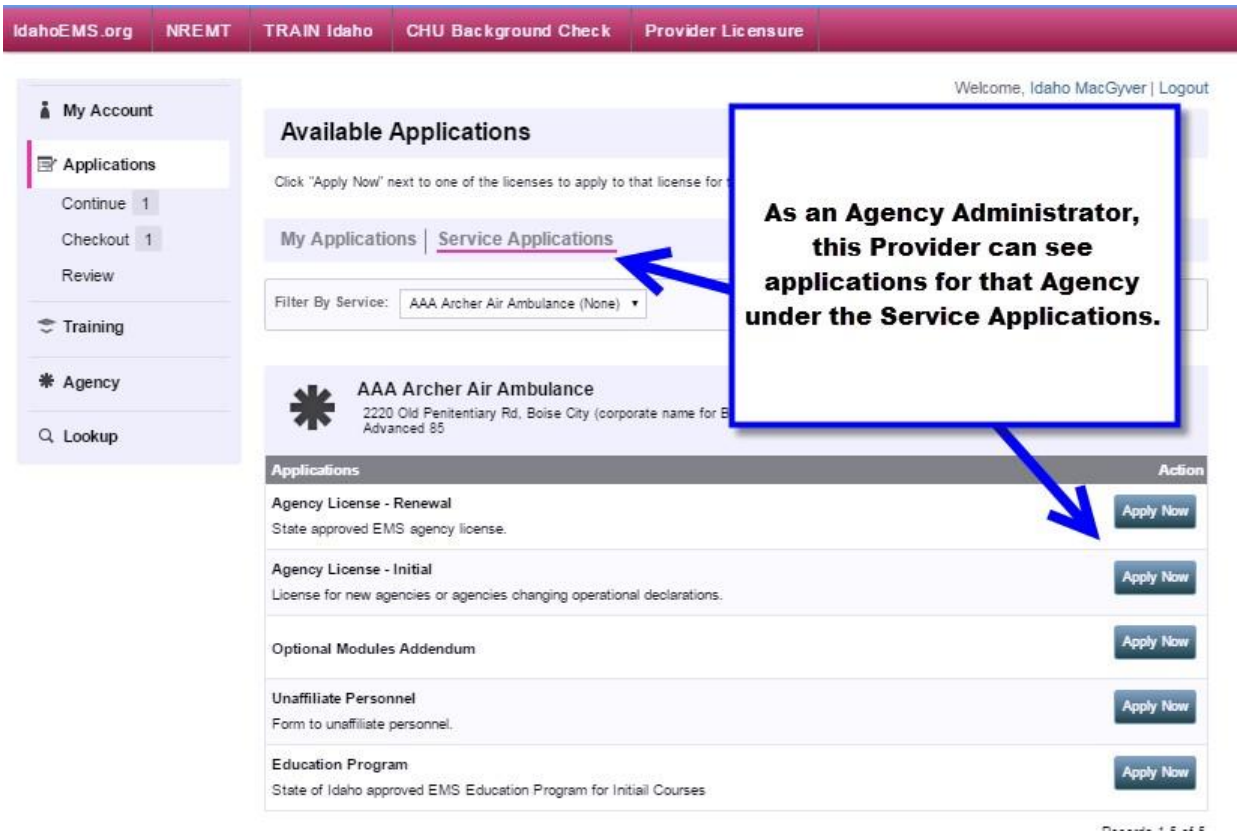


This page shows all provider applications available for this user. The applications available are determined by provider level and current license status, agency administration permissions, instructor or education program permissions, and current date. Renewal applications will not show until six months prior to your expiration date.

NOTE: Applications refer to agency and provider initial license and renewal license applications, Instructor and ABC applications, as well to all forms used to update data elements within IGEMS.

Agency (Service) Applications

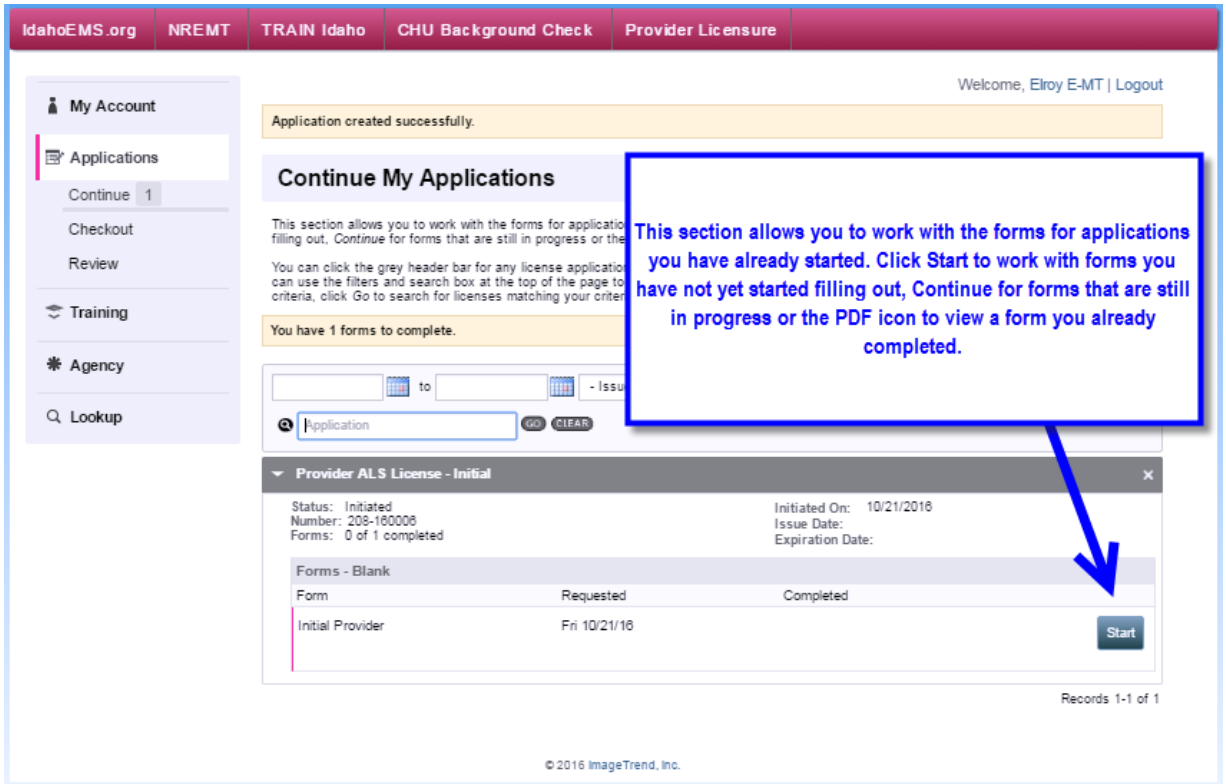
Applications and forms that allow the Agency or Medical Director to make updates automatically.



Agency administrators will have access to the Service Applications. Providers without agency administration permissions will be unable to view or access service applications.

Continue

The 'Continue My Applications' section show below contains any incomplete applications that you started and were incomplete when saved. Before starting a new application one should check this section to ensure one is not starting an application that has already been initiated.


IdahoEMS.org
NREMT
TRAIN Idaho
CHU Background Check
Provider Licensure
Welcome, Elroy E-MT | Logout
My Account
Applications
Continue 1
Checkout
Review
Training
Agency
Lookup
Application created successfully.
Continue My Applications
This section allows you to work with the forms for applications 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 you already completed.
You have 1 forms to complete.
Application
GO
CLEAR
Provider ALS License - Initial
Status: Initiated
Number: 208-160006
Forms: 0 of 1 completed
Initiated On: 10/21/2016
Issue Date:
Expiration Date:
Forms - Blank
Form
Requested
Completed
Initial Provider
Fri 10/21/16
Start
Records 1-1 of 1
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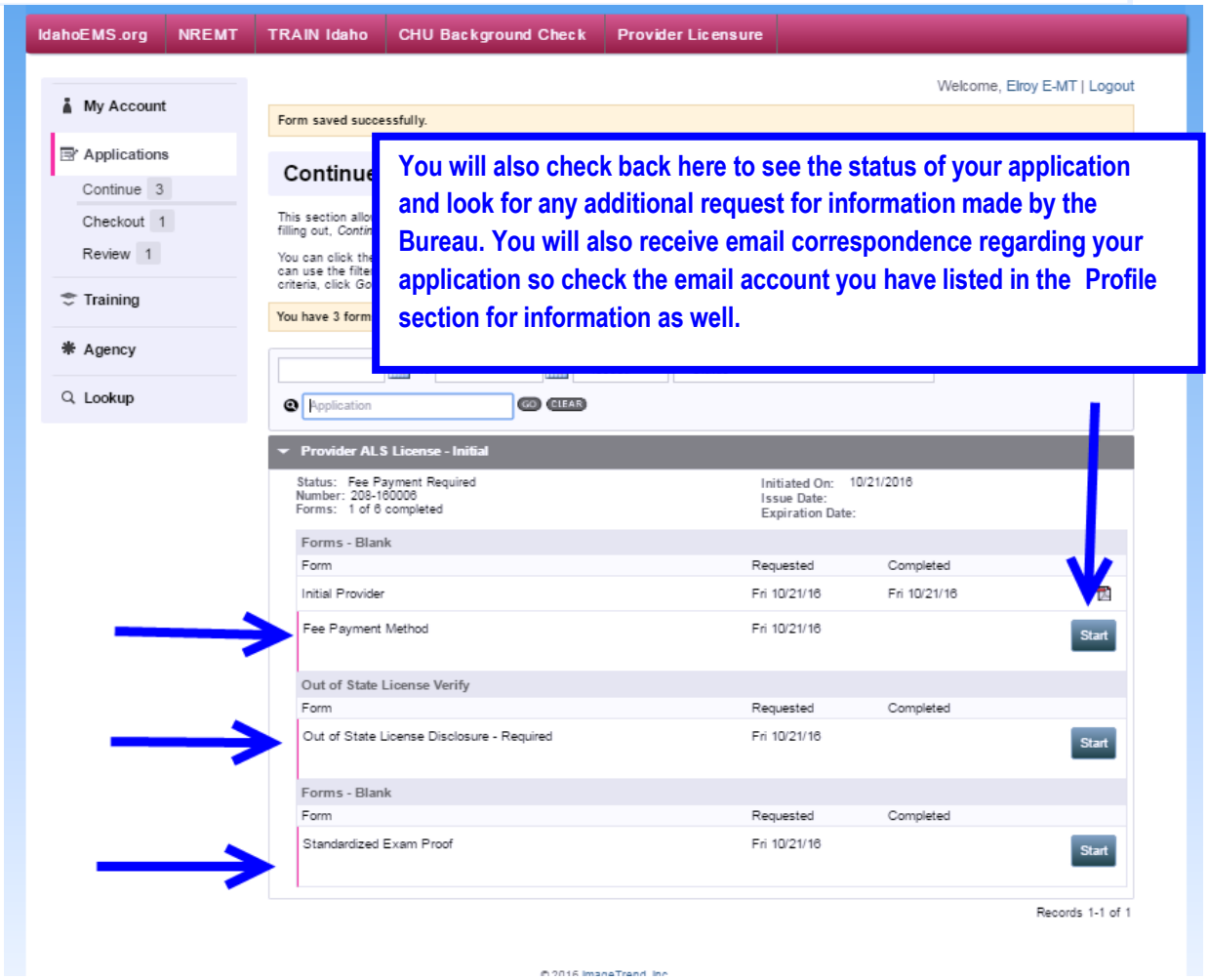
IdahoEMS.org
NREMT
TRAIN Idaho
CHU Background Check
Provider Licensure
Welcome, Elroy E-MT | Logout
My Account
Applications
Continue 3
Checkout 1
Review 1
Training
Agency
Lookup
Form saved successfully.
You will also check back here to see the status of your application and look for any additional request for information made by the Bureau. You will also receive email correspondence regarding your application so check the email account you have listed in the Profile section for information as well.
Application
GO
CLEAR
Provider ALS License - Initial
Status: Fee Payment Required
Number: 208-160006
Forms: 1 of 6 completed
Initiated On: 10/21/2016
Issue Date:
Expiration Date:
Forms - Blank
Form
Requested
Completed
Initial Provider
Fri 10/21/16
Fri 10/21/16
Fee Payment Method
Fri 10/21/16
Start
Out of State License Verify
Form
Requested
Completed
Out of State License Disclosure - Required
Fri 10/21/16
Start
Forms - Blank
Form
Requested
Completed
Standardized Exam Proof
Fri 10/21/16
Start
Records 1-1 of 1

Fill-out and Submit Applications

Initial Provider

Page 1

Page 1 | Page 2

Application for Initial Idaho EMS License

* First Name:
Elroy

* Last Name:
E-MT

Date of Birth:
01 / 02 / 1998
mm/dd/yyyy

Please select the level of licensure you are seekin

* Application for License Level:
- Application for License Level -

Read the questions on the applications and answer honestly and accurately for the best processing times and to avoid delays in licensing.

Educati

Do you meet one of the following eligibility requ

- I passed an Idaho EMS Initial Course and the standa

- I possess a current EMS License in another state at or above the license level of this application.

- I possess a current National Registery of EMTs (NREMT) registration at or above the license level of this application.

*
No I have not met any of the 3 requirements
Yes I have met at least one of the 3 requirements.

If Yes, select all that apply:
I have completed an Idaho Initial Course.

I have a current EMS license in another state.

I have a current NREMT registration.

IDHW Criminal History Unit Background Check

Have you successfully completed a criminal history background check by the *Idaho Department of Health & Welfare's Criminal History Unit* (CHU) within the last 36 months?

*
No I haven't applied for a CHU background check
Yes I have applied for a CHU background check or have cleared a CHU background check within the last 3 years.

Idaho EMS Agency Affiliation

Applicants for licensure must have a current affiliation with a licensed Idaho EMS Agency that functions at, or above, the level of licensure being sought by the applicant.

* Have you obtained affiliation with an Idaho Licensed EMS Agency?:
Yes
No

If yes, select the qualifying agency you have obtained affiliation for the purpose of licensure.

Agency Affiliation for the purpose of this application.:
- Agency Affiliation for the purpose of this application. -

Check Eligibility to Apply for Licensure

By submitting this eligibility verification, I certify that the information I have provided within, including any attached supplemental information, is true, complete, and correct.I understand that all information is subject to audit and that violation of IDAPA 16.01.07 "Emergency Medical Services – (EMS) Personnel Licensing Requirements" or 16.01.12 "Emergency Medical Services (EMS) – Complaints, Investigations, and Disciplinary Actions" may result in denial, refusal to renew, suspension, or revocation of my EMS license.

Check Eligibility

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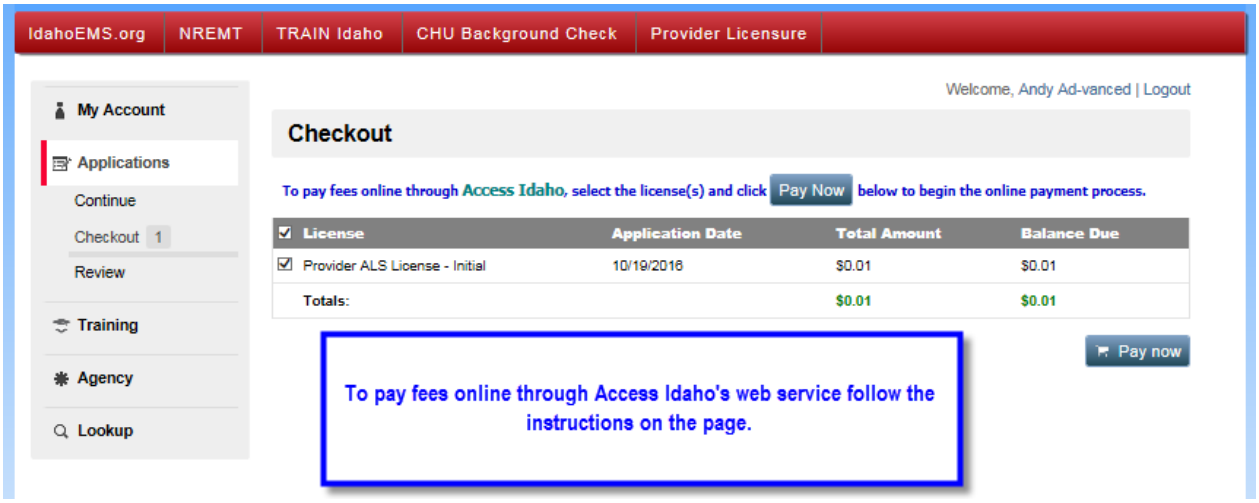
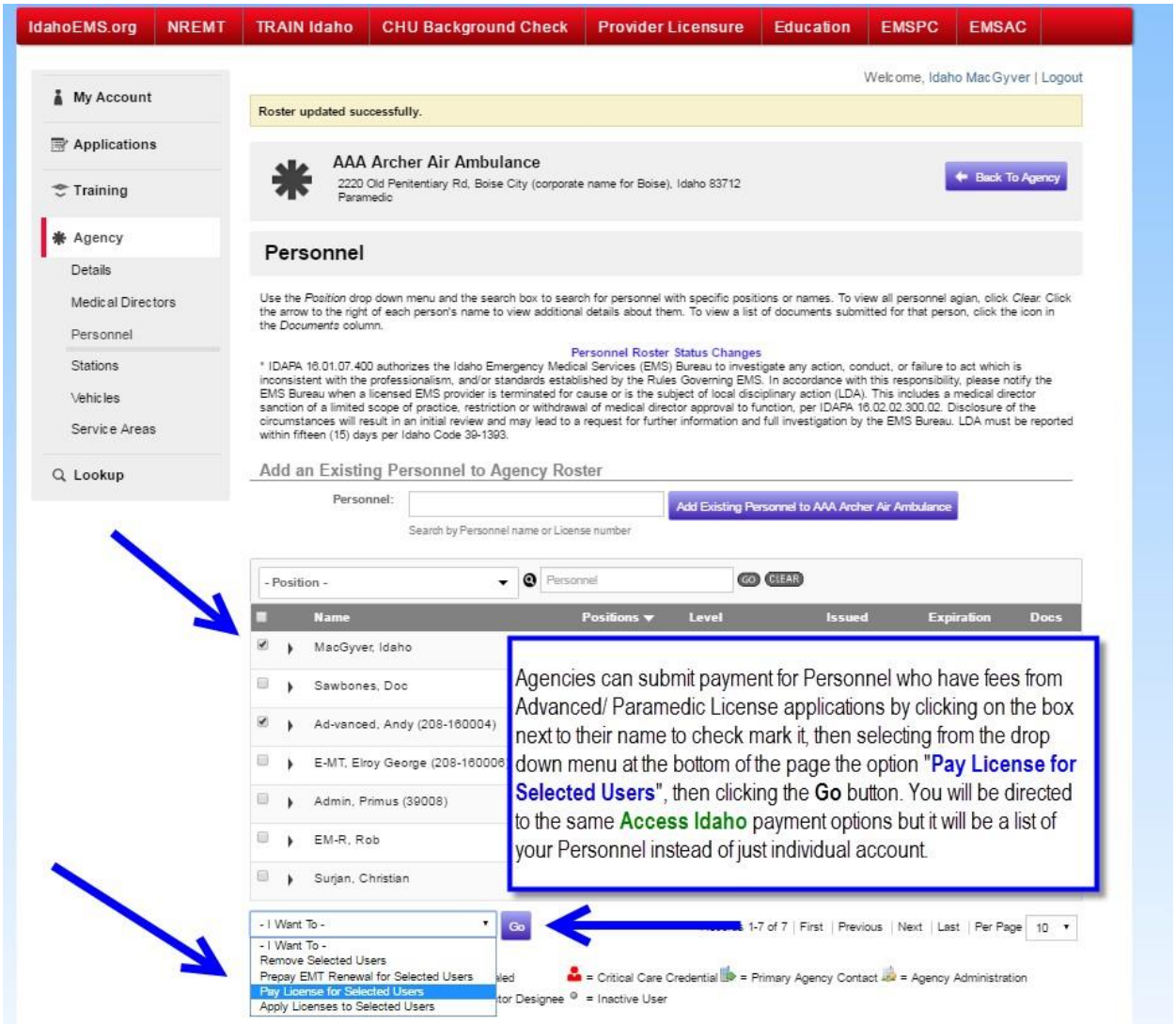
Checkout

Access Idaho allows personnel to pay application fees online through Access Idaho.

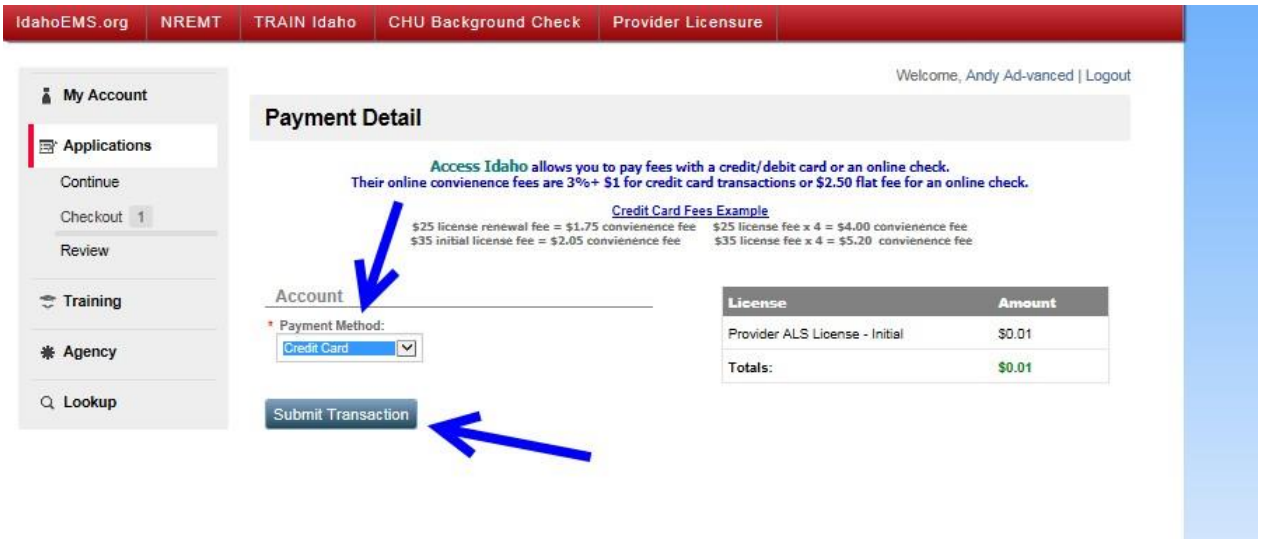


Agency Administrators can also pay for fees through Access Idaho after selecting the Providers on their Personnel Roster.



Payment Method

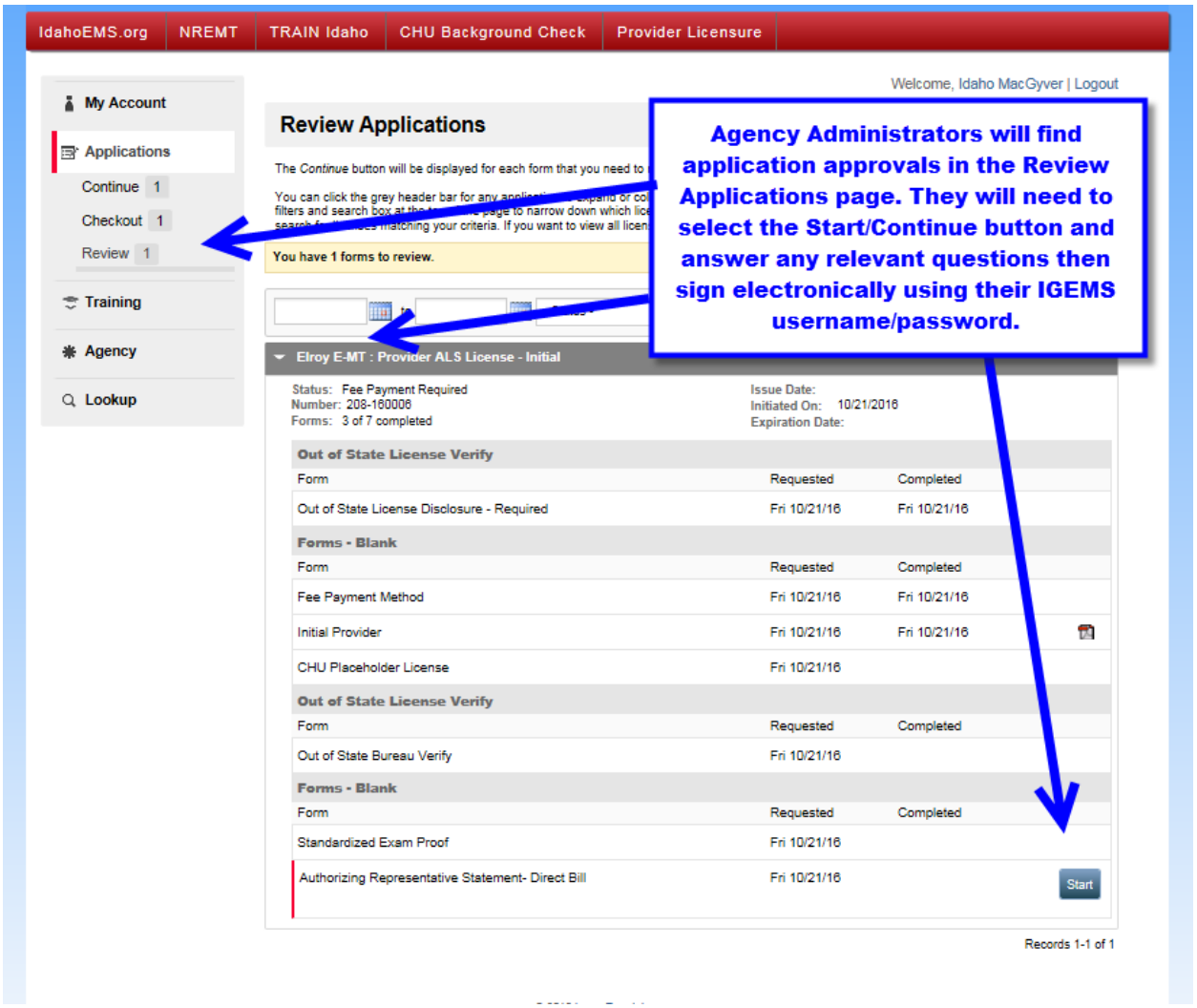
Payment Method indicates how you are going to pay through Access Idaho.



Access Idaho

Review Applications for Approvals

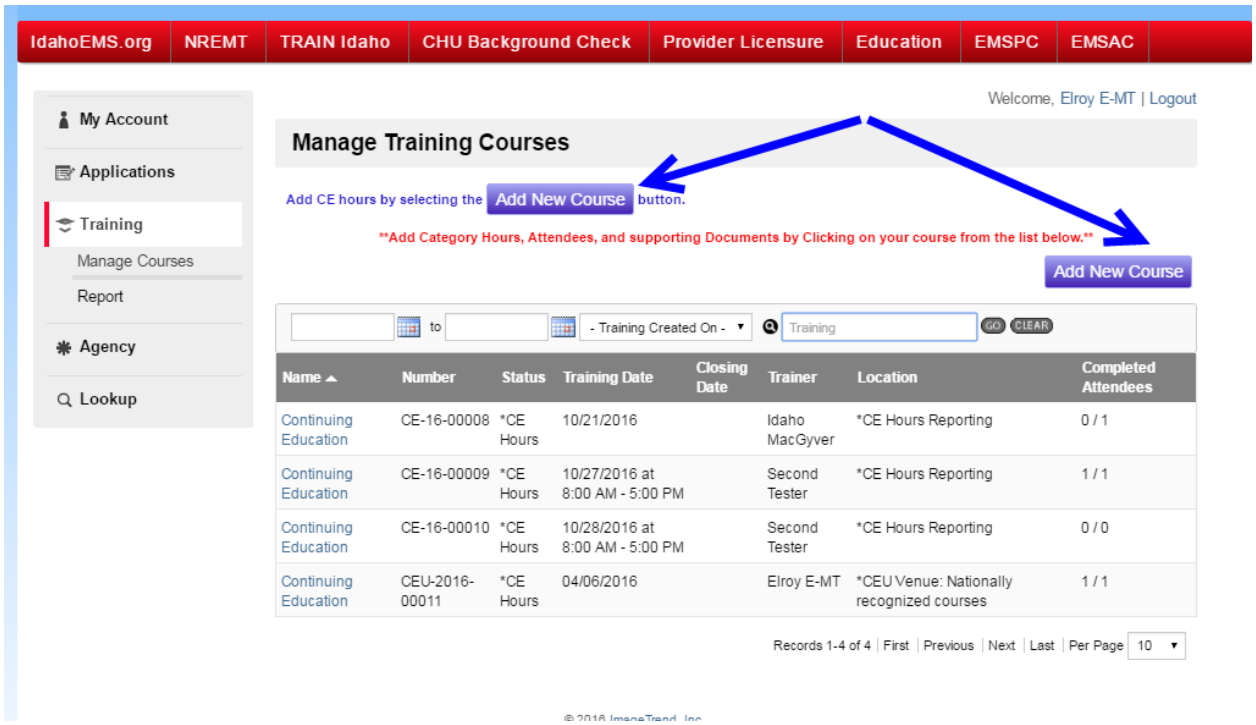
Agency Administrators and Medical Directors will receive notifications to review Personnel applications that require agency or Medical Director approval.



Training

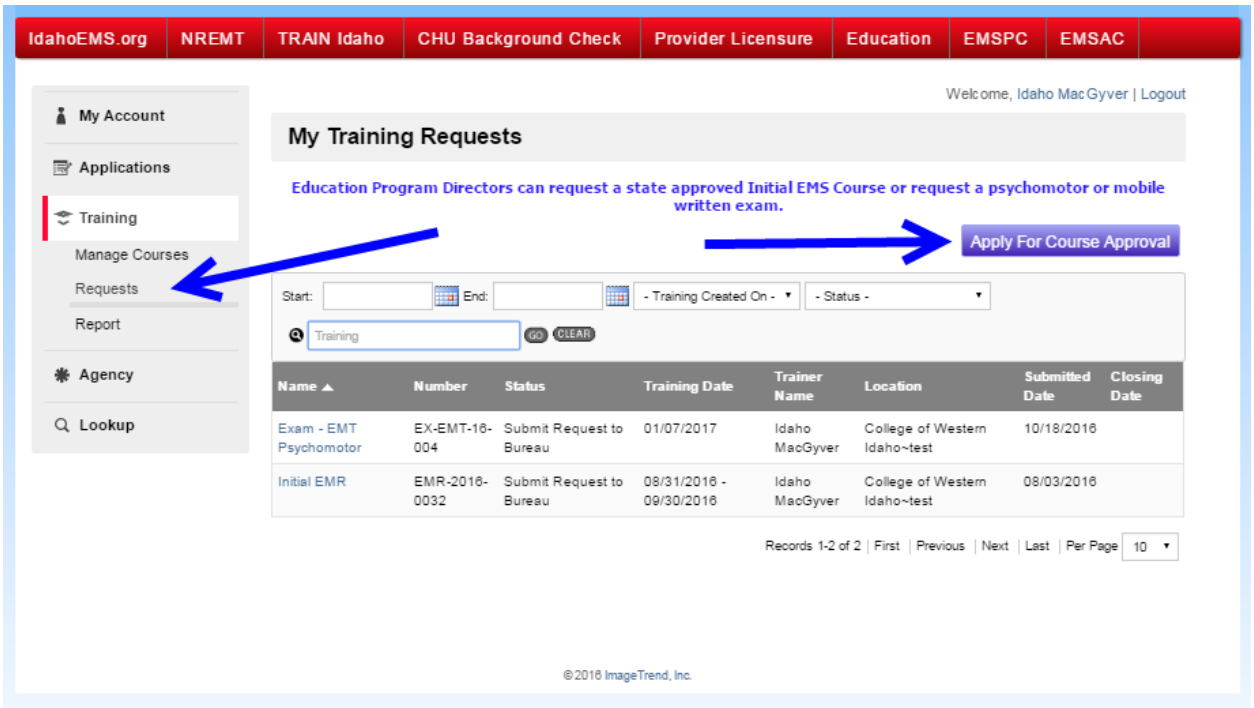
Personnel: Add CE Hours

Manage Courses



Education Program Directors: Request Initial EMS Courses and Exams

State Approved Courses and Exams require approval. When the course or exam is approved, it will appear on the Manage Courses page where you can add attendees and update their status.



The steps are the same for Adding CE and Initial Courses/Exams, except only Program Directors can view the Request menu option and have the Initial Courses and Exam Course Types.

Step 1. Details Tab

Add New Training

Step 1. Course Type = Continuing Education (CE), Course Name = Course Hours Entry, Status = *CE Hours, Location = *CE Hours Reporting, Trainer = *CE Hour, Reporting

Details | Topical Hours | Documents | Confirmation

Add/Edit Training Details

* Course Type: - Course Type -
* Course Name: - Course Name -
Select a Course Type
Training Number:
Status: - Status -
Region Held: - Region Held -
Training Sponsor: - Training Sponsor -
* Location: - Location -
* Trainer: - Trainer -
Co-Instructor:
Medical Director: - Medical Director -
Description:

Dates

Multiple Dates: Yes No
Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates
* Start Date and Time: / / Today
End Date and Time: / / Today
Test Date: / / Today
Allow Registration: Yes No
Selecting 'Yes' will allow public users to register for this class.
Attendee Signup Start: / / Today
Attendee Signup End: / / Today
Attendee Max Count:
Public users can not register for the training once the max count has been reached.

Notes

Internal Note:

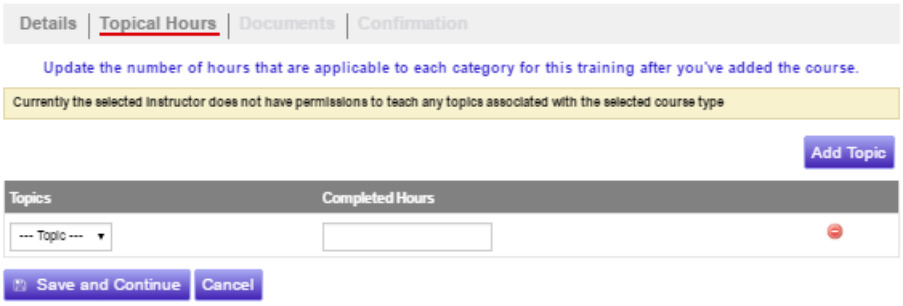
Training Coordinated By: Elroy E-MT

Save and Continue | Cancel

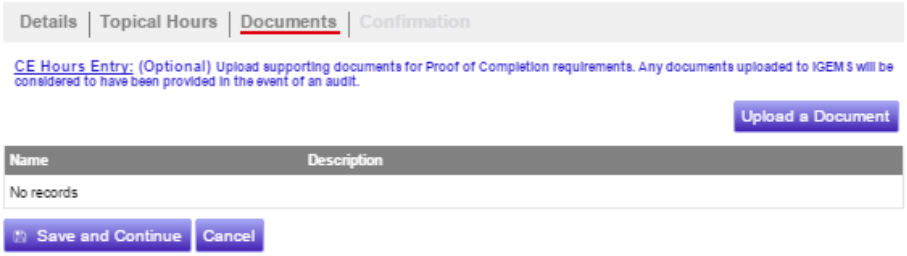
Step 2. Topical Hours/Documents/Confirmation Tabs

Step 2. Save and Continue on Topical Hours and Documents (entered later). Then on the Confirmation page Add Training.

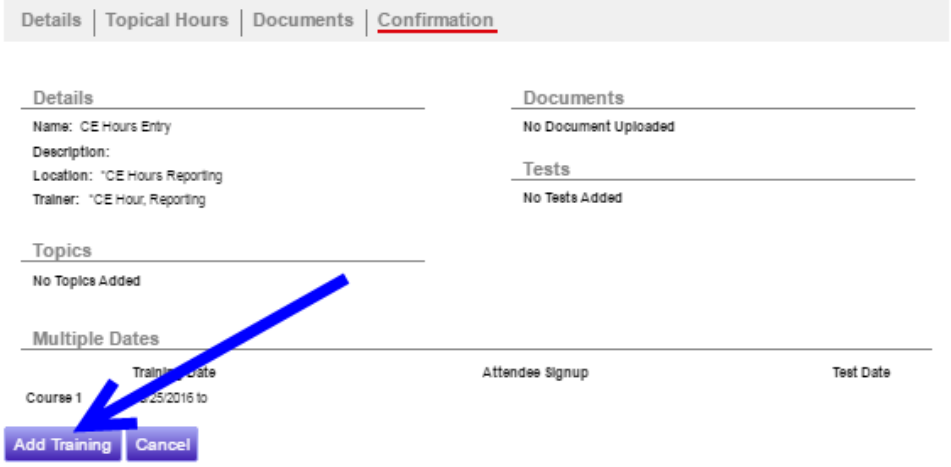
Select Save and Continue, you'll enter hours later.



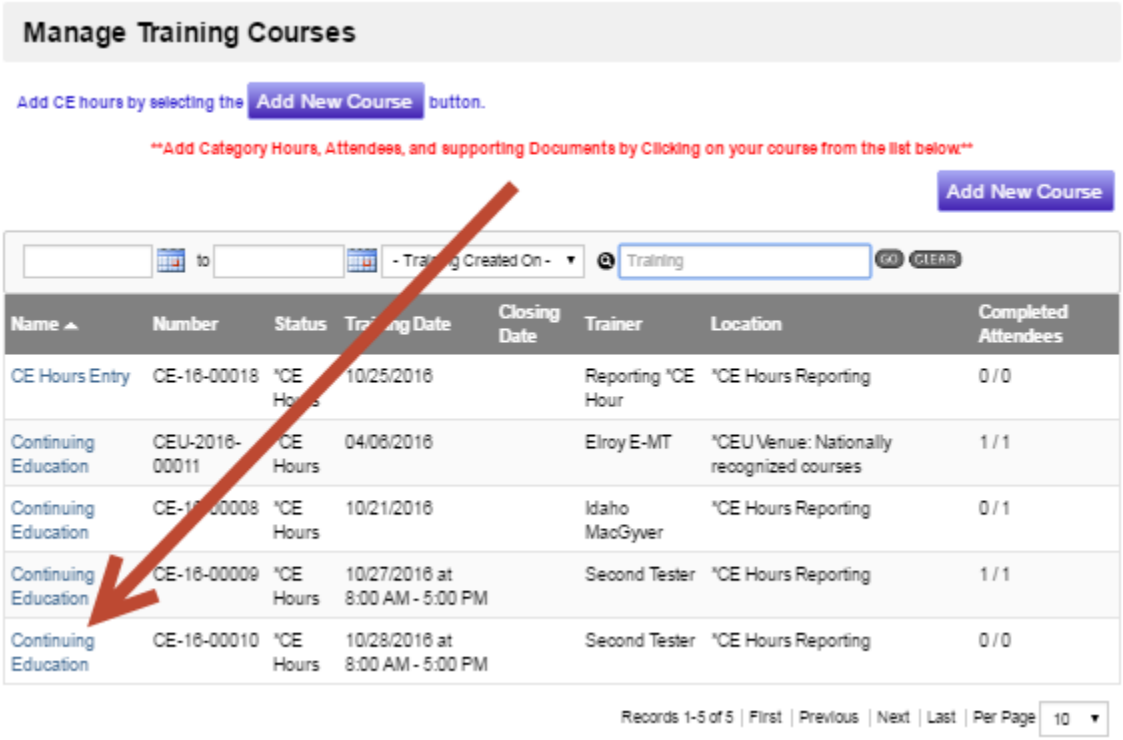
Select Save and Continue, you can upload Certificates later.



Select Add Training, and return to the Manage Courses page to continue.

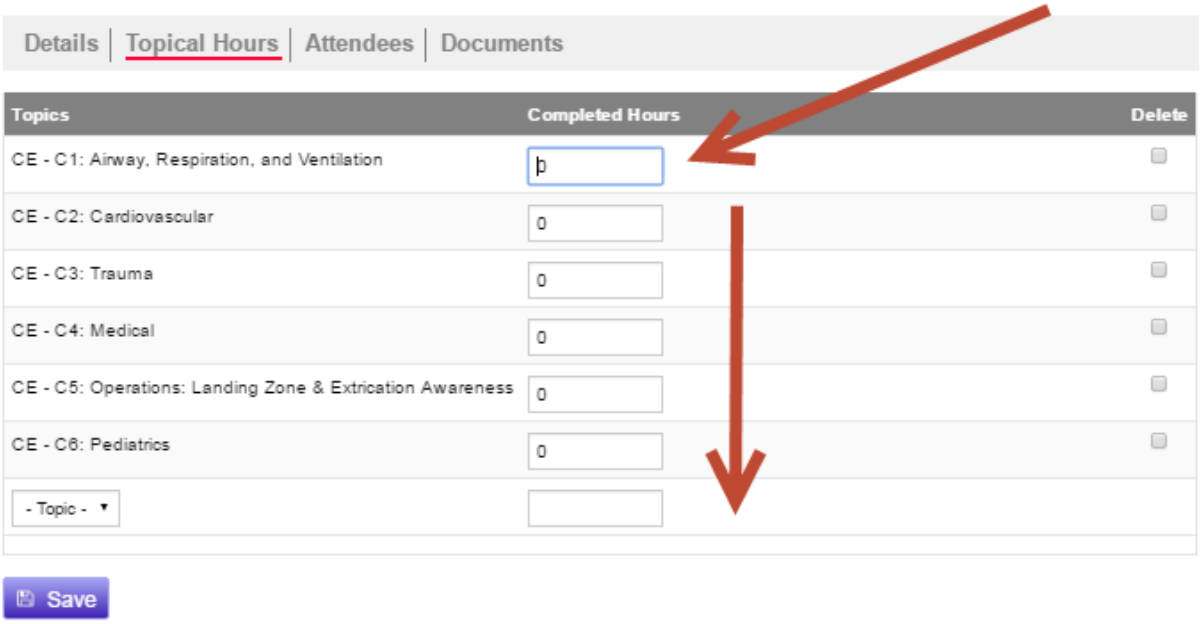


Step 3. Click on the course you entered to add CE Hours, Yourself as an attendee, and any supporting Documents like certificates or rosters.



Select the Topical Hours Tab

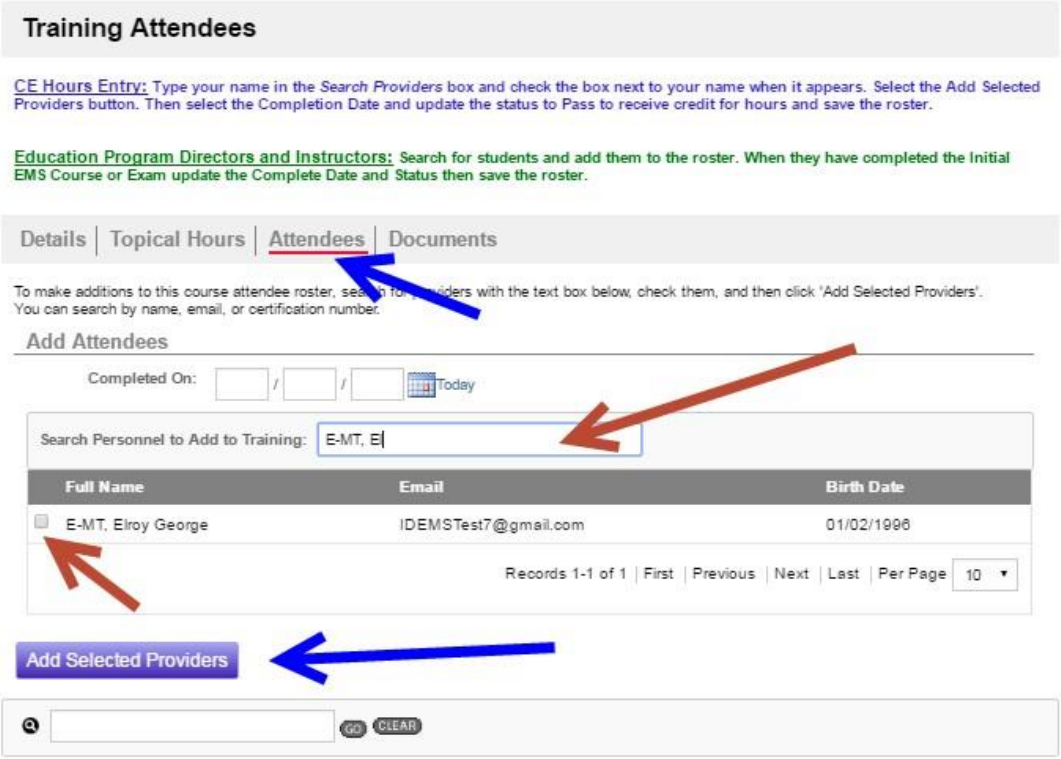
CE Categories are now prepopulated and you can enter CE Hours



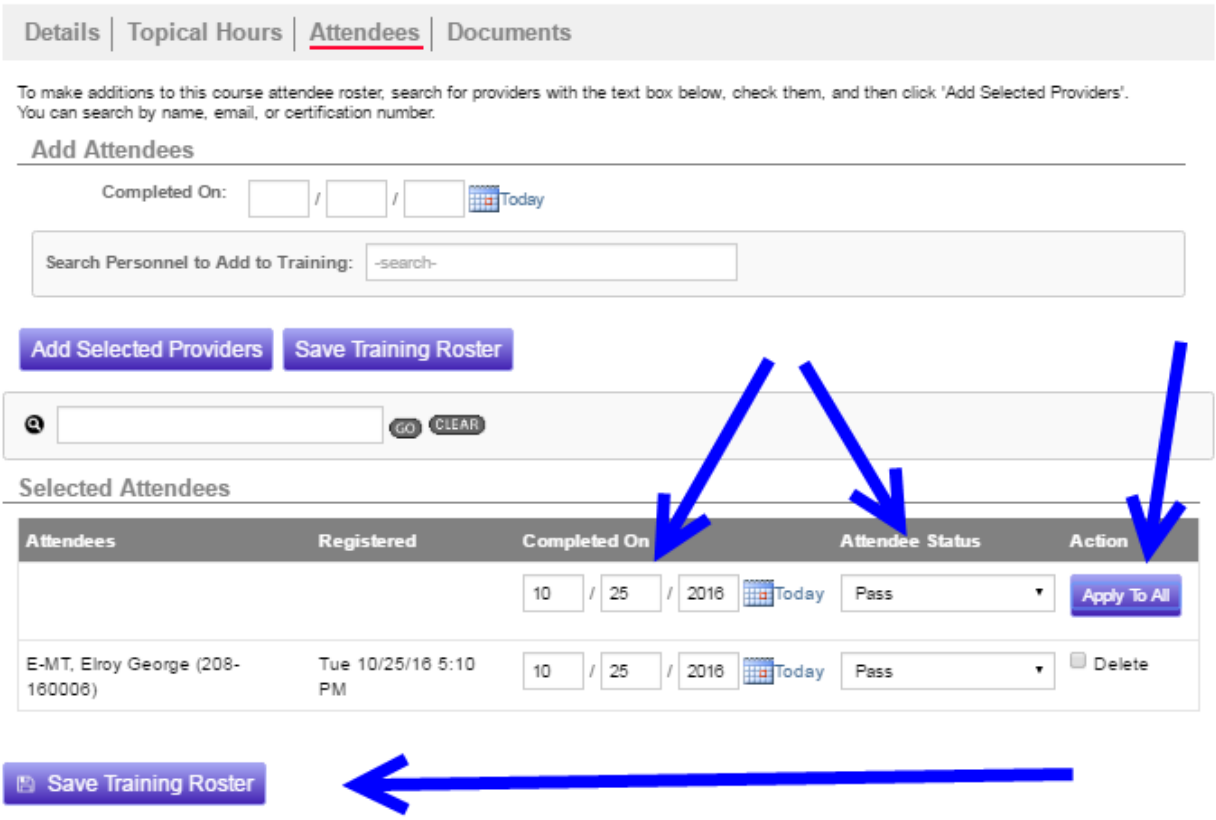
IGEMS User Guide

Select the Attendees Tab

Search for your name and check the box next to your name when it comes up. Then click Add Selected Providers

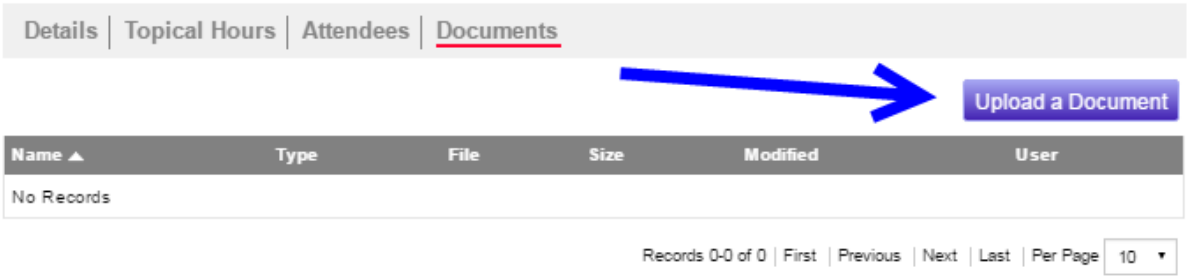


Enter the Completed Date and set Status to Pass, then Apply to All & Save Training Roster



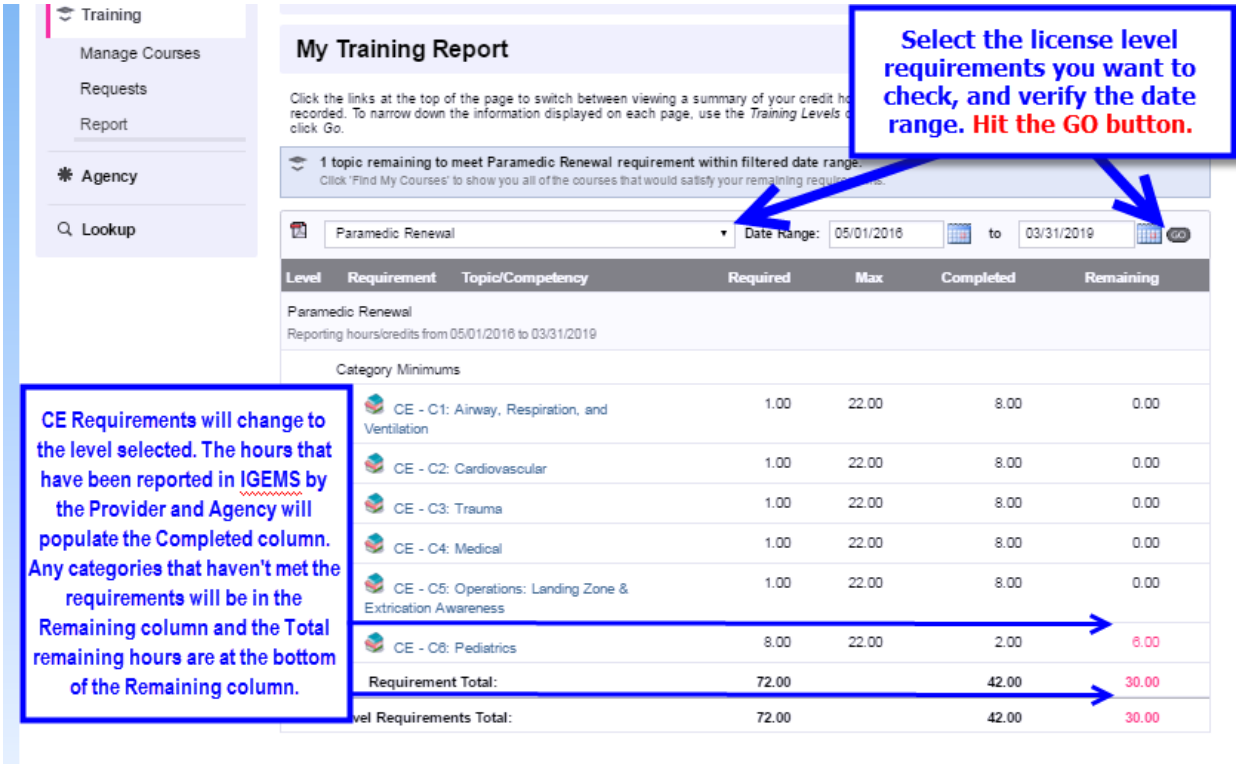
Select Documents Tab

(Optional) You can upload certificates of completion or signed Training Rosters.



Report: CE Tracker

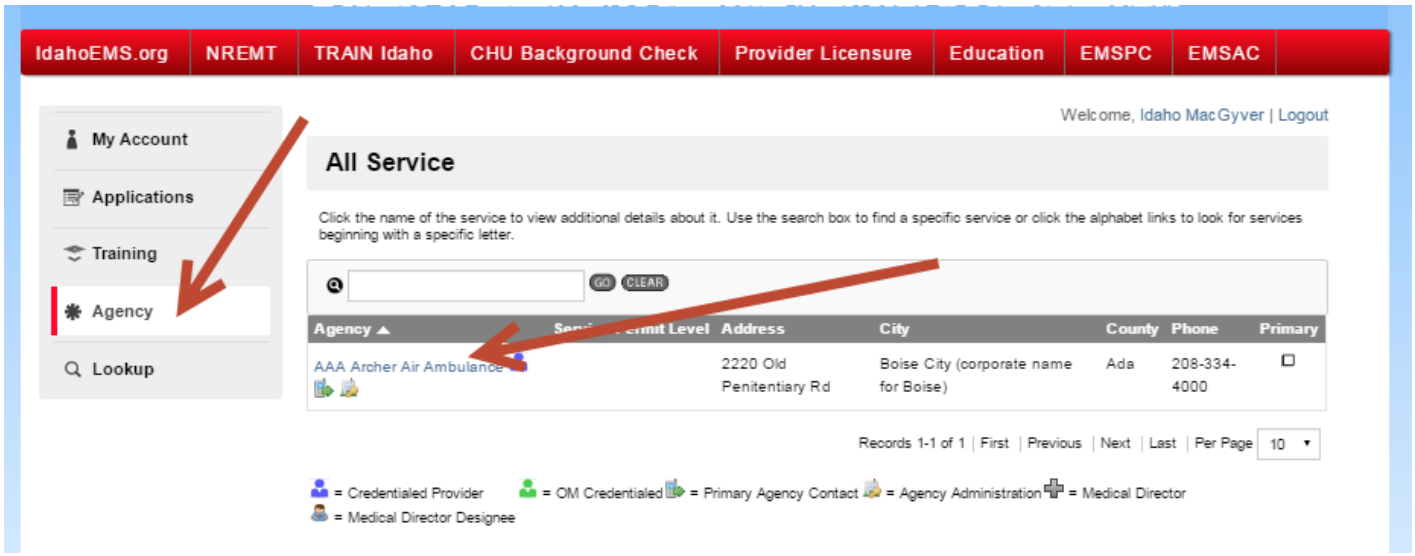
Select the level of license you want to check requirements and make sure the dates are correct.



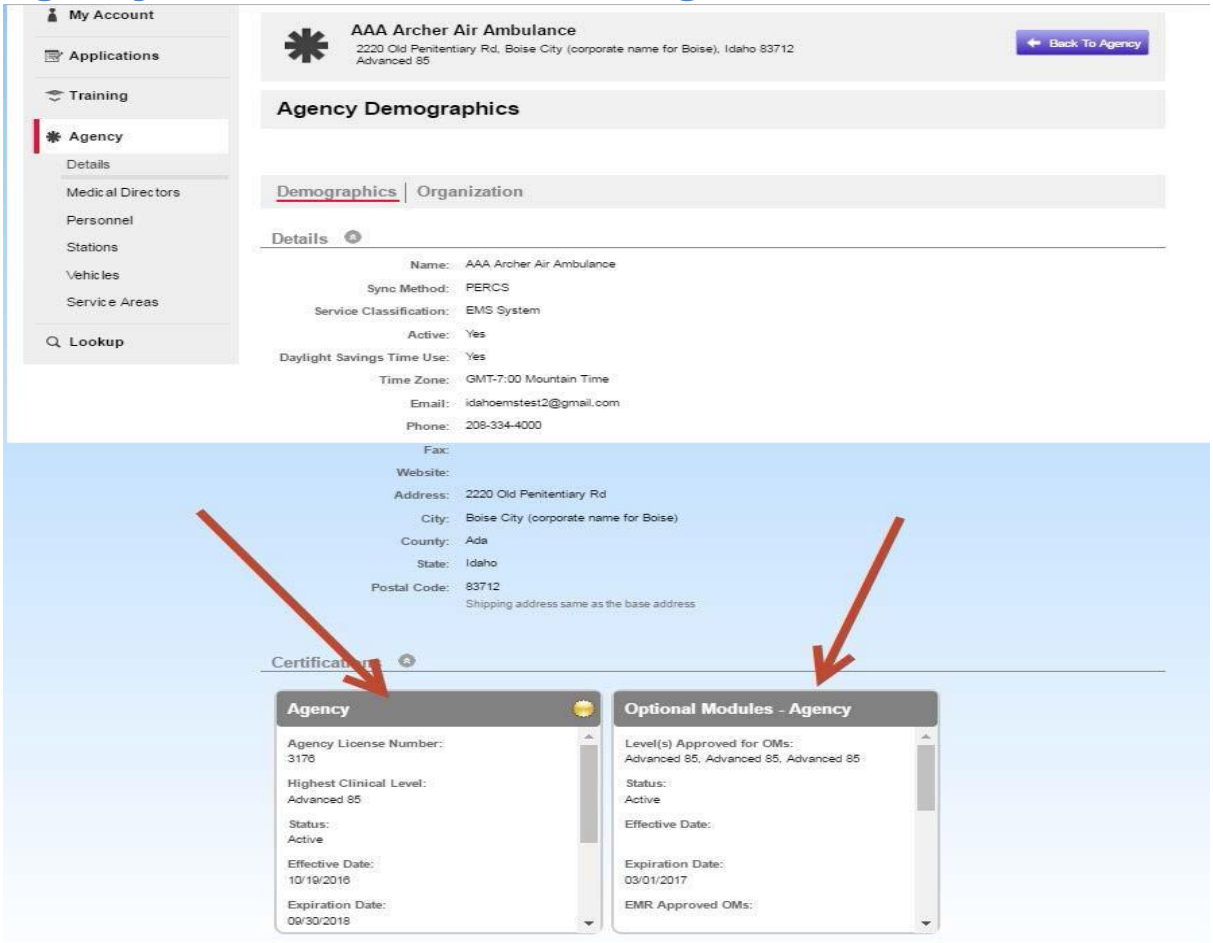
Agency

Agency Administration & Medical Directors

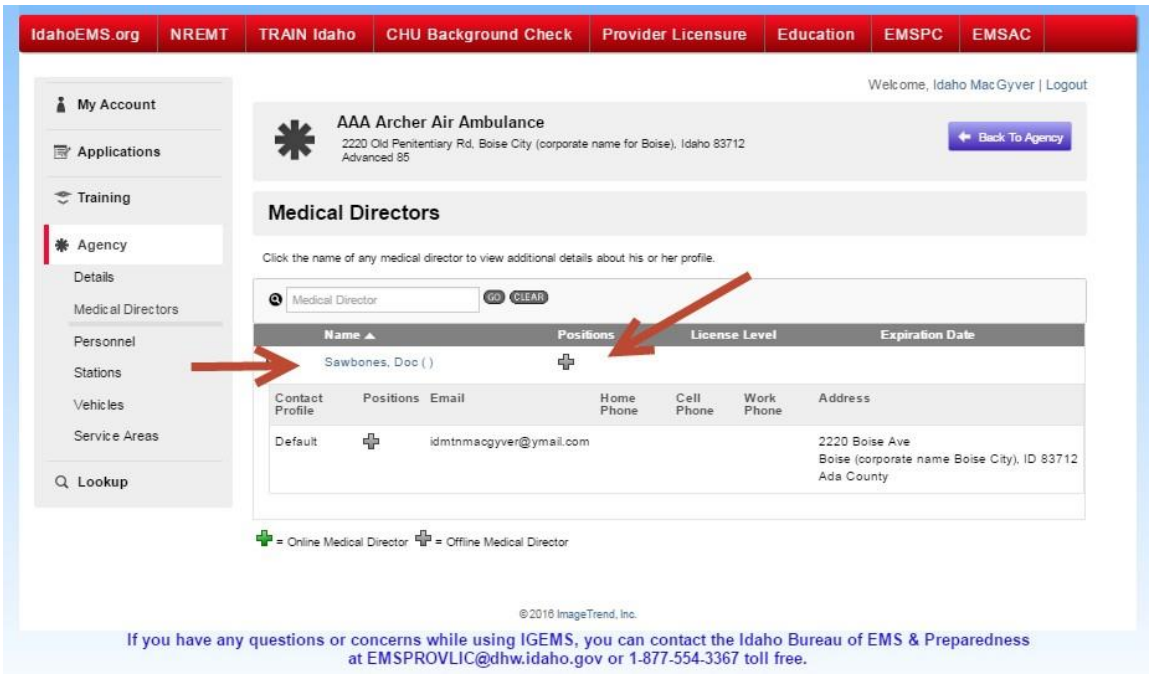
Access Agency options by selecting Agency from the menu and clicking on the agency name.



Agency Information and Licensing

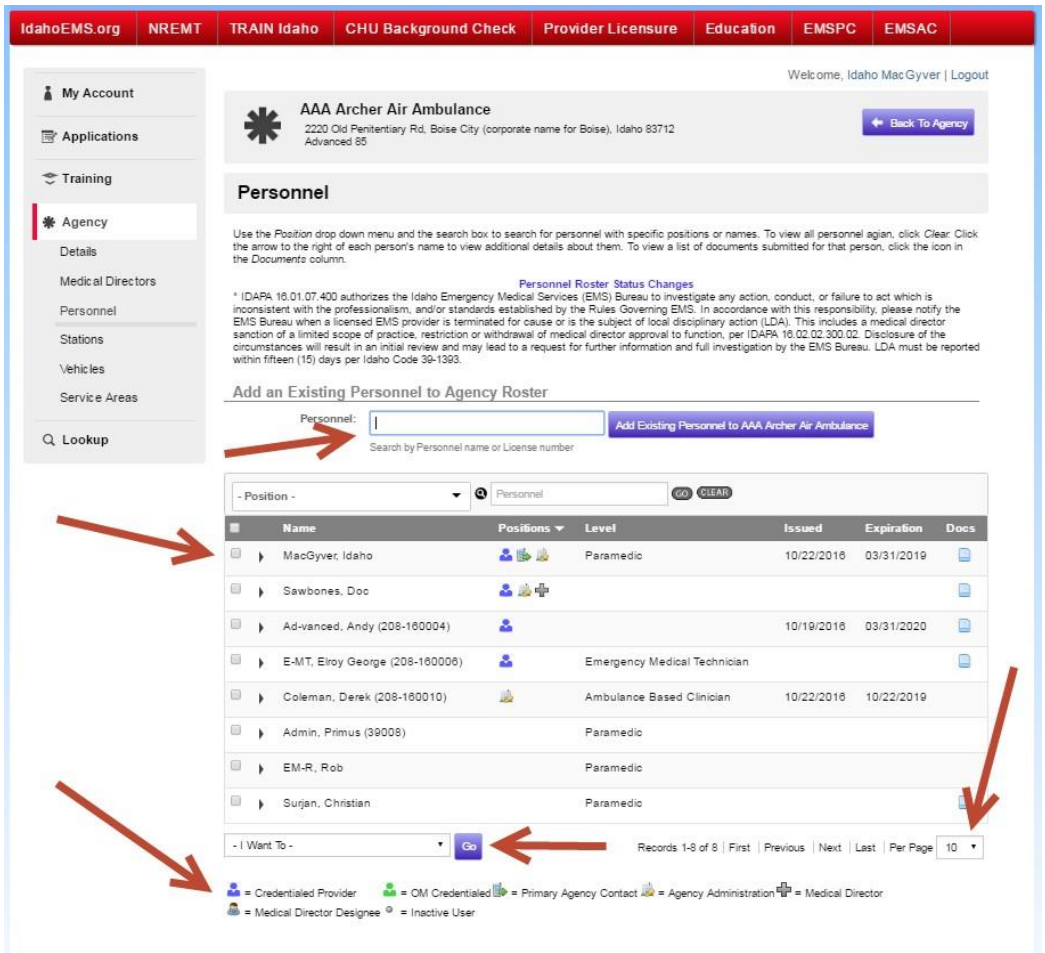


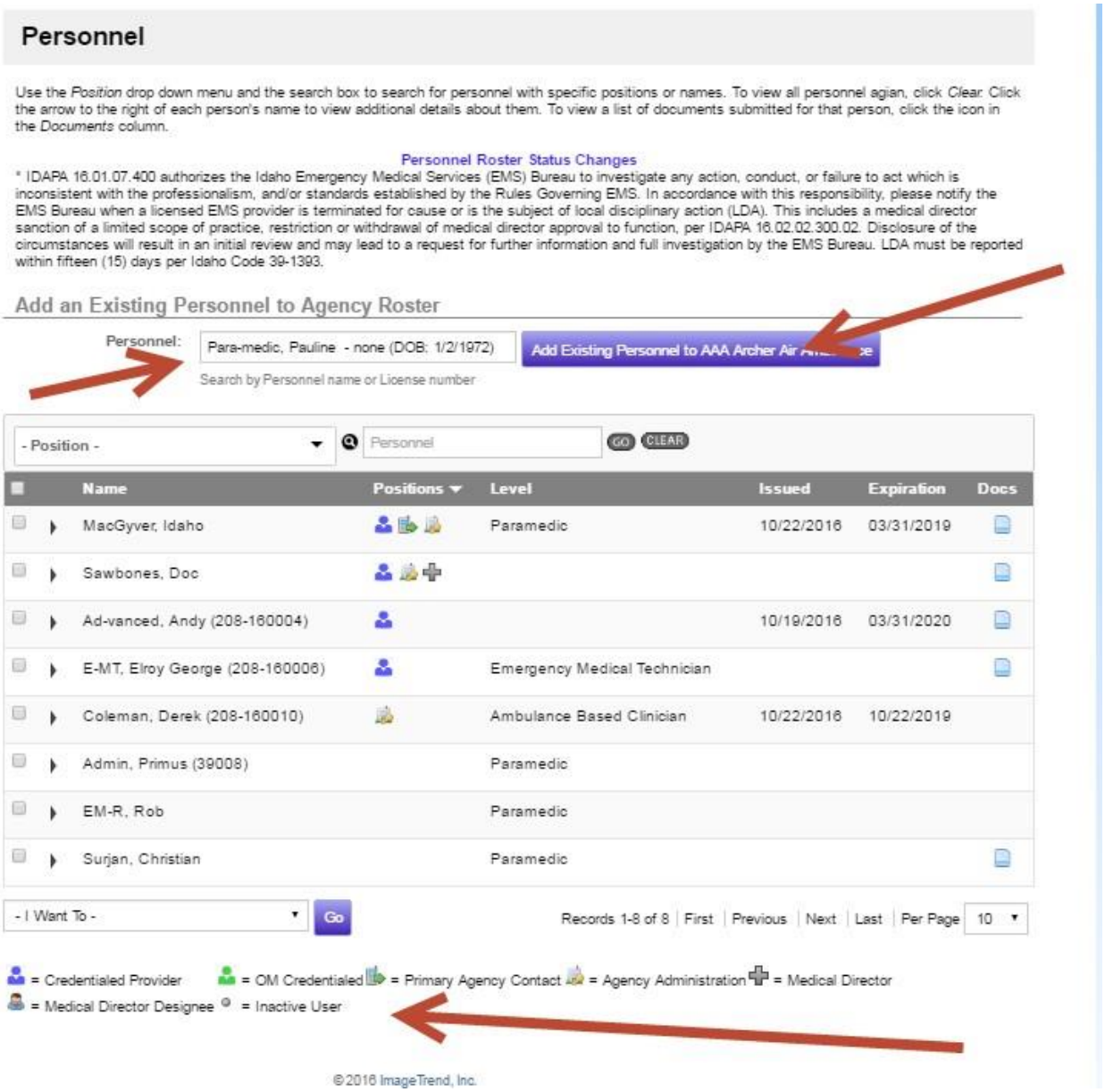
Agency Medical Director Information



Agency Personnel Roster

Personnel Roster allows you to add or remove personnel. Their current roles in the agency are indicated by the position icons which are detailed below the roster view.



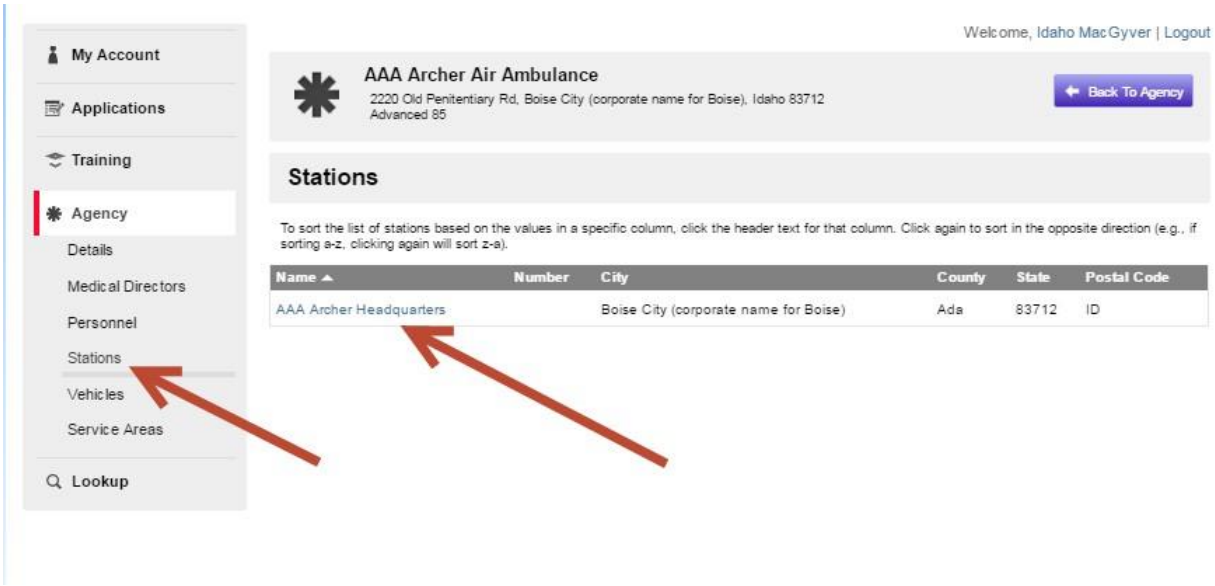


Agency Administration Roster Role Updates

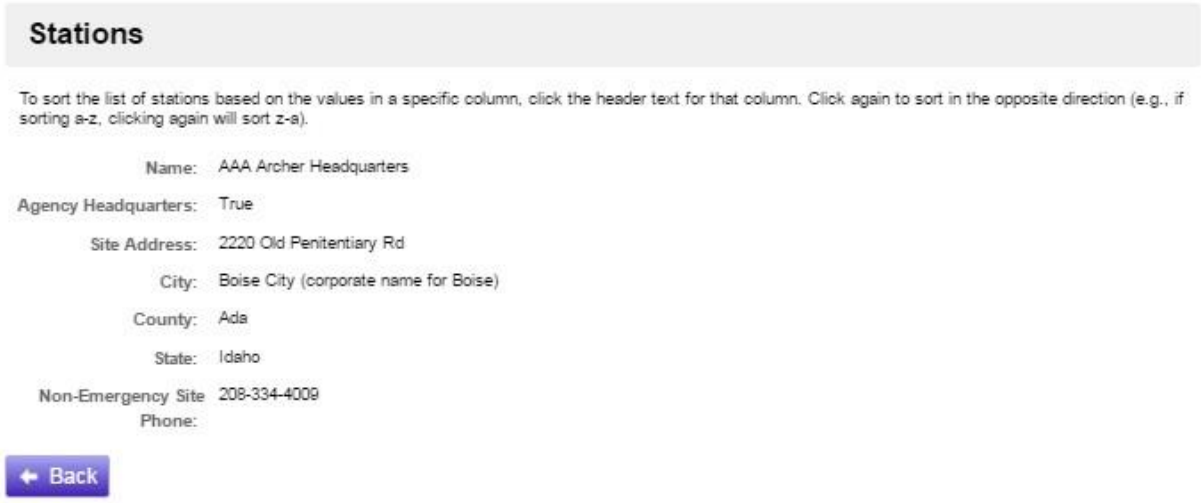
Select the View Agency Applications from the Applications menu then click the Apply Now button to the right of the 'Agency Admin Roster Role Update' entry. Follow the on-screen instructions to update agency administrator roles such as Primary Contact, Agency Administration, Medical Director Designee, as well as provider roles such as Credentialed Provider, OM Credentialed, Instructor, and Education Program Director. One may also add or remove the Medical Director role with this application.

Agency Stations

Click on the station name to see more details.

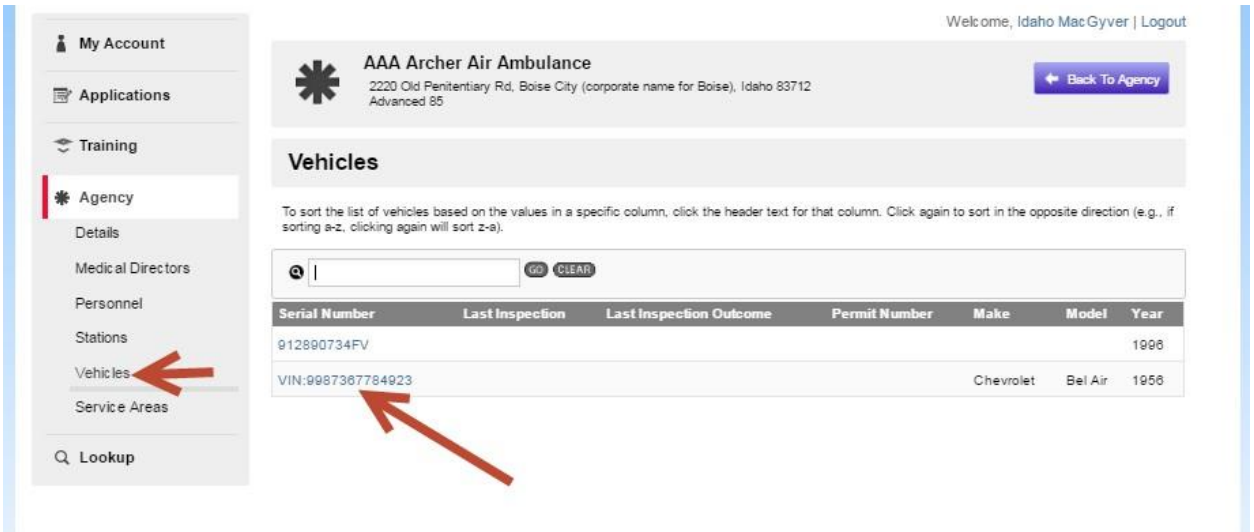
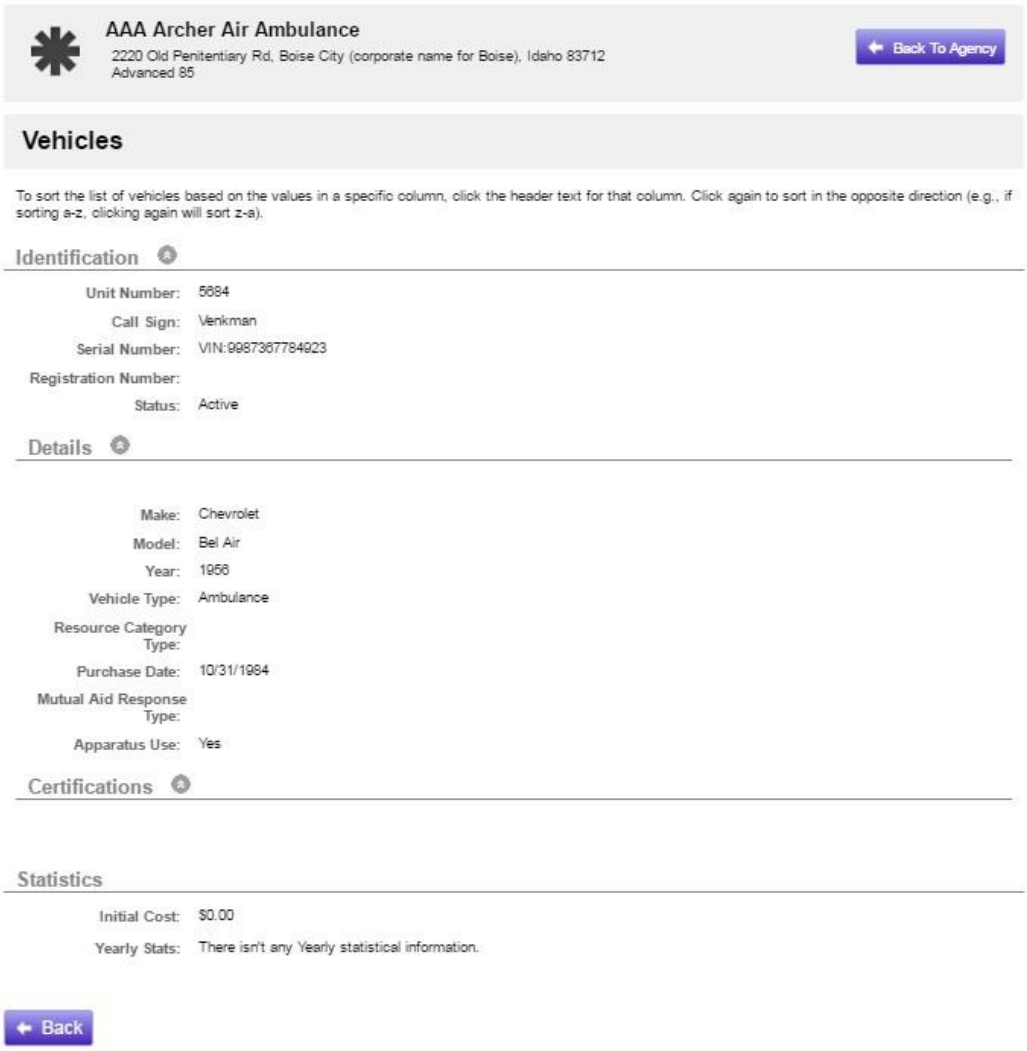


Details



Agency Vehicles

Click on the vehicles to see more details.



Vehicle Details