



Date: December 29, 2023

DPH Numbered Memo EMS 23-12

To: Service Directors, Medical Directors and Billing Companies

From: EMS Section

Billing Representative Changes and New Applications Processes in E-Licensing

The Wisconsin Department of Health Services (DHS), Office of Preparedness and Emergency Health Care (OPEHC) is releasing new forms and applications in [E-Licensing](#). All forms and applications are available in your [E-Licensing](#) account in the "Application" tab. Instructions on how to create an E-Licensing account can be found on our [E-Licensing](#) webpage. Service directors should note that the release of these new applications will change processes for billing representatives, adding non-EMS personnel as drivers, adding other licensed health care professionals, and credentialing emergency medical responders and emergency medical services (EMS) practitioners. These changes eliminate several paper processes and allow individuals and services greater flexibility adding individuals to their service rosters.

Billing representative changes

Effective January 2, 2024, billing companies that manually export ambulance runs for billing purposes must have their employees establish an individual E-Licensing account and be added to the service roster by completing the "Billing Representative Addition to an EMS Roster" application. This ensures a proper audit trail on who is accessing the Wisconsin Ambulance Run Data System (WARDS), a platform that contains personal health information (PHI) and personal identifiable information (PII).

Existing Accounts: Existing accounts will be reviewed and affected parties will be contacted to assist in updating their practices to reflect the change in policy by February 29, 2024.

New Requests: A new request must be initiated by the billing personnel by completing the "Billing Representative Addition to an EMS Roster" application. This application can be found in E-Licensing under the "Applications" tab.

Billing agencies that wish to automate this process via auto export must contact ImageTrend for purchasing options by calling toll free at 888-730-3255 or emailing support@imagetrend.com. For more information or any other questions, please contact the Wisconsin EMS state data manager at dhdsphwards@dhs.wisconsin.gov.

Driver only addition changes

Effective January 2, 2024, individuals who are not certified as emergency medical responders or licensed as EMS practitioners may complete the new “EMS Driver Addition to an EMS Roster” form through E-Licensing to be added to the service roster as a driver only. Once the individual has completed the form, it will be forwarded to the service director for service provider approval similar to the Local Credential Agreement process for emergency medical responders and EMS practitioners. Completion of the form will not result in an EMS certification or license. This is an optional process strictly to assist services who want non-EMS drivers to appear in WARDS for documentation purposes only.

Registered nurse, physician assistant, and physician addition changes

Effective January 2, 2024, registered nurses, physician assistants, and physicians seeking to serve with emergency medical service providers will no longer need to complete a paper F-00614 Physician, Physician Assistant and Registered Nurse Equivalency Application to be added to a service roster and gain access to WARDS. Registered nurses, physician assistants, and physicians will instead be able to request access through the E-Licensing system.

There is a separate form for each of the health care professionals. Registered nurses should complete the “Registered Nurse EMS Equivalency Application” through the E-Licensing system. Physician assistants should complete the “Licensed Physician Assistant EMS Equivalency Application.” Physicians should complete the “Licensed Physician EMS Equivalency Application.” Existing individuals already identified as registered nurses, physician assistants, or physicians within the E-Licensing system do not need to reapply. Completion of the forms will not result in a separate emergency medical responder certification or EMS practitioner license.

Once an individual is recognized within the E-Licensing system as a registered nurse, physician assistant, or physician, the individual will credential with service providers similar to the Local Credential Agreement process for emergency medical responders and EMS practitioners. The individual should complete the “Licensed Registered Nurses, Licensed Physician Assistants and Physicians EMS Equivalency Local Credential Agreement.” Upon completion and approval of the service director and the service medical director, the individual will be added to the service provider roster and granted access to the WARDS system. Registered nurses, physician assistants, and physicians should use this process for each service provider they are planning to participate with, unless they are already on the service roster for that service provider.

Local Credentialing Agreement changes

The Local Credential Agreement form has also undergone significant revision. The Local Credential Agreement adds current certified emergency medical responders or licensed EMS practitioners to a service provider roster and grants access to the WARDS system for that service provider. The new Local Credential Agreement is similar to the previous version of that application but has been updated to reflect recent changes in [Wis. Stat. ch. 256](#) and [Wis. Admin. Code ch. DHS 110](#). The new Local Credential Agreement also offers service directors and service medical directors the option of rejecting a Local Credential Agreement and returning it to the applicant.

For more information or any other questions on the changes to the driver addition, other health care professional addition, or local credential process, please contact the EMS Section at dhsemssmail@dhs.wisconsin.gov or contact your [regional coordinator](#).