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TO: All EMS Personnel, Stakeholders, and Partners

FROM: Brian Litza, Chief
Wisconsin Emergency Medical Services Section



SUBJECT: 2012-2014 License Renewal, Hand Off Reports, WARDS Updates

The WI EMS Office has released the 2012 – 2014 WI EMS Provider License Renewal application thru the [E-Licensing](#) system. The renewal application is available to all currently licensed WI EMS Providers. Only those with a license or certificate expiration date of June 30, 2012 are eligible to renew. Please see Memo 11-15 for details located at the following web link: http://www.dhs.wisconsin.gov/ems/News_events/memos/memo1115.pdf

Hand Off Run Report

Over the past several months there has been significant discussion regarding DHS 110.34 (7) which states:

DHS 110.34 (7) If the emergency medical services provider is an ambulance service provider, submit a written report to the receiving hospital upon delivering a patient and a complete patient care report within 24 hours of patient delivery. A written report may be a complete patient care report or other documentation approved by the department and accepted by the receiving hospital. A non-transporting EMT service provider or first responder service provider shall hand a written report to the ambulance service provider at the time of the patient care transfer.

The intent of this rule was to assure that proper documentation was provided to the receiving facility so they could properly continue care of the patient. We believe the determination of the documentation should be worked out at a local issue. To assist services with compliance we have created and approved a hand off sheet located on our website at <http://www.dhs.wisconsin.gov/forms/F4/F47489.pdf>. Alternatively there is not a problem with a service providing a typewritten report via fax or electronically within a reasonable time as agreed between the service and the hospital. Both the hospital and the ambulance service need to understand the constraints of each others function and need to work together to find a viable solution.

Our enforcement of the rule will allow flexibility to handle this as a local issue. Please remember that sometimes the hospital has only the ambulance information to base its treatment course and can't always wait until the complete report is generated. We highly suggest having a discussion between the hospital and the ambulance service to see what will be amiable to each other. We do support and encourage electronic exchange whenever possible. This means that the electronic WARDS report is an acceptable option. The report does not have to be a physical paper report. We do support, and will enforce, the 24 hour rule for the final run report to be received by the facility.

2012-2014 Service Renewals

The 2012-2014 EMS SERVICE RENEWALS are now available! For the service director, this application is currently in your e-licensing account. It is easily accessible by the following steps:

- 1) Log into your e-licensing account
- 2) Click on the "APPLY FOR A LICENSE" tab at the top right of the page.
- 3) You will now have access to all the applications that are available on-line. Scroll down to the bottom of the page and you will find your service name. The 2012-2014 Service Renewal is just a click away!
- 4) As a reminder, this application and licensing needs to be completed by June 30, 2012 to eliminate a late fee so do it right away!
- 5) You will also then be able to update Medicare, Medicaid and other payers to eliminate a potential delay in payments.

2012-2014 EMS License Renewal Period

The 2012-2014 Renewal Period is Now Open! If you became licensed after July 1, 2010 you are eligible to renew now! The training that you obtained your current license under is good for the 2012-2014 Renewal. Beat the rush – renew now!

What are the most common mistakes seen so far on renewals?

I'm glad you asked! While we are happy with the overall process, the items listed below will help to eliminate problems with the licensing process:

- 1) Make sure after you do the EMS Provider Survey that you complete the actual application. If you only complete the Survey, you will not be licensed! When you are completely finished with the application, if everything is verified, you will be able to print out your 2012-2014 EMS License!
- 2) Make sure you input your training information if you obtained refresher using flexible hours. Remember that at the EMT-Basic level, you also need a 6-hour "mini refresher" provided by a State Certified Training Center.
- 3) Make sure you provide substantiating documentation for any of the Criminal History or Driver's Licensing questions.

As always, if you have questions or concerns, please do not hesitate to contact the EMS Office via e-mail at: Helen.pullen@wisconsin.gov

If you do not renew your WI EMS 2012-2014 license by June 30, 2012, you may not function as an EMS provider effective July 1, 2012.

What Happens if You Renew Late?

Starting July 1, 2012 the 2012-2014 EMS Provider Late Renewal Application will be available. It will only be accessible until December 31, 2012 and must be submitted to E licensing prior to this date. **Under DHS 110.16 (1) (a) the applicant for a late renewal will be charged a \$50.00 late renewal fee.**

Starting January 1, 2013 all 2012-2014 EMS Provider Licenses not renewed will be in Reinstatement [DHS 110.09 (2)]. As of this date you will need to fulfill the following to regain your certification or license:

- Complete a 2013 Provider Reinstatement form in your E Licensing account
- Provide continuing education for the previous renewal cycle (2010-2012).
- \$75.00 reinstatement fee
- Complete an assessment exam (written and practical) through the National Registry of EMT's. Each individual must have approval letter from the WI EMS Office prior taking the exam.
- Proof of successful completion of the NREMT assessment exam (written and practical).

THE REINSTATEMENT PERIOD UNDER DHS 110 WILL BEGIN ON JANUARY 1, 2013 AND END ON June 30, 2014

If you have not reinstated your license by the above date you will become lapsed and will be required to complete an initial course of training to obtain a certificate or license (DHS 110.09). If you have any questions, please feel free to contact the WI EMS Office.

2012-2014 Renewal Audit Process

The EMS Office has been conducting random audits of the renewal process. If you are selected for an audit, you must provide all requested documentation as requested. Copies of all information entered on the 2012-2014 EMS Provider Renewal Application must be retained for at least 5 years. Failure to provide required documentation will result in the suspension or revocation of your EMS Provider license!

Go to E-Licensing: <https://www.wi-emss.org/public/wisconsin> (exit DHS)
Please contact dhsemssmail@wisconsin.gov with any questions.

First Responder / EMT – Basic

First Responder- Reinstatement

The window of opportunity for First Responders to reinstate if they have not renewed their 2010-2012 license is rapidly drawing to a close. If you or someone you know has not initiated the reinstatement process by 12-31-2011, they will need to retake the initial First Responder training along with successfully passing the NREMT exam for First Responders in order to obtain a State of Wisconsin license.

First Responder – 2012-2014 Renewal

The renewal process of your provider license is now open and if your license is current and you have all of your necessary training is completed and current you may renew your 2012-2014 license now. Simply go to your E-licensing account and under apply for a license select the 2012 – 2014 renewal application.

EMT – Basic

As with all levels of EMS Provider the renewal process of your provider license is now open and if you have all of your necessary training completed and current you may now renew your 2012-2014 license. Simply go to your E-licensing account and under apply for a license select the 2012 – 2014 renewal application.

Instructor's Corner

How can an Instructor help in the licensing process?

EMS instructors are an integral part of licensing in the State of Wisconsin. Since going to E-Licensing back in 2009, we have been adding to the functionality of the product. In order for seamless licensing for the individual, there needs to be follow thru on the classes taught by the instructor at the training center.

After a class is taught, it is the individual responsibility of the Instructor to input the information into E-Licensing. If the information is not completed, when a student completes an application for renewal, the application will be denied. It is then the responsibility of the student to obtain the information and submit it to our office. We will be referring the individual to the training center when they have questions as to why the training center did not input the education in. With over 18,000 individuals renewing their licenses, we do not have the resources to track down information that should rightly be in their account.

If we see that Training Centers are habitually not putting classes into e licensing, reprimands up to and possibly including revocation or suspension of Training Center and/or Instructor status may be sanctioned. Some may say we are acting heavy handed. The truth of the matter is that we have spoken about this for the past 3 training center meetings and are holding the Instructor and the Training Center accountable.

WARDS Update

Be sure to check the Homepage when logging into WARDS. This page is updated regularly with various pieces of information. Some of those items are also included here.

Service Interruption

On Wednesday, November 30, 2011 from 9 p.m. until 11:00 p.m. CST we are planning to have some software updates. Actual downtimes will only consume a portion of this window. We apologize in advance for any inconvenience this may cause. Keeping our servers and software up to date is important for everyone and the continued functionality of the system.

Version 5

WARDS was updated to the new Version 5 at the beginning of November. You may notice some differences when logging into the system. The usual tabs on the left side of the window have moved to the upper portion of the window. Some items such as Help, Inbox and the original Report Writer are now located under the *More* tab at the top of the window. Clicking on the ImageTrend logo will take you back to the Home Page. Clicking on the *EMS Services* tab in the top set of tabs will take you to your service web page. Lastly, if you belong to more than one service, clicking on the name of your service in the upper right hand corner of the page will bring up another window which will allow you to choose one of the other services you are credentialed with.

Training

By now you should have received the flash drive with some training videos that were sent to all services statewide. The videos were kept short with the longest one being approximately 10 minutes. Below is a list of the topics provided on the flash drive:

- Gaining access to your account
- Training Site access (Practice Site)
- WARDS Tab Review
- Adding license personnel to your service
- Confirming your staff has access to WARDS
- Maintaining your service roster
- Third Part Data Upload

Service Directors, be sure to share this information with your members to help in their use of WARDS.

Validation Rules

We continue to update the validation rules to improve the quality of data. If you still are getting persistent warnings please advise and we will review them to see if they can be fix them. Please send your requests to charles.happel@wisconsin.gov for consideration.

Dynamic Run Form

Please be sure to go to the testing and training site to sample the Dynamic Run Report form. How to get there is described on the WARDS Home Page. We will eventually be transitioning to this report and would like your feedback ahead of time. Several that have tried this form feel it is much easier to use than the current tabular format. As above please send an email to charles.happel@wisconsin.gov with your comments.