Applying for an EMS Local Credentialing Agreement

Once you complete an EMS course and meet all other licensing requirements in DHS 110.06, and you have an initial WI EMS license; you can then log into the WI EMS <u>E-Licensing</u> system and apply for a local credentialing agreement to add yourself as a EMS provider to a service roster.

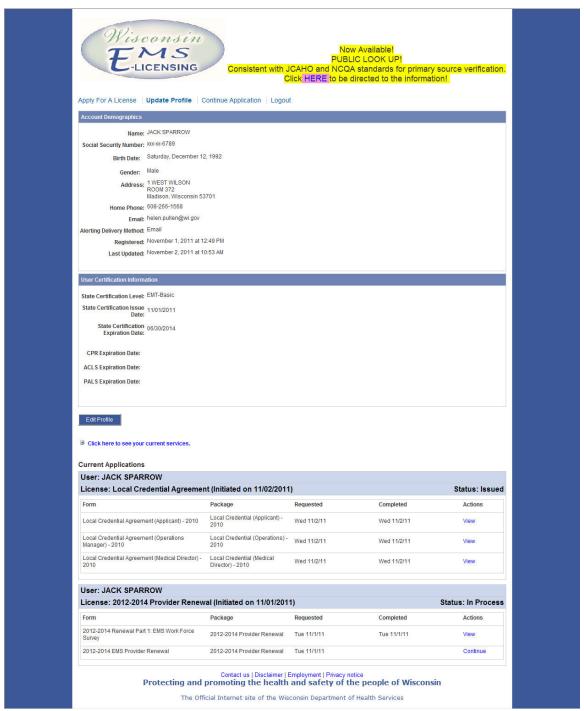
You must first log into the WI EMS <u>E-Licensing</u> system (See the image below of the <u>E-Licensing</u> home page).



You will use the username and password that you used when you created your account in the *E-Licensing* system. If you have forgotten your password or username, you can select the "Forgot Password" button or the "Forgot User Name" button on the front page to assist you with the recovery of your information.

The next page that you will see (image below) is the account profile page. This is the page that you will use to update any of your demographic information such as address changes, updated email address, CPR dates, and any other information that you need to update to keep your EMS profile current.

The page is also where you will see what services you are locally credentialed. If you don't see any services, "Click here to see your current services". You will see all of the services that you are credentialed.



You must have a local credentialing agreement to be working with a service as a legal crew member. Once logged into your account, click on "Apply for a License" as shown below.



After the next page comes up, scroll down and you will see the various documents available to you as shown below. You will want to select the "Local Credentialing Agreement" application as shown in the image below.



Once you select the Local Credentialing Agreement" application you will see, the image below. You will need to select the "start" link.



You will now see the "Local Credentialing Agreement" application in the image below. This is the application that will add you to the service roster after the service director and medical director have approved you. When you complete the process your information will auto populate the application. Please make sure when you are selecting your service that you plan to operate with, that it is the correct service. Once you have completed the application for your "Local Credentialing Agreement" you can hit the "Save and continue" button at the bottom of the web page. When you hit the "Save and continue" button the service director will be sent an email from the <u>E-Licensing</u> system, indicating that you have completed a "Local Credentialing Agreement" for the service, and they can then approve

you.



The next screen you will see will look like the image below. This screen will allow you to see the Local Credentialing Agreement" application that you have submitted for approval and you will see that it was sent to the Operations Manager, or better known as the service director. This screen will indicate to you that the application has been sent to the service director for approval.



Now Available! PUBLIC LOOK UP!

Consistent with JCAHO and NCQA standards for primary source verification.

Click HERE to be directed to the information!

Apply For A License | Update Profile | Continue Application | Logout

Current Applications

License: Local Credential Agreement (Initiated on 11/02/2011)			Status: In Process-LCA	
Form	Package	Requested	Completed	Actions
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11		

After the service director approves the "Local Credentialing Agreement" the service medical director is sent an email from the <u>E Licensing</u> system to approve your "Local Credentialing Agreement" with the service. The image below is the next screen you will see. It shows you that both the service director and medical director have approved the "Local Credentialing Agreement"



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Click HERE to be directed to the information!

Apply For A License Update Profile Continue Application Logout

Current Applications

License: Local Credential Agreement (Initiated on 11/02/2011)				Status: Issued	
Form	Package	Requested	Completed	Actions	
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View	
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11	Wed 11/2/11	View	
Local Credential Agreement (Medical Director) - 2010	Local Credential (Medical Director) - 2010	Wed 11/2/11	Wed 11/2/11	View	

After both the service director and medical director have approved the "Local Credentialing Agreement" you as the provider will be sent a email from the <u>E Licensing</u> system indicating that you are now able to begin to practice with the service. See the image below as an example.

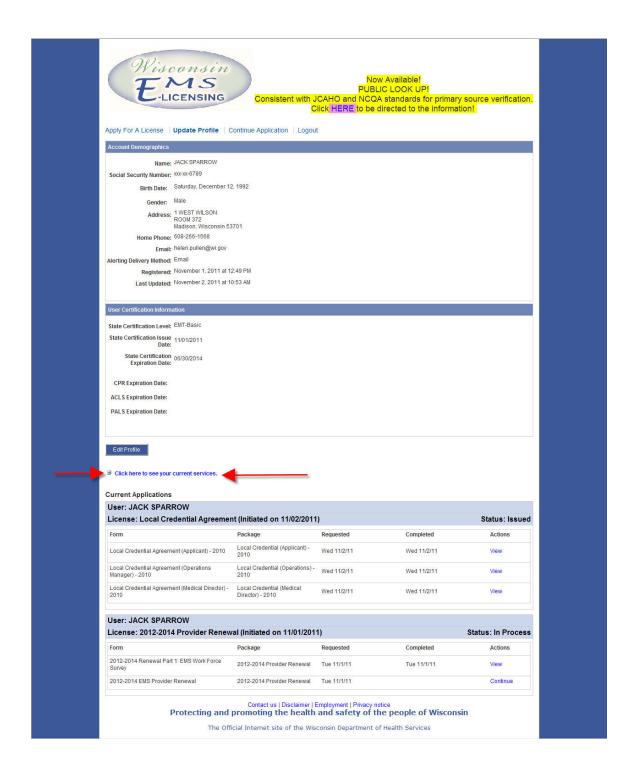
Subject: LCA completed

The Local Credential Agreement completed by JACK SPARROW with TEST PROVIDER (DROPPED) has been completed. He/she may now begin practice as an EMS Provider with this service.

Thank you for your commitment to EMS in Wisconsin!

The Wisconsin EMS Office

After you receive the email as shown above log back into your <u>E Licensing</u> account. You will be at your profile demographics again. Where you see the red arrows as shown in the image below, you will need to click on the blue link "Click here to hide your current services."



After you select the "Click here to hide your current services." You will see by the red arrows the names of the EMS Services that you are a legal crew member of, and you are on the service's roster. If you are a member of more then one service you should have all of the services shown. If not, there is a problem and you should contact your service director.



Now Available!
PUBLIC LOOK UP!
Consistent with JCAHO and NCQA standards for primary source verification.
Click HERE to be directed to the information!

Apply For A License | Update Profile | Continue Application | Logout

Name: JACK SPARROW

Social Security Number: XXX-XX-6789

Birth Date: Saturday, December 12, 1992

Gender: Male

Address: 1 WEST WILSON ROOM 372 Madison, Wisconsin 53701

Home Phone: 608-266-1568

Email: helen.pullen@wi.gov

Alerting Delivery Method: Email

Registered: November 1, 2011 at 12:49 PM

Last Updated: November 2, 2011 at 10:53 AM

User Certification Information

State Certification Level: EMT-Basic

State Certification Issue 11/01/2011 Date:

State Certification 06/30/2014 Expiration Date:

PALS Expiration Date:

Edit Profile

 $\ensuremath{\,\boxplus\,}$ Click here to hide your current services.

Service	Position	License Number	Phone	Email	City	County
TEST PROVIDER (DROPPED))	TEMS-0001	121-546-5111	test@mail.com	MADISON	DANE

🖒 = Primary Contact 👼 = Operations Officer 🖶 = Online Medical Director 🖶 = Offline Medical Director

Current Applications

License: Local Credential Agreement (Initiated on 11/02/2011)				Status: Issue	
Form	Package	Requested	Completed	Actions	
Local Credential Agreement (Applicant) - 2010	Local Credential (Applicant) - 2010	Wed 11/2/11	Wed 11/2/11	View	
Local Credential Agreement (Operations Manager) - 2010	Local Credential (Operations) - 2010	Wed 11/2/11	Wed 11/2/11	View	
Local Credential Agreement (Medical Director) - 2010	Local Credential (Medical Director) - 2010	Wed 11/2/11	Wed 11/2/11	View	

User: JACK SPARROW License: 2012-2014 Provider Renewal (Initiated on 11/01/2011) Status: In Process Form Package Requested Completed Actions 2012-2014 Renewal Part 1: EMS Work Force Survey 2012-2014 Provider Renewal Tue 11/1/11 Tue 11/1/11 2012-2014 EMS Provider Renewal 2012-2014 Provider Renewal Tue 11/1/11

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Protecting and promoting the health and safety of the people of Wisconsin

The Official Internet site of the Wisconsin Department of Health Services

If the names of the service or services that you are working with are listed, you are ready to practice with that service. If you have been working with a service and you are not seeing that service on your page, please contact your service director and complete a local credentialing agreement for that service as soon as possible. Without having a service shown on this page, you are NOT a legal crew member and are in violation of DHS 110, and will face disciplinary action against your WI EMS License.

One your local credentialing agreement is approved and you are added to the roster, you are also added to the service roster in WARDS as well. You will need to contact your service director for user access to the WARDS service page so that you are able to complete your runs in the WARDS system.

If you have any questions, please contact the WI EMS office.