



Group Payments for Medic Renewals for those who expire 3/31/2021

For EMS Agencies that choose to pay the renewal fees for their medics, this document will detail how the process work with the new License Management System (LMS) for the Georgia Office of EMS and Trauma.

Please note the following:

1. The application for indicating the medics that an agency wants to pay for will only be open until **2/15/2020 (FIRM deadline)**. This ensures that we have time to process the application, receive the payment, and then the medics have time to submit their applications. **All moneys must be received by COB on 3/1/2021 (FIRM deadline)**.
2. Medics will be notified that they have been paid for ONLY if they have an active email in the system.
3. Our office will NOT issue refunds if the medics that you pay for do not renew their license by 3/31/2021 or if they choose the incorrect application and pay for it themselves.

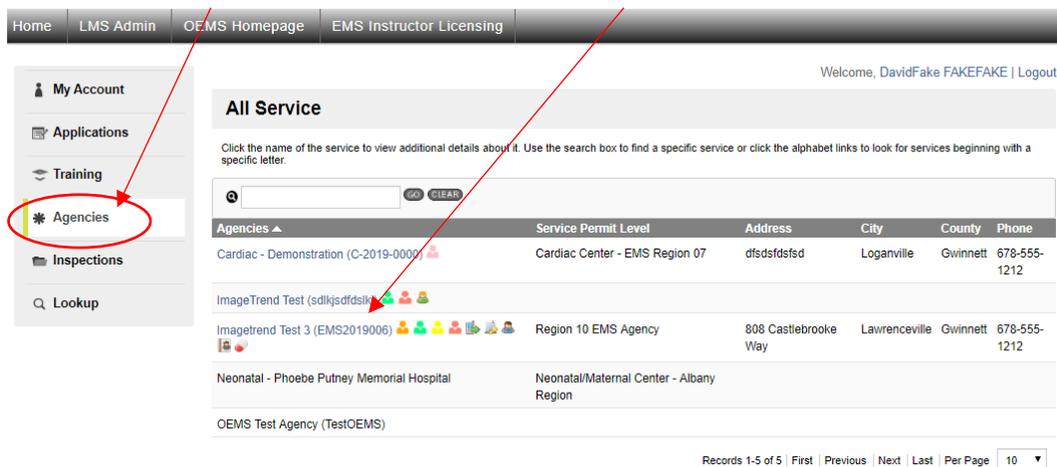
Part I – Ensure ALL Medics that work for your agency have entered their email in to our LMS.

Each medic will need to follow the steps on this page to add their email to LMS and obtain their login to LMS: <https://dph.georgia.gov/license-management-system>

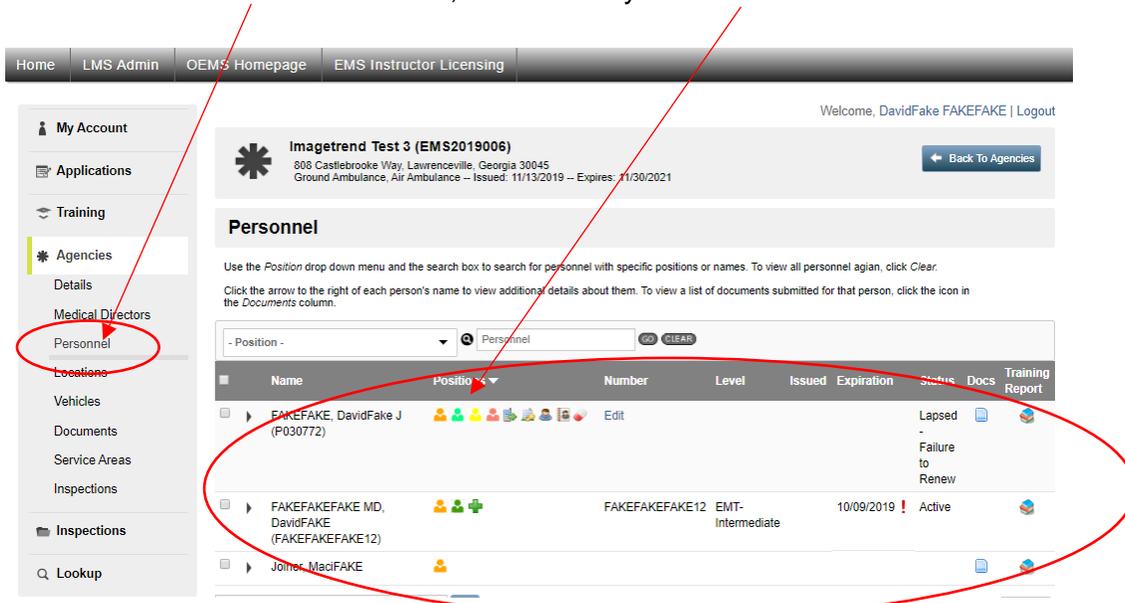
Part II – Ensure all the medics for your agency are on your roster

Step 1: See which medics are already listed on your roster

1. Go to www.mygemsis.org/lms and login
2. Click on **Agencies**, then on the specific Agency



3. Click on Personnel on the left, then review your roster



4. Determine which medics are not on your roster

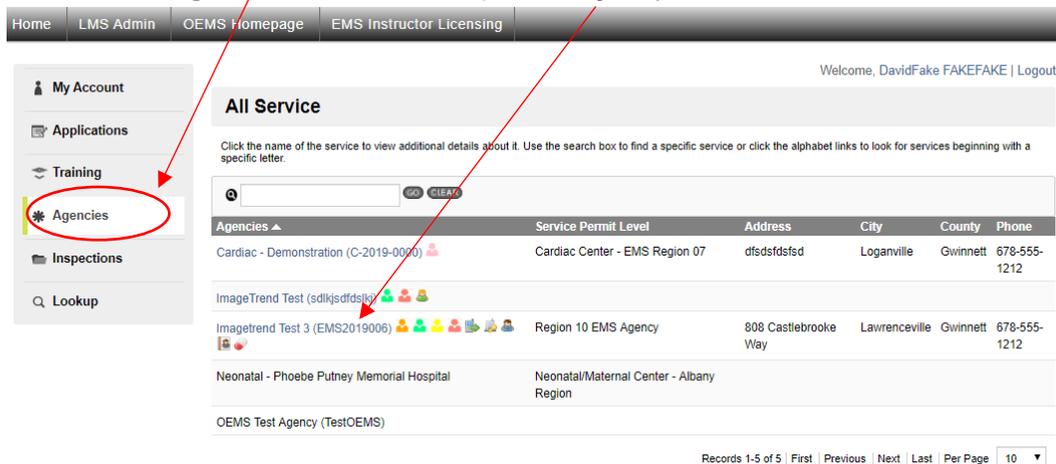
Step 2: Add medics that were not listed yet

1. Click on **Applications** on the left, then on the Agency Applications for the specific agency
2. Click on **Apply Now** next to the *Add Personnel to Agency Roster* application
3. You will be asked how many medics you are adding (0-10)
4. For each medic, you will be asked:
 - a. The medic (can search by name, email or license number) – it is recommended to search by license number
 - b. Primary Job Role (Administrator/Manager, Driver/Pilot, Educator/Preceptor, Fire Suppression, First-Line Supervisor, Patient Care Provider, Rescue, Other)
 - c. Employment Status (Full Time, Part Time, Volunteer, Neither an Employee nor a Volunteer)
 - d. Optional fields are Start Date/End Date/Responsibilities.
5. Once you click submit, the application will take **several** minutes to process

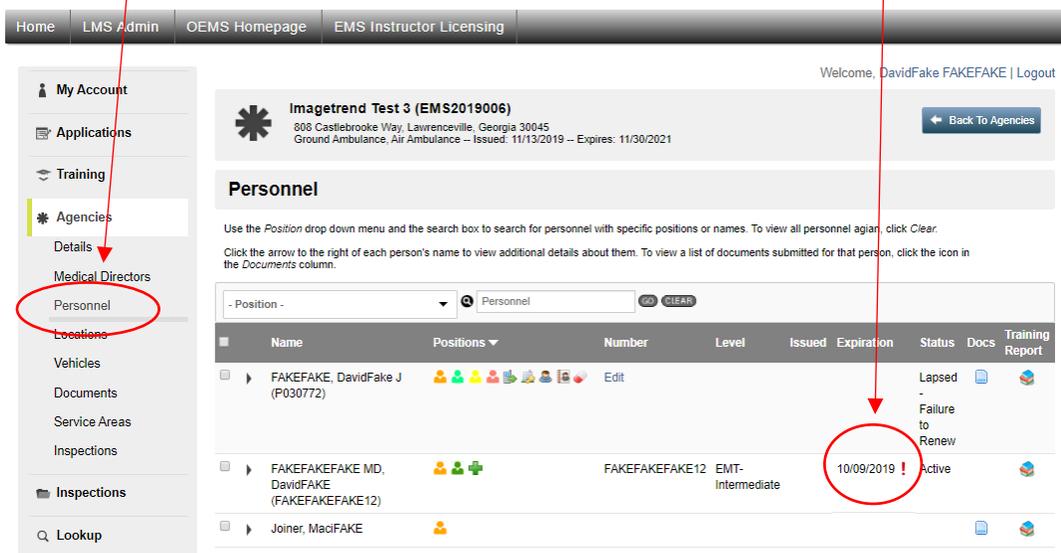


Part III – See which medics are expiring next year

1. Go to www.mygemsis.org/lms and login
2. Click on **Agencies**, then on the specific Agency



3. Click on **Personnel** on the left, then review your roster, and examine expiration dates



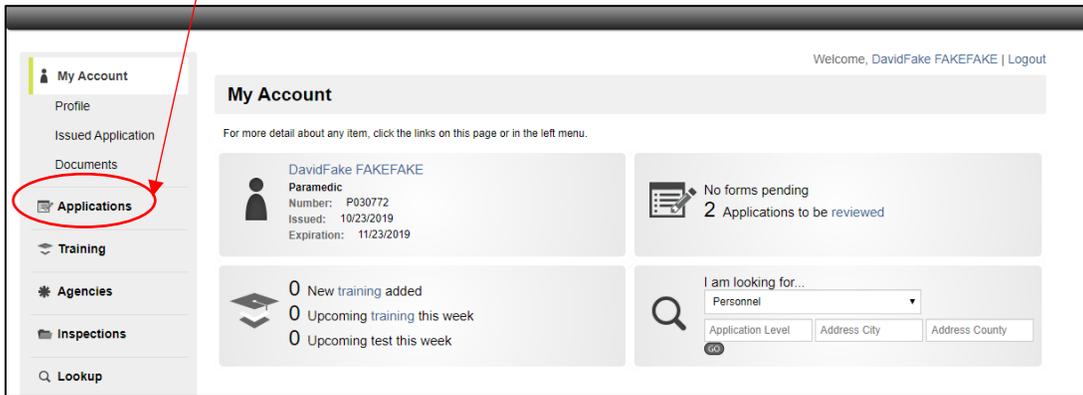
4. Determine which medics are expiring next year

If you have a long list of personnel, please contact our office to get a spreadsheet of all of your medics that are expiring by emailing dph-phemsinfo@dph.ga.gov.

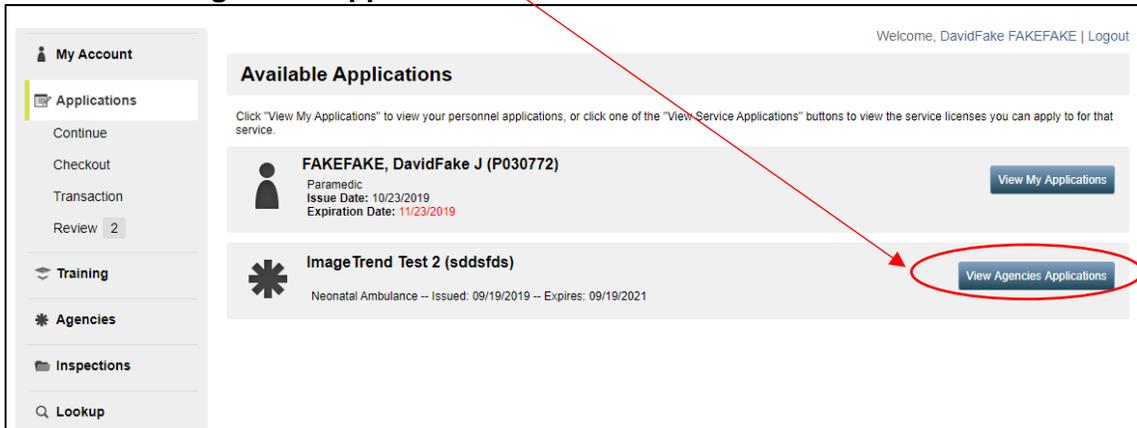
Part IV – List Medics for Renewal Payments

NOTE: You will need the list of medics that expire in 2021 – you will be able to see them at the end of the steps on the previous page:

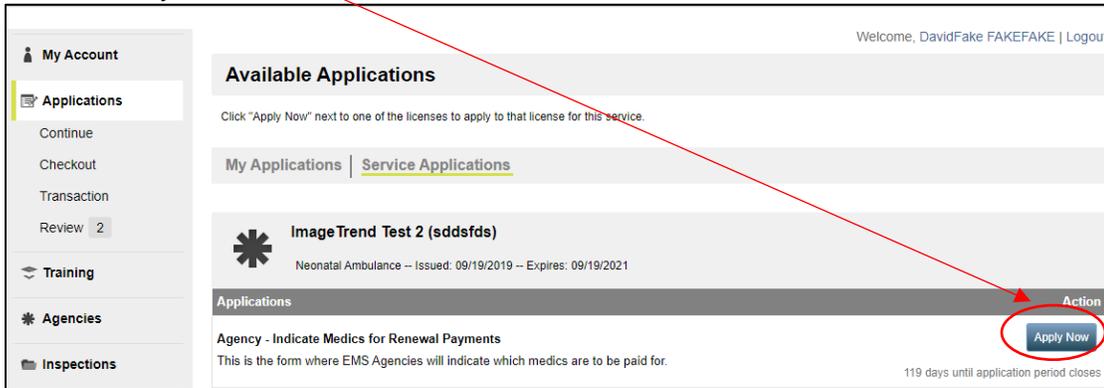
1. Go to www.mygemsis.org/lms and login
2. Click on **Applications** on the left



3. Click on **View Agencies Applications**



4. Click on **Apply Now** next to the application entitled "Agency – Indicate Medics for Renewal Payments"



5. The first page is instructions – after you read the instructions, click **Save and Continue**

Add Medics to Pay for License Renewal

Instructions Agency Information List Medics Attestation

▼ Instructions

On the next page, you will indicate the medics that you are wishing to pay for license renewal. After you list all of the medics, submit the application, and you will receive an email from the Office of EMS and Trauma with the charges for the renewals. You will receive an email with an invoice for how much to pay (\$75/medic) after our office verifies your list.

Save and Continue

6. The next page verifies the agency name – click **Save and Continue**

Add Medics to Pay for License Renewal

Instructions Agency Information List Medics Attestation

▼ Name

Agency Name

Imagetrend Test 3 (New)

Save and Continue

7. The next page is where you will list all of the medics that you are paying for – for each medic that you are listing, type in their license number in the User box – be sure it is the correct license number – when you type the number, you will see the name appear below the box – click on the name.

Add Medics to Pay for License Renewal

Instructions Agency Information List Medics Attestation

▼ List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Save and Continue.

*Position

Pay for Medic 2021

*User (Search using license number or name)

Search box: davidfake

DavidFake FAKEFAKE (P031081)

DavidFAKE FAKEFAKEFAKE (FAKEFAKEFAKE12)

Add Another

- 8. To list a second or subsequent medic, click **Add Another**, and then search for the next medic (type in their name or license number in the User box) – after adding the new user, click **Done**

Add Medics to Pay for License Renewal

Instructions Agency Information **List Medics** Attestation

▼ List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Save and Continue.

Position	User (Search using license number or name)
<input checked="" type="checkbox"/> Pay for Medic 2021	DavidFake FAKEFAKE (P031081)
<input checked="" type="checkbox"/> Pay for Medic 2021	MaciFAKE Joiner

+ Add Another

*Position
 Pay for Medic 2021

*User (Search using license number or name)
MaciFAKE Joiner

Done Remove

Save and Continue

- 9. After you have listed all of the medics that you want to pay for, click **Save and Continue**

Add Medics to Pay for License Renewal

Instructions Agency Information **List Medics** Attestation

▼ List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Save and Continue.

Position	User (Search using license number or name)
<input checked="" type="checkbox"/> Pay for Medic 2021	DavidFake FAKEFAKE (P031081)
<input checked="" type="checkbox"/> Pay for Medic 2021	MaciFAKE Joiner

+ Add Another

Save and Continue

10. The last page is where you will need to read the attestation statement (very important) and then sign by entering your password and clicking on **Today** to sign with today's date. Then you will click **Submit**.

Add Medics to Pay for License Renewal

Instructions Agency Information List Medics **Attestation**

▼ Attestation

I HEREBY ACKNOWLEDGE THE FOLLOWING:

- I understand that this application is not complete and will not be processed until payment is received for all medics indicated.
- I understand that this application once processed does NOT complete the medic license renewal process for each of the medics listed - each of the medics must login to www.mygemsis.org/lms and complete the "Georgia Medic Renewal - for medics paid for by an agency (2021)" application.
- I understand that the medics that I have indicated on this form must complete the renewal process prior to March 31st of the license period, and that failure to complete the renewal process will result in a lapse in their respective medic license.
- I understand that fees for this application are not refundable, and should a medic fail to renew their license by the end of the renewal period (March 31st at midnight), the funds paid for that medic by the agency are not transferrable, and the medic must complete the Late Medic Renewal application and pay \$150.
- I understand that once this application is processed and paid for, if one or more of the medics I have indicated on this form are no longer working for this agency, that I must inform the Office of EMS and Trauma in writing by emailing dph-phemsinfo@dph.ga.gov and indicate which medics to transfer the payment to, and that there is NO refund of any fees paid with this application.

*Attestation Signature

Username: david.newton

Password: [Redacted] ←

*Date signed

10/1/2020 [Calendar icon] Today ←

Submit ←

11. You will then get a popup that asks if you are sure you want to submit the form – click **Yes**

Applications

Continue 1

Checkout

Transaction

Review 3

Training

Agencies

Inspections

Lookup

Add Medics to Pay for License Renewal 2020

Instructions

▼ Attestation

I HEREBY ACKNOWLEDGE THE FOLLOWING:

- I understand that this application is not complete and will not be processed until payment is received for all medics indicated.
- I understand that this application once processed does NOT complete the medic license renewal process for each of the medics listed - each of the medics must login to www.mygemsis.org/lms and complete the "Georgia Medic Renewal - for medics paid for by an agency (2020)" application.
- I understand that the medics that I have indicated on this form must complete the renewal process prior to March 31st of the license period, and that failure to complete the renewal process will result in a lapse in their respective medic license.

Are you sure you want to submit this form? If you submit, you will not be able to make any changes.

Yes **No**

- 12. You will receive an email that your application has been received, and once we review your application, we will send you an invoice for the medics that you have indicated – the charge will be \$75 per medic. Once you get the invoice, you will need to send the invoice along with the payment to:

Georgia Office of EMS and Trauma
ATTN: Group Payments for Renewal
1680 Phoenix Blvd, Ste 200
Atlanta, GA 30349

- 13. Once your payment is processed, you will receive an email that your application has been processed and each medic should receive an email indicating that you have paid for them. Each medic will need to complete the **“Georgia Medic Renewal – for medics paid for by an agency (2021)”** – if they do the regular medic renewal form, they will end up getting charged the \$75, and the agency will not be refunded.

Welcome, DavidFake FAKEFAKE | Logout

Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

IMPORTANT: Before applying for a Temporary, Provisional or Reinstatement license, please review this webpage: <https://dph.georgia.gov/EMS/covid-19-workforce>

My Applications | Service Applications

FAKEFAKE, DavidFake J (P031081)
Paramedic
Issue Date: 06/01/2020
Expiration Date: 03/31/2021

Applications	Action
Georgia Medic Renewal - Agency Paid This is the medic renewal license for all medics (EMT, EMT-I, AEMT, CT, Paramedic) in Georgia. The renewal period opens six (6) months prior to the expiration date of medic license. This application is for those whose agency has already paid for their renewal.	Apply Now
Georgia Medic Renewal STOP! If your agency has paid for you, then you need to do the "Georgia Medic Renewal - Agency Paid". This is either above, or if you already started it, it will be under Continue to the left. You will only see this AFTER your agency has paid. This is the medic renewal license for all medics (EMT, EMT-I, AEMT, CT, Paramedic) in Georgia. The renewal period opens six (6) months prior to the expiration date of medic license.	Apply Now