Group Payments for Medic Renewals for those who expire 3/31/2020

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 2/29/2020. This ensures that we have time to process the application, receive the payment, and then the medics have time to submit their applications.
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 3/31/2020.

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](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](http://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

To add 10 medics or less

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 Medics 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

To add more than 10 medics

1. Email a spreadsheet containing your roster to your Regional Director – the spreadsheet must contain the following columns: First Name, Last Name, Medic License Number
2. OEMS will add your personnel to your license, you will then need to complete the Update Medics for Agency Roster application to update their employment data.
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 2020 – you will be able to see them at the end of the steps on the previous page:

1. Go to [www.mygemsis.org/ims](http://www.mygemsis.org/ims) 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**

![Image of Instructions](image1.png)

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

![Image of Agency Name](image2.png)

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.

![Image of Medic List](image3.png)
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**.

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

11. You will then get a popup that asks if you are sure you want to submit the form – click **Yes**.
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 (2020)" – if they do the regular medic renewal form, they will end up getting charged the $75, and the agency will not be refunded.