GROUP ONLINE MEDIC RENEWAL

New Service Medic Renewal Flow

| Office of EMS provides Service with Login Credentials if needed. | → | Service update contact information, add medics, Print Invoice and send Payment via check to office of EMS | → | Office of EMS approves Renewal Process. Medics are notified via email to finish renewal online. | → | Service's Medics finish Renewal Online |
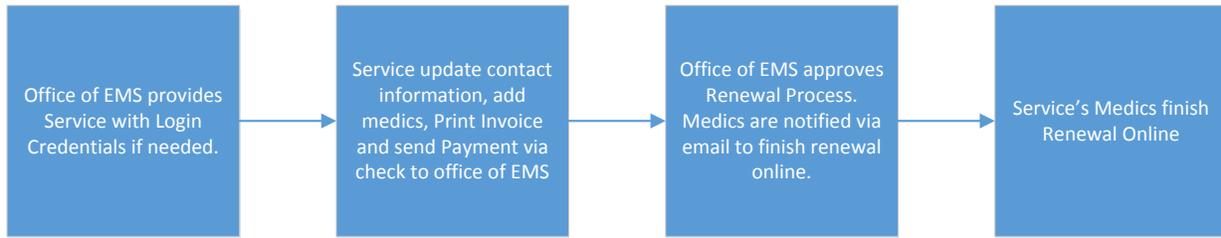
<u>Service Tasks</u>

1. Click on the following link:
   <u>https://sendss.state.ga.us/sendss/ems_ims_online.welcome_serv</u>

   or copy and paste the URL below into your web browser:
   https://sendss.state.ga.us/sendss/ems_ims_online.welcome_serv

   The User clicks the "continue" button (see red box below) to move forward.

**Georgia Office of
Emergency Medical Services** EMS

Welcome to the Georgia Department of Emergency Medical Services Online Renewal Process

Services renewing their medics licenses will be fast, convenient, and easy. To complete this process, please have the following items available:

- Service License Number
- Online Access Code
- List of Medics needing renewal
- Printer Access - to print invoices

* Note: Inactivity on the page will result in your application being timed out.

If you have any difficulties accessing the system, please contact the Office of EMS and Trauma at 404-679-0547.

[Continue]

GROUP ONLINE MEDIC RENEWAL

2. The User will enter the Service's License Number and the Access Code *(which will provided by the Office of EMS and Trauma).*

Georgia Office of
Emergency Medical Services EMS

To begin the renewal process, please enter your service license number and access code provided to you by the Office of EMS and Trauma.

●License Number

●Access Code

If you have any difficulties accessing the system, please contact the Office of EMS and Trauma at 404-679-0547.

Login

3. From the Service Landing Page, the user can update the Service contact information by clicking "Save Contact Info" button **[1]**. The user can add to their Medics to the service by clicking the "Add Medic" link **[2].**

Georgia Office of
Emergency Medical Services EMS

Service Information

Please verify & update Contact information below. If any of the information in the first section that you cannot change is incorrect, please contact the Office of EMS and Trauma at 404-679-0547.

Service Name	DBA Name	
Smyrna Fire Rescue	SMYRNA FIRE RESCUE	
Type of License	Region	License #
Medical First Responder	03	033MR06

Contact Information

Last Name	First Name
User	Test

Phone Number	Email
111 -111 -1111	test.user@email.com
(999)999-9999	joe.doe@email.com

1

Save Contact Info

EMTs Assign to Service

No Medics have been added to this service

2 ☐ Add Medic

Cancel

GROUP ONLINE MEDIC RENEWAL

4. Adding Medics to a Service

A. Once the "add Medic" link is click, the search medic form is presented. Medics can be search by the following criteria:

- Last Name
- First Name
- License Number
- License Level

Note: Only medics that are active in the EMS System can be added to a service.

B. From the results of the search, the User can click the "select" link (see red box below) to add a Medic to their Service.

GROUP ONLINE MEDIC RENEWAL

5. If needed, the user can delete a Medic by clicking on the red "X" (see red box below).

6. Once all the Medics have been added (or if needed, deleted) the User can click the "Proceed with Renewals" button (see red box below).

7. After clicking "Proceed with Renewals", the User will be presented with the following confirmation notice. *Note: If the User clicks "Cancel", the User will be returned to the Service Landing Page.*

GROUP ONLINE MEDIC RENEWAL

8. After clicking "OK" in Step 7 above, the User will be taken to the License Renewal Confirmation page. On this page, the User can print create/print the Service License Renewal Fee Invoice by clicking the "click here" link (see red box below).

Georgia Office of Emergency Medical Services

License Renewal Confirmation

Thank you for submitting your renewals online. Once your invoice and payment has been received your Medic licenses will be renewed and credentials will be sent to your service via email.

Please click here to print your invoice.

If you have any questions or need assistance please contact your Regional EMS Program Director or contact our office at (404) 679-0547 or visit our website at http://ems.ga.gov/

9. By clicking the print invoice link, the User will receive both a Group Renewal Invoice and an itemized list medics included on the invoice. *Note: The Service must submit a copy of the invoice with renewal license fee payment to the Office of EMS and Trauma.*

Type of Invoice - EMTs License Renewals

DPH
Georgia Department of Public Health

Brenda Fitzgerald, MD, Commissioner | Nathan Deal, Governor

2 Peachtree Street NW, 15th Floor
Atlanta, Georgia 30303-3142
dph.georgia.gov

Date Sent: 18-JAN-2017	
Bill Invoice To:	**IMPORTANT!**
	PLEASE SUBMIT THIS INVOICE WITH FULL PAYMENT TO OFFICE OF EMS (SEE ADDRESS BELOW). ALLOW 7 TO 10 BUSINESS DAYS FOR PROCESSING!

Number:	Description of EMT:	License Cost:	Subtotals:
2	Paramedic License Fee	$ 75.00	$ 150.00
1	EMT - Basic License Fee	$ 75.00	$ 75.00
		Amount of Total Invoice:	$ 225.00

Only Company Checks, Bank or Cashier Checks, and Money Orders are accepted, all checks or money orders must be made payable to: Georgia Department of Public Health. If you have any questions, please call the Georgia State Office of Emergency Medical Services at 404-679-0547.

Please mail all correspondence to: **Office of EMS & Trauma**
2600 Skyland Drive, Lower Level
Atlanta, GA 30319

An Equal Opportunity Employer
dph.georgia.gov

ITEMIZED LIST OF INVOICE

License #	Level	Name	License Fee
			$75.00
			$75.00
			$75.00

GROUP ONLINE MEDIC RENEWAL

Medic Tasks

1. Once the Office of EMS and Trauma has approved a Service Medic Renewal, all Medics added by the service will receive an email similar to the one below. *Note: This assumes that the medics have an email address associated with their profile.*

↩ Reply ↩ Reply All ↪ Forward

sendsssupport@dhr.state.ga.us
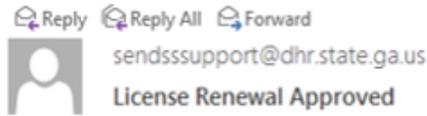
License Renewal Approved

Dear ▮▮▮▮▮▮

We are happy to inform you that your license renewal has been Approved.

Please log into the EMS Online System at https://sendss.state.ga.us/sendss/ems_ims_online.welcome to complete your license renewal and print your new license card.

This email has been automatically generated. If you have questions, please contact the State Office of EMS and Trauma at 404-679-0547.

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2. Medics can log into the Online Renewal System by clicking on the link below https://sendss.state.ga.us/sendss/ems_ims_online.welcome.

or by copying and pasting the following URL into a web browser: *https://sendss.state.ga.us/sendss/ems_ims_online.welcome.*

3. From the landing page, click the "Continue" button (see red box below) to move forward.

Georgia Office of Emergency Medical Services EMS

Welcome to the
Georgia Department of Emergency Medical Services
Information Update System

To complete this process, please have the following items available:

- Login Credentials
    - Last 4 of SSN, and
    - DOB, or
    - License Level/Number
- Current Contact Information
- Please make sure that you have access to a printer in order to print your credentials.

* Note: Inactivity on the page will result in your session being timed out.

If you have any difficulties accessing the system, please contact the Office of EMS and Trauma at 404-679-0547.

Continue
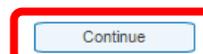
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4. The Medic can log on to the Online Renewal System with either:

- License level and number OR date of birth

  AND

- The last 4 digits of their SSN

Georgia Office of Emergency Medical Services EMS

To begin the info update process, please enter your license number and/or DOB and the last 4 digit of your SSN and click the login button.

○ Level/License Number
Choose One ▼

OR

○ Date of Birth
/ / (MM/DD/YYYY)

○ SSN (last 4 digit)

If you have any difficulties accessing the system, please contact the Office of EMS and Trauma at 404-679-0547.

Login

5. Once logged in, the Medic can update and save their demographic information **[1]**. And then, the Medic can proceed to renew their license by clicking "Renew License" button **[2]**.

Georgia Office of Emergency Medical Services EMS

Please verify & update your address and contact information below. If any of the information in the first section that you cannot change is incorrect, please contact the Office of EMS and Trauma at 404-679-0547.

Last Name	First Name	Middle Name
Test	Test	

License Number	Status	Social Security Number	License Level
11487	Active until June 30, 2017	111-11-1111	EMT-B
		999-99-9999	

Date of Birth	Race	Gender
01/01/1980	African American	Female
mm/dd/yyyy		

1: Update as needed and click "Save"

Address	City	State
2 Peachtree	Atlanta ▼	Georgia ▼
Line 1		

	County	Region
Line 2	Fulton ▼	03 ▼

Zip Code	Telephone Number	Email Address
30303	111 -111 -1111	test.test@test.com
	(999)999-9999	e.g. johndoe@georgiasample.com

2: Click here when ready to renew

Print Credentials   Save   Logout   Renew License

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6. Once the Medic clicks the "Renew License" button, the Medic is presented with the Attestation Questionnaire. Medics must read and answer each question at it relates to them at the time of the renewal application. When complete, click the "Continue" button (see red box below) to move forward.

Georgia Office of Emergency Medical Services EMS

Drug and Alcohol Questions

Please answer the questions below.

○ Yes ● No Have you been arrested in Georgia or in any other state or place since the last renewal cycle?●

○ Yes ● No Have you been convicted of any felony or misdemeanor offense in Georgia or in any other state or place since the last renewal cycle?●

○ Yes ● No Are there any criminal charges pending against you?●

If you answered yes to any of the above questions, you must send to the Office of EMS and Trauma (OEMS), a detailed written statement, signed and dated, describing the crime(s), date, location, court, sentence served, and parole, if any. Attach copies of all related records, court documents and police reports.

● Yes ○ No If you are a US Citizen, did you previously submit the Verification of Lawful US Residency Form and provide a copy of a secure and verifiable document during the previous renewal cycle, or with your initial license application with the Office of EMS and Trauma?●

If you answered "NO", or if you are not a US Citizen, download the Verification of Lawful US Residency form from the link below and mail the completed, notarized form along with an approved secured and verifiable document to the Office of EMS and Trauma at the address below.

● Yes ○ No Have you completed the forty hours of continuing education course work for your level?●

I do hereby affirm that I have successfully completed the license renewal requirements of forty hours of approved continuing education as outlined by the Office of EMS and Trauma (OEMS) in the Department of Public Health (DPH) Rules and Regulations for Emergency Medical Services licensees Chapter 511-9-2 for this renewal period and I am currently certified in BLS and if applicable, in ACLS.

By Clicking on continue, I affirm that the information provided on this form is correct to the best of my knowledge and that any fraudulent entry may be considered as sufficient cause for any rejection or subsequent revocation of my license.

Please Note: If you answered "NO", or **if you are not a US Citizen**, download the Verification of Lawful US Residency form from the link below and mail the completed, notarized form along with an approved secured and verifiable document to the Office of EMS and Trauma at the address below.

Download the the Residency Verification Form Here

Please Mail the Notarized form to:
Office of EMS and Trauma
2600 Skyland Drive NE - Lower Level
Brookhaven, Georgia 30319-3640

Cancel   Continue

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7. Continuing will present the Medic with the License Renewal Confirmation page. The Medic can click the "click here" link (see red box below) to print their credentials.

Georgia Office of Emergency Medical Services

License Renewal Confirmation

Thank you for reviewing/updating your license information online. Your license has been renewed.

Please **click here** to print your credential, if you are unable to print at this time please log back into the system at a later time and use the "Print Credentials" button.

If you have any questions or need assistance please contact Test User at 111-111-1111 or by email at test.user@email.com.

Sign Out

8. Medics can always reprint their license at any time by following Steps 2 to 5 above and then clicking on "Print Credentials" in the lower left corner of the page.