

EMS Agency Application – Quick Reference Guide

Welcome to the new EMS Agency Application. Prior to beginning an application please take time to click on each tab of the application and ensure you have the information available to complete the application. The new application asks for additional information and details that were not in the previous application.

As you prepare to submit an application please take note of the following important tips:

1. **There is currently no SAVE feature**, if you begin an application you will have to complete and submit the application in one sitting or all updates will be lost. A Save feature is a priority and should be available within the next 6 weeks.
2. The system WILL time out if there is more than 20 minutes of inactivity. This is a security feature and will result in updates being lost if the application is not submitted.
3. **Management Team** – All members of the management team will be required to be in the EMS Registry. If a member of your management team is not a certified PA provider, they will need to complete an Administrative Access application to be added as a member of your management. You will not be able to submit an application until this step is done.
4. **Ownership** – All members of the ownership team will be required to be in the EMS Registry. If a member of your ownership team is not a certified PA provider, they will need to complete an Administrative Access application to be added as a member of your management. You will not be able to submit an application until this step is done.
5. **Medical Director** – We are asking for additional Contact Information and License information for the medical director. Please be sure you have this information available prior to beginning an application.
6. **Personnel** – When adding personnel to your roster you will now need to identify each person as either paid or volunteer. As a default all the imported rosters have personnel marked as paid. The Personnel Roster can be updated in real time without the need to submit an amendment. Expired personnel will appear in red, applications cannot be submitted with expired personnel on the roster.
7. **Vehicle Information** – All vehicles imported from the old database are marked as an “ambulance.” When you need to submit an amendment or renewal please update these vehicles appropriately. (The Passed Inspection on And Out of Service fields are for Regional Council use only.)
8. **Please review the tables below for additional information regarding what information is asked for in each section of the application.**

General Information Tab

Affiliate Number	This is assigned by the Bureau of EMS and cannot be changed by the agency.
Legal Name of Corporation	This is the legal name as on file with the Pennsylvania Department of State
Doing Business As	This field should be completed if the agency does business as anything other than the legal name of the corporation. If a DBA is used, a fictitious name must be registered with the Pennsylvania Department of State Multiple DBAs can be entered
Level of Service	Please check all levels that apply. This will impact that level of service your agency is licensed for
Administrative Headquarters	This is the location that agency policies, personnel records, business records, etc. would be kept.
Contact Person	This is the person that Regional Council staff would contact regarding questions regarding the application or to schedule an inspection.
Legal Entity Type	Please select the most appropriate. Most agencies will check corporation here.
Service Ownership	Please select the most appropriate. Agencies that are fire based should select Fire, even if they are a federal entity or municipally owned. Most agencies will select "Other"
Type of Organization	Most agencies will select Non-Profit

Station Locations

Main Station Location	If vehicles are stationed at the administrative headquarters this would be the address of the administrative headquarters. If no vehicles are stationed at the administrative headquarters this would be your station with the most vehicles.
Substation Locations	Agencies should enter any substations where vehicles are stationed.
System Status Management	Most agencies do not use System Status Management and will mark no for this question.
Service Areas	If an agency has primary 911 coverage for a municipality in Pennsylvania they should enter the municipalities in this section.

Medical Direction

Name	This should be the full name, including middle initial of your medical director
Phone Number	This should be a phone number the medical director can be reached at, not the agency's phone number
Email Address	This should be an email address to contact the Agency Medical Director directly.
License Number	The physicians medical license number
Please note that effective September 1, 2019 Agency Medical Directors will be required to have an EMS Registry account, and this section will be converted to a search function. Free Text entry will not be allowed.	

Management

Management Team	<p>Any persons with direct operational oversight and decision making of the EMS agency should be listed as part of the management team.</p> <p>Members of the management team are required to have an EMS Registry Account.</p> <p>Management team can only be added via a first and last name search of the registry.</p>
Criminal Convictions and Disciplinary Actions	<p>These yes or no questions apply to any member of the management team.</p>
Management Service Contracts	<p>This only applies to agencies who are managed by another organization through a management agreement. Billing company agreements are not management service contracts for this application.</p>
Agency Emergency Contact	<p>The persons entered in these fields should be members of management who can be contacted 24/7 for any reason, including infection control issues, MCI, vehicle crash etc.</p> <p>Preferably the phone number listed will be a cell phone or answering service with the ability to page the contact.</p>

Personnel

Agency Roster	<p>The agency roster is populated from the EMS Registry via a search function. The roster will show in real time the providers certification status and expiration dates. The agency roster may be updated at any time without the need to submit an amendment.</p> <p>Applications will not be able to be submitted with expired providers on the Roster. Expired providers will appear in Red on the roster.</p>
Paid/Volunteer	Once a provider is selected to be on a roster their status, as paid or volunteer, should be selected.
CCT/Flight Personnel	For agencies that are licensed at the CCT or Air Ambulance level they should check this box for all personnel who meet the staffing requirements for CCT/Air ambulances.
Roster Totals	This will be calculated from your roster entries
Pre-Hospital Personnel	Paid Vs. Volunteer numbers will calculate from the personnel on your roster. This number will be made available to PennDOT for vehicle registration purposes.
Response Plan	This section will determine if you are issued a Conditional Temporary License or a Full License. If you participate in a county level or broader level EMS response plan, please have a copy of the plan available for upload.
Staffing Plan	This is just an acknowledgment that the agency agrees to meet the minimum staffing requirements for all levels of service provided

Vehicle Information

Ground Vehicles

- Vehicles on the application are not sortable, this is to ensure the most recently added vehicles appear in the order they were added.

Vehicle Counts by Type	Are calculated from the vehicles on the roster
Model Year	What is the model year of the vehicle
Make	Please select the most appropriate. If your make is not listed, please select other. Fire apparatus should select the most appropriate fire apparatus type.
Plate	Vehicle Plate Number
VIN	Vehicle Identification Number
Vehicle Type	Ambulance, Squad, or ORS are the only ground vehicle types available. Please select the most appropriate.
Passed Inspection On	This is a regional council field and will be updated when the regional council inspects and passes the vehicle
Out of Service	This field is reserved for the Regional Council to place a vehicle out of service, if an agency wishes to take a vehicle out of service they should delete the vehicle from the roster

Communications

Primary means of communications with a PSAP must be via radio. This section is referring to back up communications.

Equipment/Gear

The previous application asked agencies to identify a level for each vehicle licensed. The Bureau of EMS does not require a vehicle always be operated at the same level of service, thus the new application separates the vehicles from the sets of gear.

A set of gear is everything that would be required to operate a licensed EMS vehicle at that level. For example, a set of ALS gear would include ALL the required BLS gear required to operate an ALS vehicle.

How many functioning cots with 5 straps does your agency have? This will factor in to the total number of transport ambulances you are licensed and authorized to operate.

Verification of Information

This should be the name of the CEO/President that is authorizing the user to submit the application.

A letter of authorization should be uploaded granting the person submitting the application permission to do so.