

This manual contains login and other basic IGEMS system information for EMS Providers, EMS Agency Administrators, Medical Directors, EMS Education Programs and Instructors.

IGEMS User Guide

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IGEMS User Guide

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IGEMS User Guide

Introduction

Getting Started

Welcome to the Idaho Gateway for EMS (IGEMS), Idaho's new EMS licensing system. Before you can access IGEMS you need to either claim your account or create a new account. If you were an EMS student or licensed as an EMS provider prior to October 24, 2016, your account information was imported from our previous licensing system (IWISE) into IGEMS and you may use the 'Claim Account' option to access your account. If you are unsure if you have an account in IGEMS you may use the 'Personnel Lookup' function to check. If you do not find your account when using the 'Personnel Lookup', or you are a new user, you will need to create an account.

The figure on the next page is the landing page for IGEMS. You should bookmark or add this page to your browser favorites. This is the page you will use to claim or create an account, and once claimed or created, the page to access and login to your account.



Note that regardless of what screen you are on you will have a row at the top containing useful links to the main page of the Bureau's website, links to NREMT, TRAIN Idaho, Criminal History Unit, and sections within the Bureau's website.

This guide is intended as an overview of the website. Almost all screens have on-screen instructions. If you have difficulties performing a desired task and the on-screen instructions or information in this guide is inadequate, please share your feedback with us. This is your guide and any suggestions for improvement will be appreciated.

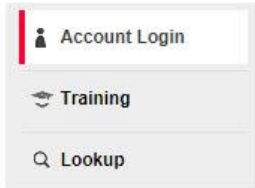
EMS Providers, Agency Administrators, EMS Instructors, Education Program Directors, and EMS students, as well as Agency Medical Directors must have an IGEMS account to perform the functions associated with provider licensure, agency licensure, education program activities, and optional module and skills credentialing. If you encounter any difficulties while claiming or creating your account, please contact us at 208-334-4000 or toll free at 1-877-554-3367.

IGEMS User Guide

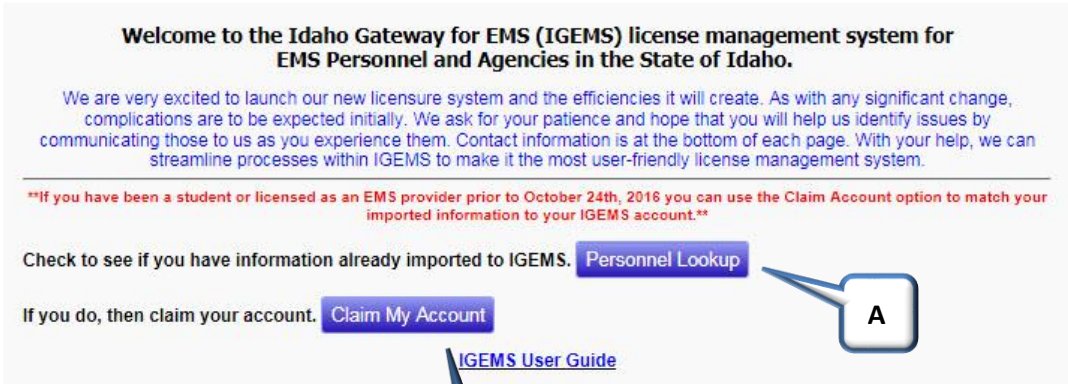
IGEMS Login Page



The header features the IGEMS logo on the left, which includes the text "IDAHO E.M.S." and a Star of Life symbol. To the right of the logo, the text "IGEMS" is displayed in a large, serif font. Below this, the text "IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES" and "BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS" is shown in a smaller, sans-serif font. A red navigation bar at the bottom of the header contains the following links: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, Provider Licensure, Education, EMSPC, and EMSAC.



A vertical menu on the left side of the page with three items: "Account Login" with a person icon, "Training" with a graduation cap icon, and "Lookup" with a magnifying glass icon.



Welcome to the Idaho Gateway for EMS (IGEMS) license management system for EMS Personnel and Agencies in the State of Idaho.

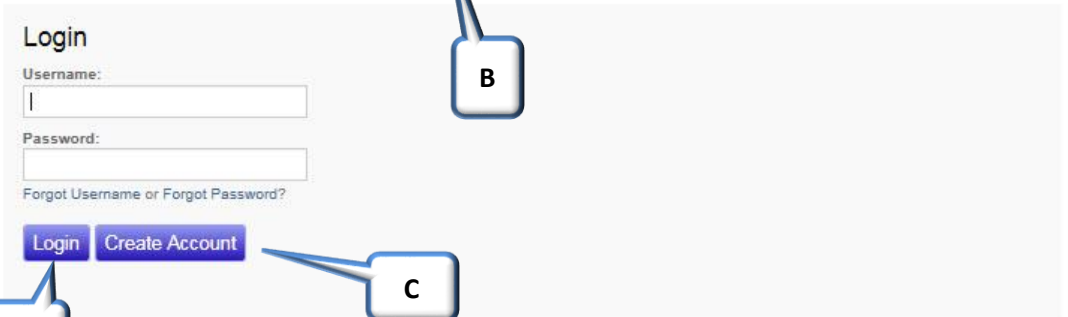
We are very excited to launch our new licensure system and the efficiencies it will create. As with any significant change, complications are to be expected initially. We ask for your patience and hope that you will help us identify issues by communicating those to us as you experience them. Contact information is at the bottom of each page. With your help, we can streamline processes within IGEMS to make it the most user-friendly license management system.

****If you have been a student or licensed as an EMS provider prior to October 24th, 2016 you can use the Claim Account option to match your imported information to your IGEMS account.****

Check to see if you have information already imported to IGEMS. **Personnel Lookup**

If you do, then claim your account. **Claim My Account**

[IGEMS User Guide](#)



Login

Username:

Password:

[Forgot Username or Forgot Password?](#)

Login **Create Account**

Callout A points to the Personnel Lookup button. Callout B points to the Claim My Account button. Callout C points to the Create Account button. Callout D points to the Login button.

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

- A. Click the **Personnel Lookup** button to see if you have an account in IGEMS.
- B. Click the **Claim My Account** button if you found your account in the Personnel Lookup or if you are certain you have an unclaimed account in IGEMS.
- C. Click the **Create Account** button if you are a new user or do not have an account in IGEMS.
- D. Click the **Login** button for access to your account once it's been created or claimed.

IGEMS User Guide

Public Lookup

Use the Public Lookup to see if you have any records imported from our previous data base.

IGEMS
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login
Training
Lookup
Personnel
Agency

Public Lookup

Enter your search criteria to locate a specific person or agency.

Type: Personnel

Provider Number:

First Name:

* Last Name:

Search

Only required field for public lookup.

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

IDAHO DEPARTMENT OF HEALTH & WELFARE
DIVISION OF PUBLIC HEALTH

Personnel: If you do, then you need to claim your account instead of creating a new one.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login
Training
Lookup
Personnel
Agency

Public Personnel Lookup

Enter any search criteria to find the public profile of any other personnel.

Provider Number:

First Name:

* Last Name: macgyver

Search Clear

Public Lookup will show all matching results.
Click on a name to see additional information or for a printable page of the look up results.

Search Results

Name	License Status	License Level	Expiration Date
MacGyver, Idaho	Active	Paramedic 2011	03/31/2019

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 10

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

IGEMS User Guide

Claim Your Account

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Account Login
Lookup

Forgot Username

Check IGEMS for account information in the database by using these unique identifiers.
An email will be generated to email address of record for security purposes. Obtain Login information by accessing that email account.

* Date of Birth: / /

* Last Name:

* Social Security Number: - - Show SSN

Lookup Back

If you found your information on the public look up, claim your account by entering the unique identifiers. An email will be sent to the email address you have provided to the Bureau. If you don't have an email address in our database, you will be prompted to enter a unique email address. You cannot share an email address with someone else in the IGEMS system.

If you can't access the email account identified on the next page, contact the Bureau at 1-877-554-3367 for further instructions on how to modify your unique email address.

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

Forgot Username/Password

Login

Username:

Password:

Forgot Username or Forgot Password?

Login Create Account

NOTE: If you click the 'Forgot Username or Forgot Password?' link on the login screen you will be routed to the same screen used to Claim Your Account (top of page). Enter the required information and an email will be sent to your email address on record. The message will contain your username and a link to reset your password.

IGEMS User Guide

Create an Account: Enter the required information to create your account.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider License

Account Login
Training
Lookup

Create Your Account

Please enter your address and email in the Address and Email sections. Your mailing address and email address will be used by the EMS office to send you official communications regarding your account and license but will not be shared publicly.

Account Demographics

* First Name:
Middle Name:
* Last Name:
Suffix:
Maiden Name:
Preferred Name:
* Social Security Number: - - Show SSN
What is this?
* Birth Date: / /
* Highest Education Level:

Address Information

Country: United States
* Address:
* Postal Code:
Click "Lookup" to select City, County, and State for this postal code.
* City:
County:
* State:

Contact Information

* Email:
* Verify Email:
* Primary Phone: - -
Work Phone: - -
Cell Phone: - -
* Username:

*required

Items marked with a red asterisk '*' must be populated to create an account.

IGEMS User Guide

My Account

IGEMS
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Idaho MacGyver | Logout

My Account

- Profile
- Applications
- Training
- Agency
- Lookup

Profile: Make updates to your account information on your profile. View Certification specifics.

Applications: View applications for Personnel and Agencies based on your authorization.

Training: Personnel can enter CE hours, Instructors can update course information, and Education Program Directors can request courses and exams.

Agency: Personnel can see their Agency affiliation. Agency Administrators can expand this section to see agency specific information and update Agency information and roster.

4 New trainings added
0 Upcoming training this week
0 Upcoming test this week

I am looking for...
Personnel
Provider Number First Name
Last Name

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

My Account Dashboard

IGEMS
IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Elroy E-MT | Logout

You are logged in. Welcome Elroy E-MT.

My Account

Personnel	Applications	Add CE Hours	Pay Fees New
	Check App Status	CE Tracker	

Elroy E-MT
EMT 2011
Number: 208-160006
Issued: 10/19/2016
Expiration: 03/31/2020

No forms pending

3 New trainings added
2 Upcoming trainings this week
0 Upcoming test this week

I am looking for...
Personnel
Provider Number First Name
Last Name

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

IGEMS User Guide

Profile - Demographic

Make updates to your demographic information of your profile.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider License

Welcome, Idaho M

My Account
Profile
Applications
Training
Agency
Lookup

MacGyver, Idaho (208-160007)
Paramedic 2011
Issue Date: 10/21/2016
Expiration Date: 03/31/2019

My Profile

Make updates to your account information on your profile. Click Save at the bottom of the page.

Demographics | Certifications

Account Demographics

* First Name: Idaho
Middle Name:
* Last Name: MacGyver
Suffix:
Maiden Name:
Preferred Name: Mac
* Social Security Number: - - - - - Show SSN
What is this?
* Birth Date: 03 / 17 / 1988
* Gender: Male
Highest Education Level: Bachelor Degree

Address Information

Country: United States
* Address: 2224 Old Penitentiary Rd
* Postal Code: 83712
Click "Lookup" to select City, County, and State for this postal code
* City: Boise (corporate name Boise City)
County: Ada
* State: Idaho

Contact Information

* Email: idahoems@dhw.idaho.gov
Primary Phone: 208 - 334 - 4009 Preferred
Work Phone: - - - Preferred

IGEMS User Guide

Profile - Certifications

Personnel licensing information for your current or most recent Idaho license.

The screenshot displays the user profile page for E-MT, Elroy George. The page is titled "Profile - Certifications" and shows personnel licensing information for the user's current or most recent Idaho license. The user is identified as E-MT, Elroy George (208-160006), with an EMT 2011 license issued on 10/19/2016 and expiring on 03/31/2020. The page is divided into two main sections: "Personnel Licensing 16.01.07" and "Instructor Certification 16.01.05".

Personnel Licensing 16.01.07

- Provider Number: 208-160006
- License Level: EMT 2011
- License Status: Active
- Effective Date: 10/19/2016
- Expiration Date: 03/31/2020

Instructor Certification 16.01.05

- Instructor Certificate Number:
- Instructor Level:
- Instructor Status: Pending
- Issue Date:
- Expiration Date:

Instructor Information

- Instructor: Yes
- Instructing Topics: CE - C1: Airway Respiration and Ventilation; CE - C2: Cardiovascular; CE - C3: Trauma; CE - C4: Medical; CE - C5: Operations: Landing Zone & Extrication Awareness; CE - C6: Pediatrics
- Instructing Locations: *CE Hours Reporting
- Administrator Locations: None

*required

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Email questions to EMSPROVLIC@dhw.idaho.gov or call 208-334-4000 for urgent issues or concerns.

Applications

Available Applications - My Applications

The screenshot displays the IGEMS web application interface. At the top, the IGEMS logo and name are shown, along with the text 'IDAHO'S GATEWAY FOR EMERGENCY MEDICAL SERVICES' and 'BUREAU OF EMERGENCY MEDICAL SERVICES & PREPAREDNESS'. A navigation bar contains links for IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, Provider Licensure, Education, EMSPC, and EMSAC. A sidebar on the left lists menu items: My Account, Applications (selected), Continue, Checkout, Transaction, Review, Training, Agency, Inspections, and Lookup. The main content area shows the user's name 'E-MT, Elroy George (208-160006)' and their role 'Emergency Medical Technician' with issue and expiration dates. Below this is a table of available applications, each with an 'Apply Now' button. The table has columns for 'Applications' and 'Action'. The applications listed are: Provider BLS License - Initial, Provider ALS License - Initial, Provider BLS License - Reinstatement, Ambulance Based Clinician, and Instructor Certification - Initial. At the bottom right, it says 'Records 1-5 of 5'.

Welcome, Elroy E-MT | 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.

My Applications | Service Applications

E-MT, Elroy George (208-160006)
Emergency Medical Technician
Issue Date: 03/23/2014
Expiration Date: 03/31/2017

Applications	Action
Provider BLS License - Initial EMT & EMR - Application for initial 3 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must have parental consent if 16 or 17 years old**	Apply Now
Provider ALS License - Initial AEMT & Paramedic - Application for initial 2 year license based on Idaho EMS Course, Reciprocity, or National Registry. **Must be 18 years old or older.**	Apply Now
Provider BLS License - Reinstatement EMT & EMR License reinstatement if license expired within the last 24 months.	Apply Now
Ambulance Based Clinician Ambulance Based Clinicians (ABC) are professionally licensed as an RN, PA, or APN and have completed the ABC Curriculum or EMT Initial Course.	Apply Now
Instructor Certification - Initial Initial application for state approved EMS Instructors for Initial EMS Courses.	Apply Now

nspections | Records 1-5 of 5

This page shows all provider applications available for this user. The applications available are determined by provider level and current license status, agency administration permissions, instructor or education program permissions, and current date. Renewal applications will not show until six months prior to your expiration date.

NOTE: Applications refer to agency and provider initial license and renewal license applications, Instructor and ABC applications, as well to all forms used to update data elements within IGEMS.

Agency (Service) Applications

Applications and forms that allow the Agency or Medical Director to make updates automatically.

The screenshot shows the IGEMS user interface. At the top, there is a navigation bar with links for IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, and Provider Licensure. Below this is a user profile section for 'Idaho MacGyver' with a 'Logout' link. A left sidebar contains navigation options: My Account, Applications (with sub-items: Continue 1, Checkout 1, Review), Training, Agency, and Lookup. The main content area is titled 'Available Applications' and includes a 'My Applications' section with a 'Service Applications' tab highlighted. A filter dropdown is set to 'AAA Archer Air Ambulance (None)'. Below this, the profile for 'AAA Archer Air Ambulance' is shown, including its address. A table lists available applications with 'Apply Now' buttons:

Applications	Action
Agency License - Renewal State approved EMS agency license.	Apply Now
Agency License - Initial License for new agencies or agencies changing operational declarations.	Apply Now
Optional Modules Addendum	Apply Now
Unaffiliate Personnel Form to unaffiliate personnel.	Apply Now
Education Program State of Idaho approved EMS Education Program for Initial Courses	Apply Now

As an Agency Administrator, this Provider can see applications for that Agency under the Service Applications.

Agency administrators will have access to the Service Applications. Providers without agency administration permissions will be unable to view or access service applications.

Continue

The 'Continue My Applications' section show below contains any incomplete applications that you started and were incomplete when saved. Before starting a new application one should check this section to ensure one is not starting an application that has already been initiated.

IGEMS User Guide

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Elroy E-MT | Logout

My Account

- Applications
 - Continue 1
 - Checkout
 - Review
- Training
- Agency
- Lookup

Application created successfully.

Continue My Applications

This section allows you to work with the forms for applications filling out. Continue for forms that are still in progress or the PDF icon for forms that are already completed.

You can click the grey header bar for any license application to use the filters and search box at the top of the page to narrow criteria, click Go to search for licenses matching your criteria.

You have 1 forms to complete.

Application [] to [] - Issued []

Application [] GO CLEAR

Provider ALS License - Initial

Status: Initiated
Number: 208-160006
Forms: 0 of 1 completed

Initiated On: 10/21/2016
Issue Date:
Expiration Date:

Forms - Blank		
Form	Requested	Completed
Initial Provider	Fri 10/21/16	

Start

Records 1-1 of 1

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Callout Box: This section allows you to work with the forms for applications you have already started. Click Start to work with forms you have not yet started filling out, Continue for forms that are still in progress or the PDF icon to view a form you already completed.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Elroy E-MT | Logout

My Account

- Applications
 - Continue 3
 - Checkout 1
 - Review 1
- Training
- Agency
- Lookup

Form saved successfully.

Continue My Applications

This section allows you to work with the forms for applications filling out. Continue for forms that are still in progress or the PDF icon for forms that are already completed.

You can click the grey header bar for any license application to use the filters and search box at the top of the page to narrow criteria, click Go to search for licenses matching your criteria.

You have 3 forms to complete.

Application [] to [] - Issued []

Application [] GO CLEAR

Provider ALS License - Initial

Status: Fee Payment Required
Number: 208-160006
Forms: 1 of 6 completed

Initiated On: 10/21/2016
Issue Date:
Expiration Date:

Forms - Blank		
Form	Requested	Completed
Initial Provider	Fri 10/21/16	Fri 10/21/16
Fee Payment Method	Fri 10/21/16	
Out of State License Verify		
Form	Requested	Completed
Out of State License Disclosure - Required	Fri 10/21/16	
Forms - Blank		
Form	Requested	Completed
Standardized Exam Proof	Fri 10/21/16	

Start

Start

Start

Records 1-1 of 1

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Callout Box: You will also check back here to see the status of your application and look for any additional request for information made by the Bureau. You will also receive email correspondence regarding your application so check the email account you have listed in the Profile section for information as well.

Arrows: Three arrows point to the 'Fee Payment Method', 'Out of State License Disclosure - Required', and 'Standardized Exam Proof' rows. One arrow points to the PDF icon in the 'Initial Provider' row.

IGEMS User Guide

Fill-out and Submit Applications

Initial Provider

Page 1 Page 2

Application for Initial Idaho EMS License

* First Name:
Elroy

* Last Name:
E-MT

Date of Birth:
01 / 02 / 1998
mm/dd/yyyy

Please select the level of licensure you are seeking:

* Application for License Level:
- Application for License Level -

Educational Requirements

Do you meet one of the following eligibility requirements?

- I passed an Idaho EMS Initial Course and the standards of the course.
- I possess a current EMS License in another state at or above the license level of this application.
- I possess a current National Registry of EMTs (NREMT) registration at or above the license level of this application.

No I have not met any of the 3 requirements.
 Yes I have met at least one of the 3 requirements.

If Yes, select all that apply:

- I have completed an Idaho Initial Course.
- I have a current EMS license in another state.
- I have a current NREMT registration.

IDHW Criminal History Unit Background Check

Have you successfully completed a criminal history background check by the Idaho Department of Health & Welfare's Criminal History Unit (CHU) within the last 36 months?

- No I haven't applied for a CHU background check.
- Yes I have applied for a CHU background check or have cleared a CHU background check within the last 3 years.

Idaho EMS Agency Affiliation

Applicants for licensure must have a current affiliation with a licensed Idaho EMS Agency that functions at, or above, the level of licensure being sought by the applicant.

* Have you obtained affiliation with an Idaho Licensed EMS Agency?:
 Yes
 No

If yes, select the qualifying agency you have obtained affiliation for the purpose of licensure.

Agency Affiliation for the purpose of this application:
- Agency Affiliation for the purpose of this application. -

Check Eligibility to Apply for Licensure

By submitting this eligibility verification, I certify that the information I have provided within, including any attached supplemental information, is true, complete, and correct. I understand that all information is subject to audit and that violation of IDAPA 16.01.07 "Emergency Medical Services - (EMS) Personnel Licensing Requirements" or 16.01.12 "Emergency Medical Services (EMS) - Complaints, Investigations, and Disciplinary Actions" may result in denial, refusal to renew, suspension, or revocation of my EMS license.

Check Eligibility

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Read the questions on the applications and answer honestly and accurately for the best processing times and to avoid delays in licensing.

IGEMS User Guide

Checkout

Access Idaho allows personnel to pay application fees online through Access Idaho.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure

Welcome, Andy Ad-vanced | Logout

Checkout

To pay fees online through **Access Idaho**, select the license(s) and click **Pay Now** below to begin the online payment process.

License	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> Provider ALS License - Initial	10/19/2018	\$0.01	\$0.01
Totals:		\$0.01	\$0.01

To pay fees online through Access Idaho's web service follow the instructions on the page.

Pay now

Agency Administrators can also pay for fees through Access Idaho after selecting the Providers on their Personnel Roster.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Idaho MacGyver | Logout

Roster updated successfully.

AAA Archer Air Ambulance

2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712
Paramedic

Personnel

Use the Position drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click Clear. Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the Documents column.

Personnel Roster Status Changes

* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 39-1393.

Add an Existing Personnel to Agency Roster

Personnel: **Add Existing Personnel to AAA Archer Air Ambulance**

Search by Personnel name or License number

Name	Positions	Level	Issued	Expiration	Docs
<input checked="" type="checkbox"/> MacGyver, Idaho					
<input type="checkbox"/> Sawbones, Doc					
<input checked="" type="checkbox"/> Ad-vanced, Andy (208-180004)					
<input type="checkbox"/> E-MT, Elroy George (208-180008)					
<input type="checkbox"/> Admin, Primus (39008)					
<input type="checkbox"/> EM-R, Rob					
<input type="checkbox"/> Surjan, Christian					

Agencies can submit payment for Personnel who have fees from Advanced/ Paramedic License applications by clicking on the box next to their name to check mark it, then selecting from the drop down menu at the bottom of the page the option "Pay License for Selected Users", then clicking the Go button. You will be directed to the same Access Idaho payment options but it will be a list of your Personnel instead of just individual account.

Pay License for Selected Users

IGEMS User Guide

Payment Method

Payment Method indicates how you are going to pay through Access Idaho.

IdahoEMS.org | NREMT | TRAIN Idaho | CHU Background Check | Provider Licensure

Welcome, Andy Ad-vanced | Logout

My Account

- Applications
- Continue
- Checkout 1
- Review

Training

- Agency
- Lookup

Payment Detail

Access Idaho allows you to pay fees with a credit/debit card or an online check. Their online convenience fees are 3%+ \$1 for credit card transactions or \$2.50 flat fee for an online check.

[Credit Card Fees Example](#)

\$25 license renewal fee = \$1.75 convenience fee	\$25 license fee x 4 = \$4.00 convenience fee
\$35 initial license fee = \$2.05 convenience fee	\$35 license fee x 4 = \$5.20 convenience fee

Account

* Payment Method:

Submit Transaction

License	Amount
Provider ALS License - Initial	\$0.01
Totals:	\$0.01

Access Idaho

A secure service from Idaho.gov

IDAHO

 Official Payment Site of the State of Idaho

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit

Transaction Summary

Payment

Payment Type

Payment Type *

Credit Card ✓

Next >

Customer Information

Payment Info

Cancel

Follow Access Idaho's instructions for processing payment.

IGEMS User Guide

Review Applications for Approvals

Agency Administrators and Medical Directors will receive notifications to review Personnel applications that require agency or Medical Director approval.

The screenshot shows the IGEMS interface. At the top, there are navigation tabs: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, and Provider Licensure. A user is logged in as Idaho MacGyver. On the left is a 'My Account' sidebar with 'Applications' selected, showing 'Continue 1', 'Checkout 1', and 'Review 1'. The main area is titled 'Review Applications' and contains a yellow banner: 'You have 1 forms to review.' Below this is a table of application details for 'Elroy E-MT : Provider ALS License - Initial'. A callout box with a blue border contains the text: 'Agency Administrators will find application approvals in the Review Applications page. They will need to select the Start/Continue button and answer any relevant questions then sign electronically using their IGEMS username/password.' Blue arrows point from the callout box to the 'Review 1' button in the sidebar, the application title, and the 'Start' button at the bottom right of the application details table.

Agency Administrators will find application approvals in the Review Applications page. They will need to select the Start/Continue button and answer any relevant questions then sign electronically using their IGEMS username/password.

Form	Requested	Completed
Out of State License Verify		
Form	Requested	Completed
Out of State License Disclosure - Required	Fri 10/21/16	Fri 10/21/16
Forms - Blank		
Form	Requested	Completed
Fee Payment Method	Fri 10/21/16	Fri 10/21/16
Initial Provider	Fri 10/21/16	Fri 10/21/16
CHU Placeholder License	Fri 10/21/16	
Out of State License Verify		
Form	Requested	Completed
Out of State Bureau Verify	Fri 10/21/16	
Forms - Blank		
Form	Requested	Completed
Standardized Exam Proof	Fri 10/21/16	
Authorizing Representative Statement- Direct Bill	Fri 10/21/16	<input type="button" value="Start"/>

Records 1-1 of 1

IGEMS User Guide

Training

Personnel: Add CE Hours

Manage Courses

Welcome, Elroy E-MT | Logout

Manage Training Courses

Add CE hours by selecting the **Add New Course** button.

****Add Category Hours, Attendees, and supporting Documents by Clicking on your course from the list below.****

Add New Course

Start: [] to End: [] - Training Created On - [] [GO] [CLEAR]

Name ▲	Number	Status	Training Date	Closing Date	Trainer	Location	Completed Attendees
Continuing Education	CE-16-00008	*CE Hours	10/21/2016		Idaho MacGyver	*CE Hours Reporting	0 / 1
Continuing Education	CE-16-00009	*CE Hours	10/27/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	1 / 1
Continuing Education	CE-16-00010	*CE Hours	10/28/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	0 / 0
Continuing Education	CEU-2016-00011	*CE Hours	04/06/2016		Elroy E-MT	*CEU Venue: Nationally recognized courses	1 / 1

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Education Program Directors: Request Initial EMS Courses and Exams

State Approved Courses and Exams require approval. When the course or exam is approved, it will appear on the Manage Courses page where you can add attendees and update their status.

Welcome, Idaho MacGyver | Logout

My Training Requests

Education Program Directors can request a state approved Initial EMS Course or request a psychomotor or mobile written exam.

Apply For Course Approval

Start: [] End: [] - Training Created On - [] - Status - []

[GO] [CLEAR]

Name ▲	Number	Status	Training Date	Trainer Name	Location	Submitted Date	Closing Date
Exam - EMT Psychomotor	EX-EMT-16-004	Submit Request to Bureau	01/07/2017	Idaho MacGyver	College of Western Idaho-test	10/18/2016	
Initial EMR	EMR-2016-0032	Submit Request to Bureau	08/31/2016 - 09/30/2016	Idaho MacGyver	College of Western Idaho-test	08/03/2016	

Records 1-2 of 2 | First | Previous | Next | Last | Per Page 10 ▼

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IGEMS User Guide

The steps are the same for Adding CE and Initial Courses/Exams, except only Program Directors can view the Request menu option and have the Initial Courses and Exam Course Types.

Step 1. Details Tab

Add New Training

Step 1. Course Type = Continuing Education (CE), Course Name = Course Hours Entry, Status = *CE Hours, Location = *CE Hours Reporting, Trainer = *CE Hour, Reporting

[Details](#) | [Topical Hours](#) | [Documents](#) | [Confirmation](#)

Add/Edit Training Details

* Course Type:

* Course Name:
Select a Course Type

Training Number:

Status:

Region Held:

Training Sponsor:

* Location:

* Trainer:

Co-Instructor:

Medical Director:

Description:

Dates

Multiple Dates: Yes No
Selecting "Yes" will add the Multiple Dates tab allowing you to replicate this training for multiple dates

* Start Date and Time: / /

End Date and Time: / /

Test Date: / /

Allow Registration: Yes No
Selecting "Yes" will allow public users to register for this class.

Attendee Signup Start: / /

Attendee Signup End: / /

Attendee Max Count:
Public users can not register for the training once the max count has been reached.

Notes

Internal Note:

Training Coordinated By: Elroy E-MT

IGEMS User Guide

Step 2. Topical Hours/Documents/Confirmation Tabs

Step 2. **Save and Continue** on **Topical Hours** and **Documents** (entered later). Then on the **Confirmation** page **Add Training**.

Select **Save and Continue**, you'll enter hours later.

Details | Topical Hours | Documents | Confirmation

Update the number of hours that are applicable to each category for this training after you've added the course.

Currently the selected instructor does not have permissions to teach any topics associated with the selected course type

Add Topic

Topics	Completed Hours
<input type="text" value="--- Topic ---"/>	<input type="text"/>

Save and Continue **Cancel**

Select **Save and Continue**, you can upload Certificates later.

Details | Topical Hours | Documents | Confirmation

CE Hours Entry: (Optional) Upload supporting documents for Proof of Completion requirements. Any documents uploaded to IGEMS will be considered to have been provided in the event of an audit.

Upload a Document

Name	Description
No records	

Save and Continue **Cancel**

Select **Add Training**, and return to the Manage Courses page to continue.

Details | Topical Hours | Documents | Confirmation

Details Name: CE Hours Entry Description: Location: *CE Hours Reporting Trainer: *CE Hour, Reporting	Documents No Document Uploaded		
Topics No Topics Added	Tests No Tests Added		
Multiple Dates			
Course 1	Training Date 12/25/2016 to	Attendee Signup	Test Date

Add Training **Cancel**

IGEMS User Guide

Step 3. Click on the course you entered to add CE Hours, Yourself as an attendee, and any supporting Documents like certificates or rosters.

Manage Training Courses

Add CE hours by selecting the **Add New Course** button.

****Add Category Hours, Attendees, and supporting Documents by Clicking on your course from the list below****

Add New Course

Training Created On: [] to [] - Training Created On - [] [Training] [GO] [CLEAR]

Name ▲	Number	Status	Training Date	Closing Date	Trainer	Location	Completed Attendees
CE Hours Entry	CE-16-00018	*CE Hours	10/25/2016		Reporting *CE Hour	*CE Hours Reporting	0 / 0
Continuing Education	CEU-2016-00011	*CE Hours	04/08/2016		Elroy E-MT	*CEU Venue: Nationally recognized courses	1 / 1
Continuing Education	CE-16-00008	*CE Hours	10/21/2016		Idaho MacGyver	*CE Hours Reporting	0 / 1
Continuing Education	CE-16-00009	*CE Hours	10/27/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	1 / 1
Continuing Education	CE-16-00010	*CE Hours	10/28/2016 at 8:00 AM - 5:00 PM		Second Tester	*CE Hours Reporting	0 / 0

Records 1-5 of 5 | First | Previous | Next | Last | Per Page 10 ▼

Select the Topical Hours Tab
CE Categories are now prepopulated and you can enter CE Hours

Training Topical Hours

Update the number of hours that are applicable to each category for this training after you've added the course.

Details | Topical Hours | Attendees | Documents

Topics	Completed Hours	Delete
CE - C1: Airway, Respiration, and Ventilation	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C2: Cardiovascular	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C3: Trauma	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C4: Medical	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C5: Operations: Landing Zone & Extrication Awareness	<input type="text" value="0"/>	<input type="checkbox"/>
CE - C6: Pediatrics	<input type="text" value="0"/>	<input type="checkbox"/>
- Topic - ▼	<input type="text"/>	

Save

IGEMS User Guide

Select the Attendees Tab

Search for your name and check the box next to your name when it comes up. Then click **Add Selected Providers**

Training Attendees

CE Hours Entry: Type your name in the Search Providers box and check the box next to your name when it appears. Select the Add Selected Providers button. Then select the Completion Date and update the status to Pass to receive credit for hours and save the roster.

Education Program Directors and Instructors: Search for students and add them to the roster. When they have completed the Initial EMS Course or Exam update the Complete Date and Status then save the roster.

Details | Topical Hours | **Attendees** | Documents

To make additions to this course attendee roster, search for providers with the text box below, check them, and then click 'Add Selected Providers'. You can search by name, email, or certification number.

Add Attendees

Completed On: / / Today

Search Personnel to Add to Training:

Full Name	Email	Birth Date
<input type="checkbox"/> E-MT, Elroy George	IDEMSTest7@gmail.com	01/02/1996

Records 1-1 of 1 | First | Previous | Next | Last | Per Page 10

Add Selected Providers

Enter the **Completed Date** and set Status to **Pass**, then **Apply to All** & **Save Training Roster**

Details | Topical Hours | **Attendees** | Documents

To make additions to this course attendee roster, search for providers with the text box below, check them, and then click 'Add Selected Providers'. You can search by name, email, or certification number.

Add Attendees

Completed On: / / Today

Search Personnel to Add to Training:

Add Selected Providers **Save Training Roster**

Selected Attendees

Attendees	Registered	Completed On	Attendee Status	Action
		<input type="text" value="10"/> / <input type="text" value="25"/> / <input type="text" value="2016"/> Today	Pass	Apply To All
E-MT, Elroy George (208-160006)	Tue 10/25/16 5:10 PM	<input type="text" value="10"/> / <input type="text" value="25"/> / <input type="text" value="2016"/> Today	Pass	<input type="checkbox"/> Delete

Save Training Roster

IGEMS User Guide

Select Documents Tab

(Optional) You can upload certificates of completion or signed Training Rosters.

Details | Topical Hours | Attendees | Documents

Upload a Document

Name ▲	Type	File	Size	Modified	User
No Records					

Records 0-0 of 0 | First | Previous | Next | Last | Per Page 10 ▼

Report: CE Tracker

Select the level of license you want to check requirements and make sure the dates are correct.

Select the license level requirements you want to check, and verify the date range. Hit the GO button.

CE Requirements will change to the level selected. The hours that have been reported in IGEMS by the Provider and Agency will populate the Completed column. Any categories that haven't met the requirements will be in the Remaining column and the Total remaining hours are at the bottom of the Remaining column.

Level	Requirement	Topic/Competency	Required	Max	Completed	Remaining
Paramedic Renewal						
Reporting hours/credits from 05/01/2018 to 03/31/2019						
Category Minimums						
	CE - C1: Airway, Respiration, and Ventilation		1.00	22.00	8.00	0.00
	CE - C2: Cardiovascular		1.00	22.00	8.00	0.00
	CE - C3: Trauma		1.00	22.00	8.00	0.00
	CE - C4: Medical		1.00	22.00	8.00	0.00
	CE - C5: Operations: Landing Zone & Extrication Awareness		1.00	22.00	8.00	0.00
	CE - C6: Pediatrics		8.00	22.00	2.00	6.00
	Requirement Total:		72.00		42.00	30.00
	Level Requirements Total:		72.00		42.00	30.00

IGEMS User Guide

Agency

Agency Administration & Medical Directors

Access Agency options by selecting Agency from the menu and clicking on the agency name.

The screenshot shows the IGEMS home page. At the top is a red navigation bar with links: IdahoEMS.org, NREMT, TRAIN Idaho, CHU Background Check, Provider Licensure, Education, EMSPC, and EMSAC. On the left is a sidebar menu with items: My Account, Applications, Training, Agency (highlighted with a red arrow), and Lookup. The main content area is titled 'All Service' and contains a search box with 'GO' and 'CLEAR' buttons. Below the search box is a table of agencies. The first row is highlighted with a red arrow and contains the following data:

Agency	Service	Permit Level	Address	City	County	Phone	Primary
AAA Archer Air Ambulance			2220 Old Penitentiary Rd	Boise City (corporate name for Boise)	Ada	208-334-4000	<input type="checkbox"/>

Below the table is a legend for icons: a person icon for 'Credentialed Provider', a person with a star for 'OM Credentialed', a person with a star and a plus sign for 'Primary Agency Contact', a person with a star and a plus sign in a square for 'Agency Administration', a person with a star and a plus sign in a square with a cross for 'Medical Director', and a person with a star and a plus sign in a square with a cross and a plus sign for 'Medical Director Designee'.

Agency Information and Licensing

The screenshot shows the 'Agency Information and Licensing' page for 'AAA Archer Air Ambulance'. The page has a sidebar menu with items: My Account, Applications, Training, Agency (selected), Details, Medical Directors, Personnel, Stations, Vehicles, Service Areas, and Lookup. The main content area is titled 'AAA Archer Air Ambulance' and includes a 'Back To Agency' button. Below this is the 'Agency Demographics' section, which has tabs for 'Demographics' and 'Organization'. The 'Details' tab is active, showing the following information:

Name: AAA Archer Air Ambulance
Sync Method: PERCS
Service Classification: EMS System
Active: Yes
Daylight Savings Time Use: Yes
Time Zone: GMT-7:00 Mountain Time
Email: idahoemstest2@gmail.com
Phone: 208-334-4000
Fax:
Website:
Address: 2220 Old Penitentiary Rd
City: Boise City (corporate name for Boise)
County: Ada
State: Idaho
Postal Code: 83712
Shipping address same as the base address

Below the details is the 'Certification' section, which has two tabs: 'Agency' and 'Optional Modules - Agency'. The 'Agency' tab is active, showing the following information:

Agency License Number: 3176
Highest Clinical Level: Advanced 85
Status: Active
Effective Date: 10/19/2016
Expiration Date: 09/30/2018

The 'Optional Modules - Agency' tab is also active, showing the following information:

Level(s) Approved for OMs: Advanced 85, Advanced 85, Advanced 85
Status: Active
Effective Date:
Expiration Date: 03/01/2017
EMR Approved OMs:

IGEMS User Guide

Agency Medical Director Information

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Idaho Mac Gyver | Logout

AAA Archer Air Ambulance
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712
Advanced 85

Medical Directors

Click the name of any medical director to view additional details about his or her profile.

Medical Director [GO] [CLEAR]

Name	Positions	License Level	Expiration Date
Sawbones, Doc ()	+		

Contact Profile	Positions	Email	Home Phone	Cell Phone	Work Phone	Address
Default	+	idmtnmacgyver@gmail.com				2220 Boise Ave Boise (corporate name Boise City), ID 83712 Ada County

+ = Online Medical Director + = Offline Medical Director

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If you have any questions or concerns while using IGEMS, you can contact the Idaho Bureau of EMS & Preparedness at EMSPROVLIC@dhw.idaho.gov or 1-877-554-3367 toll free.

Agency Personnel Roster

Personnel Roster allows you to add or remove personnel. Their current roles in the agency are indicated by the position icons which are detailed below the roster view.

IdahoEMS.org NREMT TRAIN Idaho CHU Background Check Provider Licensure Education EMSPC EMSAC

Welcome, Idaho Mac Gyver | Logout

AAA Archer Air Ambulance
2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712
Advanced 85

Personnel

Use the Position drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click Clear. Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the Documents column.

Personnel Roster Status Changes

* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 30-1393.

Add an Existing Personnel to Agency Roster

Personnel: [] [GO] [CLEAR] Add Existing Personnel to AAA Archer Air Ambulance

Search by Personnel name or License number.

Name	Positions	Level	Issued	Expiration	Docs
MacGyver, Idaho	+	Paramedic	10/22/2016	03/31/2019	
Sawbones, Doc	+				
Ad-vanced, Andy (208-160004)	+		10/19/2016	03/31/2020	
E-MT, Elroy George (208-160006)	+	Emergency Medical Technician			
Coleman, Derek (208-190010)	+	Ambulance Based Clinician	10/22/2016	10/22/2019	
Admin, Primus (30008)	+	Paramedic			
EM-R, Rob	+	Paramedic			
Surjan, Christian	+	Paramedic			

- I Want To - [GO] Records 1-8 of 8 | First | Previous | Next | Last | Per Page 10

+ = Credentialed Provider + = OM Credentialed + = Primary Agency Contact + = Agency Administration + = Medical Director
+ = Medical Director Designee + = Inactive User

IGEMS User Guide


Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click *Clear*. Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

Personnel Roster Status Changes

* IDAPA 16.01.07.400 authorizes the Idaho Emergency Medical Services (EMS) Bureau to investigate any action, conduct, or failure to act which is inconsistent with the professionalism, and/or standards established by the Rules Governing EMS. In accordance with this responsibility, please notify the EMS Bureau when a licensed EMS provider is terminated for cause or is the subject of local disciplinary action (LDA). This includes a medical director sanction of a limited scope of practice, restriction or withdrawal of medical director approval to function, per IDAPA 16.02.02.300.02. Disclosure of the circumstances will result in an initial review and may lead to a request for further information and full investigation by the EMS Bureau. LDA must be reported within fifteen (15) days per Idaho Code 39-1393.


Add an Existing Personnel to Agency Roster

Personnel: 

Search by Personnel name or License number

Name	Positions	Level	Issued	Expiration	Docs
MacGyver, Idaho		Paramedic	10/22/2016	03/31/2019	
Sawbones, Doc					
Ad-vanced, Andy (208-160004)			10/19/2016	03/31/2020	
E-MT, Elroy George (208-160006)		Emergency Medical Technician			
Coleman, Derek (208-160010)		Ambulance Based Clinician	10/22/2016	10/22/2019	
Admin, Primus (39008)		Paramedic			
EM-R, Rob		Paramedic			
Surjan, Christian		Paramedic			

- I Want To - Records 1-8 of 8 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10

= Credentialed Provider = OM Credentialed = Primary Agency Contact = Agency Administration = Medical Director
 = Medical Director Designee = Inactive User 

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Agency Administration Roster Role Updates

Select the from the Applications menu then click the button to the right of the 'Agency Admin Roster Role Update' entry. Follow the on-screen instructions to update agency administrator roles such as Primary Contact, Agency Administration, Medical Director Designee, as well as provider roles such as Credentialed Provider, OM Credentialed, Instructor, and Education Program Director. One may also add or remove the Medical Director role with this application.

IGEMS User Guide

Agency Stations

Click on the station name to see more details.

Welcome, Idaho MacGyver | Logout

My Account

Applications

Training

Agency

- Details
- Medical Directors
- Personnel
- Stations**
- Vehicles
- Service Areas

Lookup

AAA Archer Air Ambulance

2220 Old Penitentiary Rd, Boise City (corporate name for Boise), Idaho 83712
Advanced 85

[← Back To Agency](#)

Stations

To sort the list of stations based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Name ▲	Number	City	County	State	Postal Code
AAA Archer Headquarters		Boise City (corporate name for Boise)	Ada	83712	ID

Details

Stations

To sort the list of stations based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Name: AAA Archer Headquarters

Agency Headquarters: True

Site Address: 2220 Old Penitentiary Rd

City: Boise City (corporate name for Boise)

County: Ada

State: Idaho

Non-Emergency Site Phone: 208-334-4009

[← Back](#)

IGEMS User Guide

Agency Vehicles

Click on the vehicles to see more details.

Welcome, Idaho MacGyver | Logout

AAA Archer Air Ambulance
2220 Old Penitentiary Rd., Boise City (corporate name for Boise), Idaho 83712
Advanced 85 [Back To Agency](#)

Vehicles

To sort the list of vehicles based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Serial Number	Last Inspection	Last Inspection Outcome	Permit Number	Make	Model	Year
012890734FV						1998
VIN:9987387784923				Chevrolet	Bel Air	1958

Vehicle Details

AAA Archer Air Ambulance
2220 Old Penitentiary Rd., Boise City (corporate name for Boise), Idaho 83712
Advanced 85 [Back To Agency](#)

Vehicles

To sort the list of vehicles based on the values in a specific column, click the header text for that column. Click again to sort in the opposite direction (e.g., if sorting a-z, clicking again will sort z-a).

Identification

Unit Number: 5884
Call Sign: Venkman
Serial Number: VIN:9987387784923
Registration Number:
Status: Active

Details

Make: Chevrolet
Model: Bel Air
Year: 1958
Vehicle Type: Ambulance
Resource Category Type:
Purchase Date: 10/31/1984
Mutual Aid Response Type:
Apparatus Use: Yes

Certifications

Statistics

Initial Cost: \$0.00
Yearly Stats: There isn't any Yearly statistical information.

[Back](#)