

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. **The SAVE feature** is under Verification of Information. The application will timeout at 20 minutes of in activity and will NOT save changes. To SAVE the application you must go to the Verification of Information page and click on the SAVE feature. The changed application will save as a separate file and YOUR previous application will change to VIEW only until you submit the updated application.
2. **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 add them as a member of your management. You will not be able to submit an application until this step is complete.
3. **Ownership** – All members of the ownership team (investors) 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 add them as an owner. You will not be able to submit an application until this step is complete.
4. **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.
5. **Personnel** – When adding personnel to your roster *in the future* you will need to identify each person as either paid or volunteer. As a default, all the imported rosters have personnel marked as paid. Presently, if you change the person to volunteer they will revert to paid. The Personnel Roster should 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. Note, all Personnel added or removed from the Agency's Roster, with a valid email address in the Registry, will receive an email notifying them of the change.
6. **Vehicle Information** – All vehicles imported from the old database are marked as an "ambulance" or the type is blank. When you submit an amendment or renewal, please update these vehicles appropriately to Ambulance, Squad or QRS. (The Passed Inspection on and Out of Service fields are for Regional Council use only.)

7. Please review the tables below for additional information regarding the information required 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	The field needs to be completed ONLY if the agency Does Business As (D/B/A) anything other than the legal name of the corporation. If a D/B/A is used, a fictitious name must be registered with the Pennsylvania Department of State Multiple D/B/A's can be entered
Level of Service	Please check all levels that apply. This will impact that level of service your agency is licensed and inspected for
Administrative Headquarters	This is the location for agency policies, personnel records, business records, etc.
Contact Person	The person, which the Regional Council staff would contact with questions regarding the application or inspections.
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 same address as 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 located.
System Status Management	System Status Management is YES if you keep Status with a PSAP (911 center)
Service Areas	If an agency has primary 911 coverage area for any area of 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 which 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 effective September 1, 2019 Agency Medical Directors will be required to have an EMS Registry account. After September 1, 2019, the section will be converted to a search function and free text entry will not be allowed.	

Management

Management Team	<p>Any persons with direct operational oversight and decision making of the EMS agency will 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. If they are not a provider they need to apply for an Administrative Access ID number.</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 and mutual-aid Agreements are not management service contracts for this application.</p>
Agency Emergency Contact	<p>The persons entered in these fields need to 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 can NOT be submitted with an expired providers on the Roster. Expired providers will appear in Red on the roster.</p>
Paid/Volunteer	<p>Once a provider is selected to be on a roster their status will always change to paid when updated. Volunteer selection will be corrected in the future software update.</p>
CCT/Flight Personnel	<p>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.</p>
Roster Totals	<p>This will be calculated from your roster entries</p>
Pre-Hospital Personnel	<p>Paid Vs. Volunteer numbers need to be calculate from the personnel on your Roster and must equal the total on your Roster. This number will be made available to PennDOT for vehicle registration purposes.</p>
Response Plan	<p>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.</p>
Staffing Plan	<p>This is an acknowledgment the agency agrees to meet the minimum staffing requirements for all levels of service provided.</p>

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 QRS 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 operated always 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 simultaneously.

Verification of Information

This needs be the name of the CEO/President/Chief who 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.