

Quick Guide

Virginia EMS Portal

How to Initiate or Request an Agency Affiliation



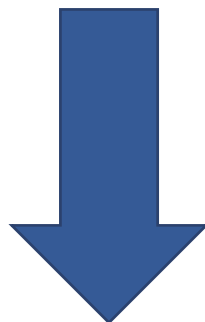
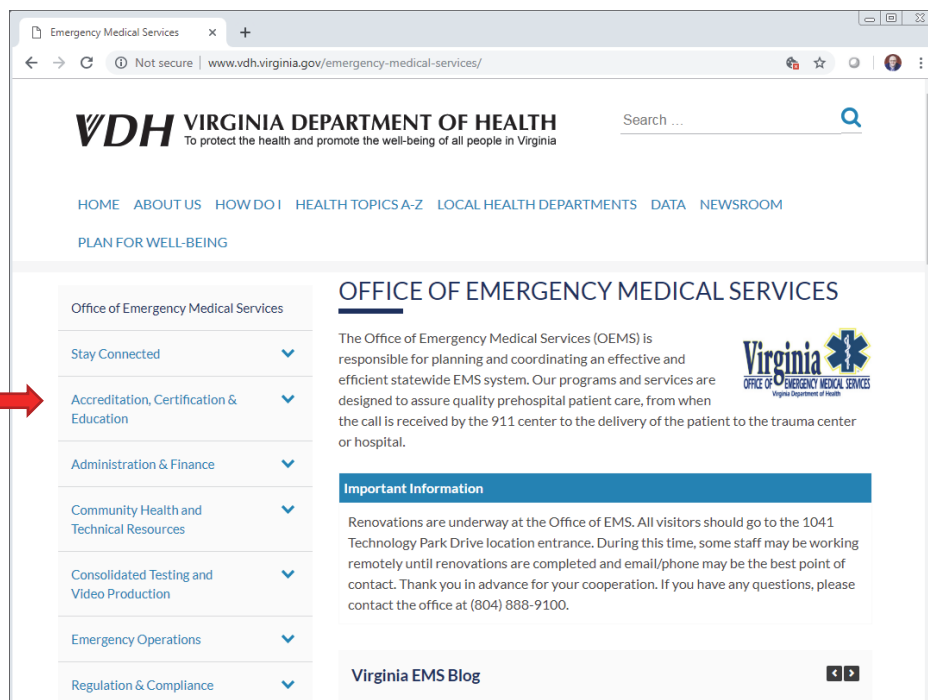
EMS Portal: Affiliation Request

This Quick Guide has been developed to assist Virginia EMS Providers with making an online request for affiliation with an EMS agency.

Please follow this step-by-step guidance. Note: The EMS Portal works best when using Google Chrome or with Internet Explorer (IE).

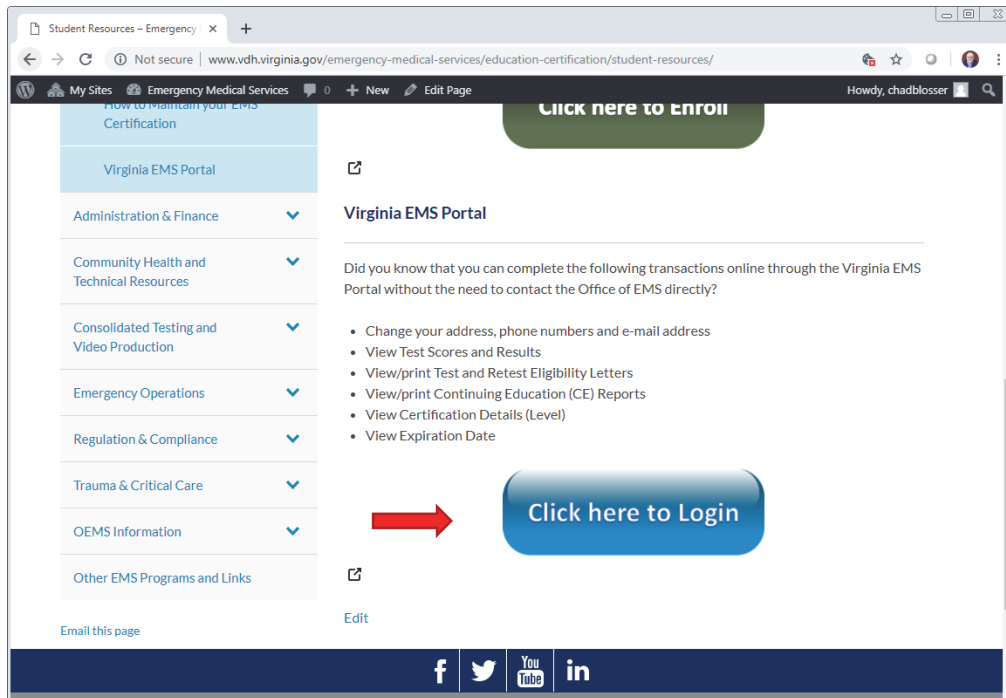
Step 1: Accessing the OEMS Webpage

1. Open your web browser and type the following URL into the address bar:
<http://www.vdh.virginia.gov/emergency-medical-services/>
2. Click on **Accreditation, Certification & Education** in the menu on the left-hand side of the screen.



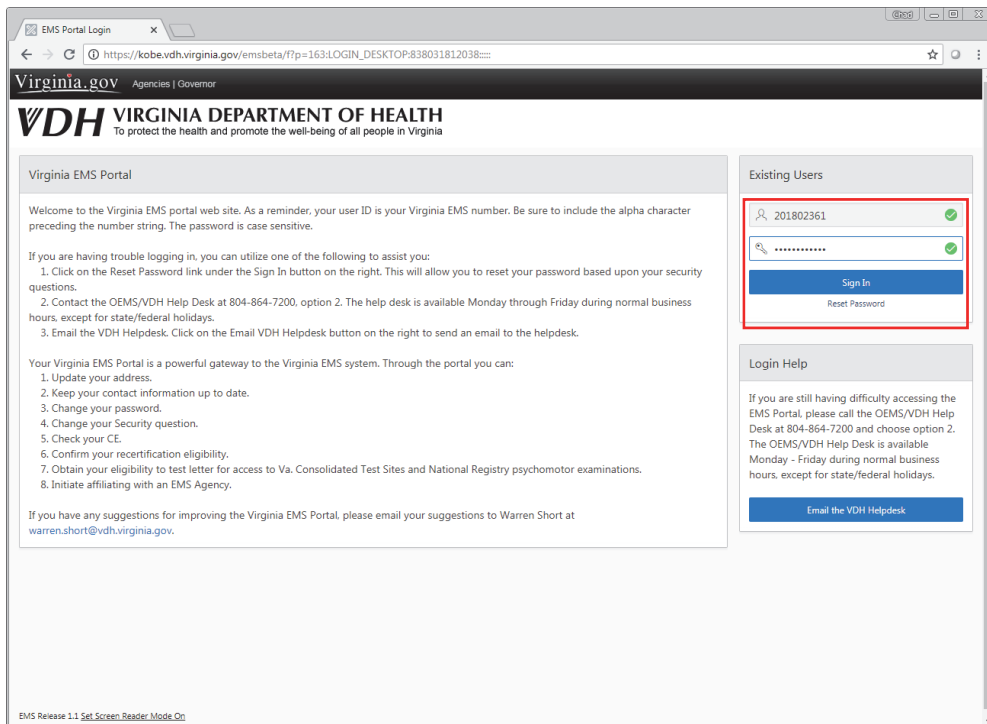
Step 2: Accessing the Virginia EMS Portal

1. Scroll down through the *Accreditation, Certification & Education* main page and click on **Virginia EMS Portal Login** at the bottom of the page.



Step 3: Login to Your EMS Portal Account (cont)

1. Type in your certification number and password to login to the Virginia EMS Portal.



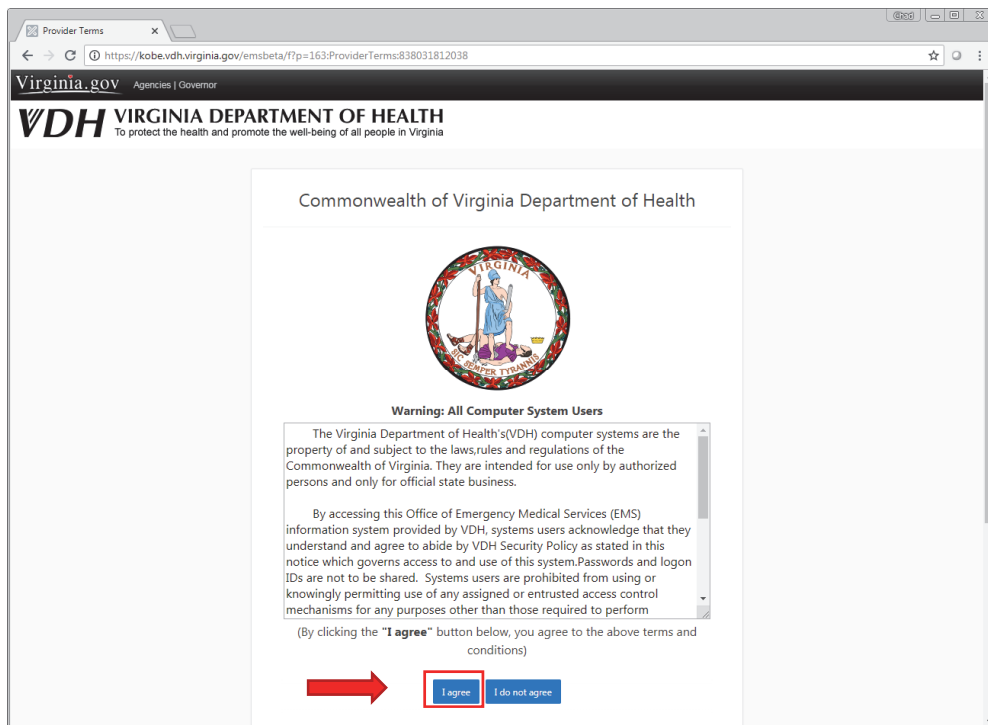
Step 4: Acknowledging the Terms of Service for the EMS Portal

1. Agree to the Terms of Use (TOU) for accessing the Commonwealth of Virginia computer systems.

Key things to note about the Terms of Service: You are not allowed to share your user name or password with ANYONE. This includes your agency administrator or Operational Medical Director (OMD).

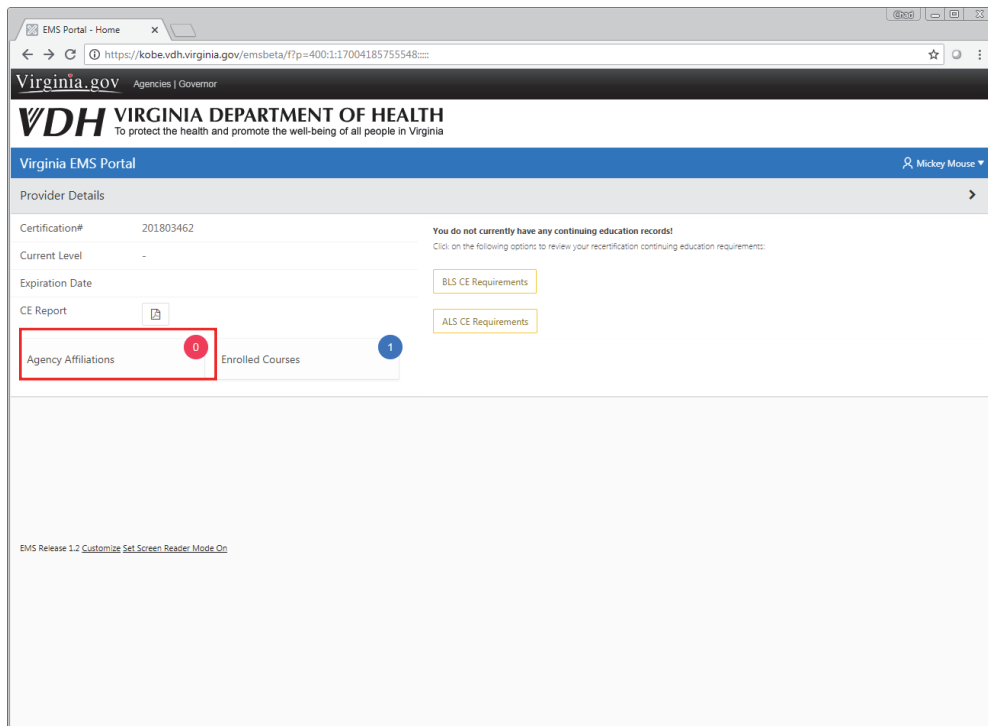
Your agency and/or OMD are not allowed to make submission of your personal EMS Portal account information a condition of employment.

If you have questions or concerns about this or require assistance with a request from a third party to have access to your EMS Portal credentials, please contact Chad Blosser at chad.blosser@vdh.virginia.gov.

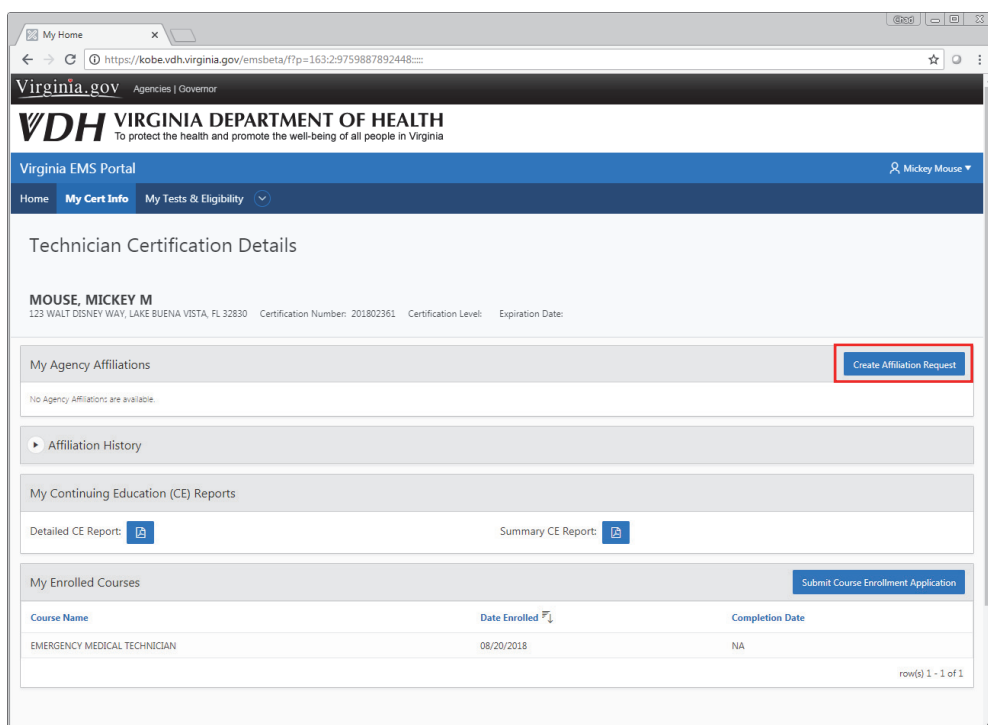


Step 5: Create an Affiliation Request

1. Once you have successfully logged into the Virginia EMS Portal, you land on your **Dashboard** which is an electronic interface that aggregates and visualizes data from multiple portal modules on one page.
2. From this page, look for the section labeled **Agency Affiliations** and **click** this dashboard button.

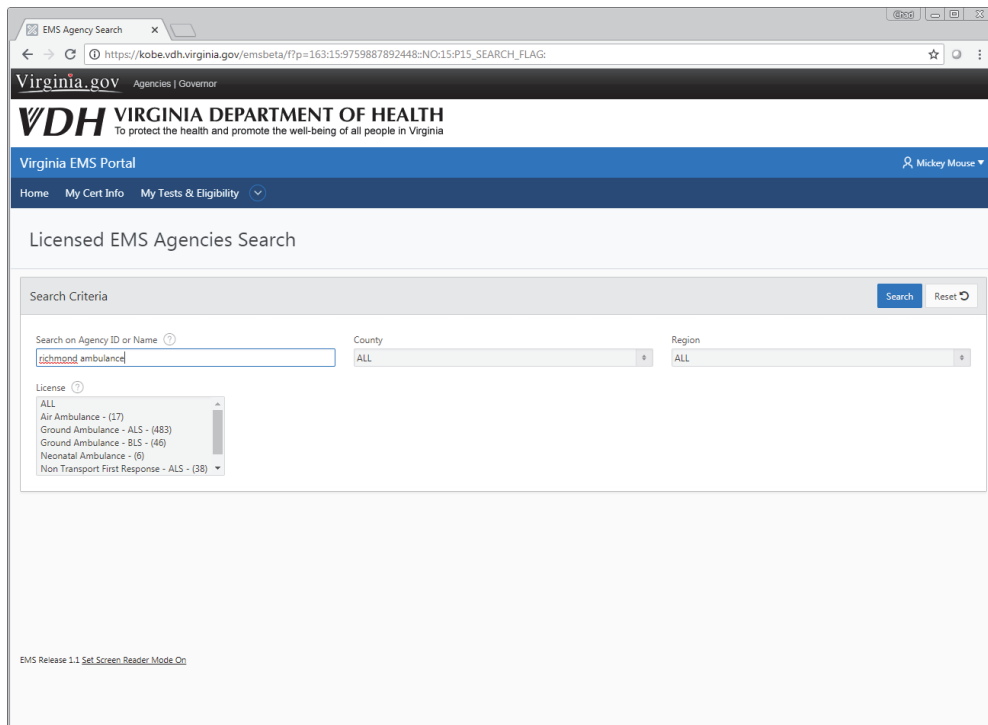


3. On the next page that displays, locate the button labeled **Create Affiliation Request**. **Click** on this button.



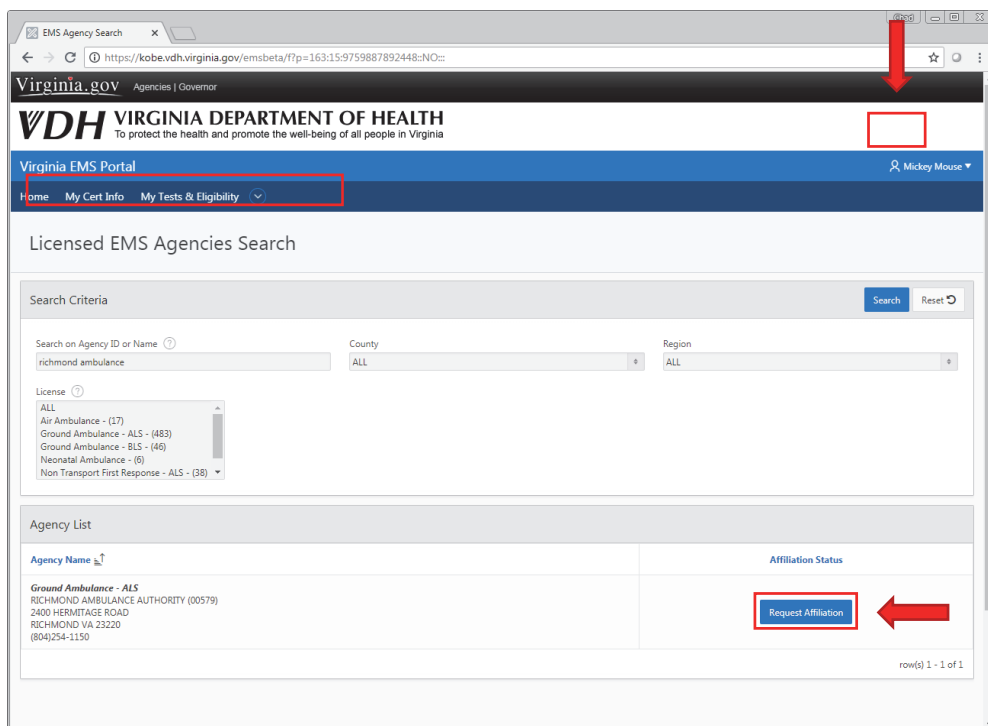
Step 6: Search for an EMS Agency

1. Type in the name (the portal will allow partial word searches) or five (5) digit agency number into the search bar and then click the **Search** button.



The screenshot shows the Virginia EMS Portal search interface. The browser address bar displays the URL: https://kobe.vdh.virginia.gov/emsbeta/?p=163:15:9759887892448:NO:15:P15_SEARCH_FLAG. The page header includes the Virginia Department of Health logo and the text "To protect the health and promote the well-being of all people in Virginia". The main navigation bar contains links for "Home", "My Cert Info", and "My Tests & Eligibility". The search criteria section includes a search bar with the text "richmond ambulance", a "County" dropdown set to "ALL", and a "Region" dropdown set to "ALL". A "License" dropdown is also visible, showing options like "ALL", "Air Ambulance - (17)", "Ground Ambulance - ALS - (483)", "Ground Ambulance - BLS - (46)", "Neonatal Ambulance - (6)", and "Non Transport First Response - ALS - (38)". A "Search" button and a "Reset" button are located to the right of the search criteria section.

2. After clicking search, the Virginia EMS Portal will return a list of results matching your search criteria.
3. Click the **Request Affiliation** button to the right of the agency name.



The screenshot shows the Virginia EMS Portal search results page. The search criteria section is identical to the previous screenshot. Below the search criteria, the "Agency List" section displays a table with two columns: "Agency Name" and "Affiliation Status". The table contains one row for "Ground Ambulance - ALS" with the address "2400 HERMITAGE ROAD, RICHMOND VA 23220, (804)254-1150". To the right of the agency name, there is a "Request Affiliation" button. A red arrow points to this button. Another red arrow points to the "My Tests & Eligibility" link in the navigation bar. The page footer indicates "row(s) 1 - 1 of 1".

4. A pop-up notification box will appear asking that you confirm your request.
5. Click **Send Request** in the confirmation pop-up box.

The screenshot shows the Virginia EMS Portal interface. The main heading is 'Licensed EMS Agencies Search'. Below this is a search criteria section with a text input for 'Search on Agency ID or Name' containing 'richmond ambulance'. A dropdown menu for 'License' is open, showing options like 'ALL', 'Air Ambulance - (17)', 'Ground Ambulance - ALS - (483)', 'Ground Ambulance - BLS - (46)', 'Neonatal Ambulance - (6)', and 'Non Transport First Response - ALS - (38)'. A pop-up box titled 'Affiliation Request' is centered on the screen, asking for confirmation to send a request to the 'RICHMOND AMBULANCE AUTHORITY'. The 'Send Request' button in the pop-up is highlighted with a red box, and a red arrow points to it. Below the pop-up is an 'Agency List' table with one entry for 'Ground Ambulance - ALS RICHMOND AMBULANCE AUTHORITY (00579)'.

6. After clicking Send Request, the system will notify you that your request was sent to the agency of your choosing.

The screenshot shows the 'Technician Certification Details' page for Mickey M. Mouse. At the top right, a green notification banner with a checkmark icon states 'Affiliation request has been sent to RICHMOND AMBULANCE AUTHORITY.' A red arrow points to this banner. Below the notification, the page displays the user's profile information, including name, address, and certification details. The 'My Agency Affiliations' section shows a table with one entry for 'RICHMOND AMBULANCE AUTHORITY (00579)' with a 'Request Date' of '08/28/2018' and an 'Affiliation Status' of 'Requires Agency Confirmation'. The 'Affiliation History' section is empty. The 'My Continuing Education (CE) Reports' section shows a 'Detailed CE Report' and a 'Summary CE Report' link. The 'My Enrolled Courses' section shows a table with one entry for 'EMERGENCY MEDICAL TECHNICIAN' with a 'Date Enrolled' of '08/20/2018' and a 'Completion Date' of 'NA'.

Step 7: View Pending Affiliation Requests

1. The system will return you to the **My Home** page.
2. Take a quick look at the **My Agency Affiliations** table. Your affiliation request will show as *"Requires Agency Confirmation"*.
3. The agency's SuperUser will be notified via e-mail this request. Once the SuperUser acts on your request, you will receive an e-mail notification informing you of the status of your request.

The screenshot shows the 'My Home' page of the Virginia EMS Portal. The user is Mickey Mouse. The page displays 'Technician Certification Details' for Mickey M. Below this, the 'My Agency Affiliations' section is highlighted with a red box. It contains a table with one row for 'RICHMOND AMBULANCE AUTHORITY (00579)' with a request date of '08/28/2018' and a status of 'Requires Agency Confirmation'. A red arrow points to the 'Requires Agency Confirmation' status. To the right of the table is a 'Create Affiliation Request' button. Below the table is an 'Unaffiliate' button. The page also shows 'Affiliation History', 'My Continuing Education (CE) Reports', and 'My Enrolled Courses'.

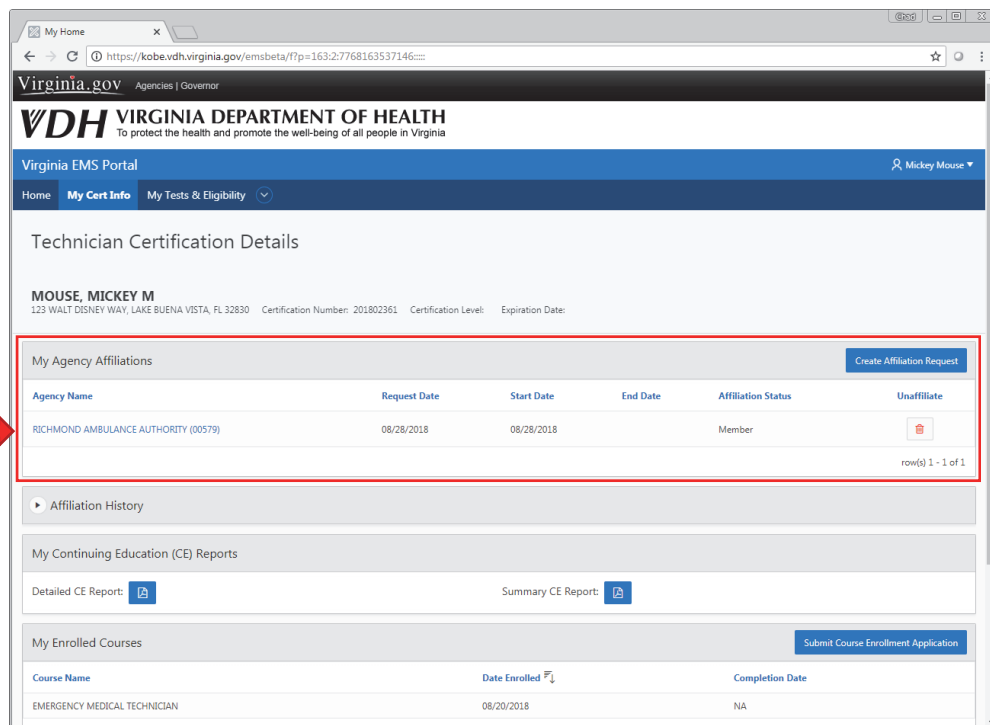
Agency Name	Request Date	Start Date	End Date	Affiliation Status	Unaffiliate
RICHMOND AMBULANCE AUTHORITY (00579)	08/28/2018			Requires Agency Confirmation	

Step 8: EMS Agency Approval of Request

1. Your request for affiliation does not become official in the Office of EMS database until the EMS Agency approves your request.
2. Once your request has been approved, the status will change to **Member** and the affiliation will be highlighted in light blue.
3. Question or concerns about the approval of your request for affiliation should be addressed directly with the EMS Agency.

Step 9: View Approved Affiliation Requests & E-mail Notification

1. The following screenshot shows what your affiliation request will look like once it has been approved by your agency SuperUser.



My Home

https://kobe.vdh.virginia.gov/emsbeta/?p=163:27768163537146:::

Virginia.gov Agencies | Governor

VDH VIRGINIA DEPARTMENT OF HEALTH
To protect the health and promote the well-being of all people in Virginia

Virginia EMS Portal Mickey Mouse

Home My Cert Info My Tests & Eligibility

Technician Certification Details

MOUSE, MICKEY M
123 WALT DISNEY WAY, LAKE BUENA VISTA, FL 32830 Certification Number: 201802361 Certification Level: Expiration Date:

My Agency Affiliations Create Affiliation Request

Agency Name	Request Date	Start Date	End Date	Affiliation Status	Unaffiliate
RICHMOND AMBULANCE AUTHORITY (00579)	08/28/2018	08/28/2018		Member	

row(s) 1 - 1 of 1

Affiliation History

My Continuing Education (CE) Reports

Detailed CE Report:  Summary CE Report: 

My Enrolled Courses Submit Course Enrollment Application

Course Name	Date Enrolled 	Completion Date
EMERGENCY MEDICAL TECHNICIAN	08/20/2018	NA

2. The following screenshot shows the confirmation e-mail you will receive from the Virginia EMS Portal.

Dear Mickey Mouse,

On Aug 28 2018 15:28:12, your affiliation with Richmond Ambulance Authority was approved by the agency's point of contact with the Office of EMS.

This message is being sent in order to notify you of the action which has been taken on your behalf. If you have any questions or concerns, please contact Richmond Ambulance Authority at outrage25aol.com.

As of today, the Office of EMS shows that you are affiliated with the following Virginia licensed EMS agencies:

Sl#	Agency Name
1	RICHMOND AMBULANCE AUTHORITY

Replies to this message will not be answered.

Regards,
Office of Emergency Medical Services.

PLEASE DO NOT REPLY TO THIS MESSAGE: *This is a system-*