E-Gift Operational Medical Director (OMD) User Guide

All licensed EMS agencies applying for a Rescue Squad Assistance Fund (RSAF) grant are required to have an eSignature from their agency OMD. Under Virginia EMS Regulations, 12VAC5-31-590, states in part,
"*An EMS agency shall have a minimum of one operational medical director (OMD) who is a licensed physician holding endorsement as an EMS physician from the Office of EMS*. "

All OMD's have accounts already established with the Office of EMS. OMD's are required to use their existing account to log into E-Gift. The agencies in your region that will be applying for RSAF grants will no longer need physical signatures, but instead will need your eSignature.

1. You must have an account on the EMS Portal. If you have not yet set up your account, please use the EMS Physician (OMD) Portal User Guide v1 link https://www.vdh.virginia.gov/OEMS/MedicalDirectors/OMDPortalUserGuidev1.pdf to assist you in setting up your account and familiarize you with all the components of this system.
2. Once an agency submits an application you, as the agency OMD, will receive an email similar to the one below, make sure your email address is correct in the EMS Portal to receive this email:

The Virginia Office of Emergency Medical Services (OEMS) has received a grant application for *AGENCY NAME*. This grant application cannot be processed until your electronic signature has been received.

Please Click here here to log in with your Username "999999999" to complete this portion of the application process. Please Click here here if you want to reset your password.

If you need assistance singing the grant, view the OMD User Guide at User Guide. For technical assistance contact OEMS-AppSupport@vdh.virginia.gov. If you have not established your EMS Portal account please use the EMS Physician (OMD) Portal User Guide v1 to get started User Guide.

PLEASE DO NOT REPLY TO THIS MESSAGE: *This is a system-generated email. Replies will not be read or forwarded for handling.*(Message ID#)

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3. Upon receipt of this email click the link included in the text of the email and log into the E-Gift application using the credentials provided in the email. If you did not receive an email, you can log on to E-GIFT by going to the following link: https://vdhems.vdh.virginia.gov/emsapps/f?p=147:1

Once you have successfully logged into the system your home screen will display as follows:

4. Select the <u>REVIEW GRANT</u> icon and a summary of the grant application will appear.

5.   Review the grant application and:
  •   Enter REVIEWER COMMENTS if needed
  •   Select the check box for the OMD
  •   Type your name in the SIGNATURE box

You may then UNDERLINE APPROVE, DENY and/or PRINT APPLICATION. Please PRINT APPLICATION prior to approving/denying grant application, this grant application cannot be edited by the financial officer. Once you APPROVE the application, the complete application will then be submitted to OEMS.

NOTE: If you deny the grant application, the authorized agent will be contacted, they will need to correct the application and the application will then need to go through the entire approval process again before accepted by OEMS.