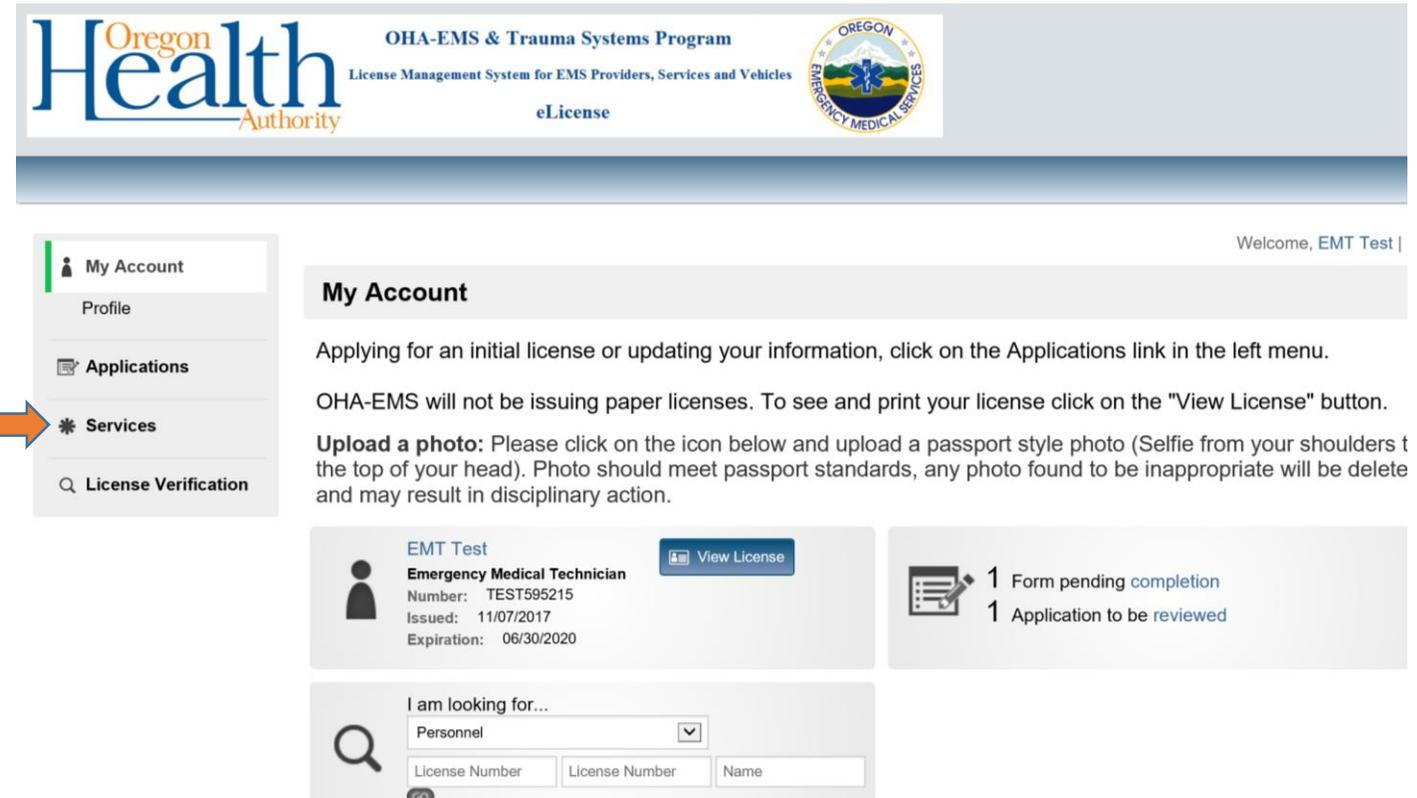


# 2020 Oregon Ambulance Service License Renewal Instructions

**Oregon EMS & Trauma Systems Program**

# Oregon Ambulance Service License Renewal

- Login to eLicense.
- Select “Services.”



The screenshot displays the Oregon Health Authority eLicense portal. At the top, the logo for Oregon Health Authority is on the left, and the text 'OHA-EMS & Trauma Systems Program License Management System for EMS Providers, Services and Vehicles eLicense' is in the center. On the right is the Oregon Emergency Medical Services logo. Below the header, a navigation menu on the left contains 'My Account', 'Profile', 'Applications', 'Services' (highlighted with an orange arrow), and 'License Verification'. The main content area shows a 'My Account' section with a 'View License' button and user details for EMT Test (Number: TEST595215, Issued: 11/07/2017, Expiration: 06/30/2020). To the right, a notification box shows '1 Form pending completion' and '1 Application to be reviewed'. At the bottom, there is a search section titled 'I am looking for...' with a dropdown menu set to 'Personnel' and input fields for 'License Number' and 'Name'.

# Oregon Ambulance Service License Renewal

- Select the Ambulance Service name.

The screenshot shows a web application interface for license renewal. On the left is a navigation menu with four items: 'My Account', 'Applications', 'Services' (highlighted with a green bar), and 'License Verification'. An orange arrow points from the 'Services' menu item to the main content area. The main content area is titled 'All Service' and includes a search box with 'GO' and 'CLEAR' buttons. Below the search box is a table with the following columns: 'Services', 'Service Permit Level', 'Physical Address', 'City', 'County', 'Phone', and 'Primary'. One row is visible: 'Oregon Test Service (TEST123)' with a red person icon in the 'Primary' column. Below the table is a legend for icons: a person icon for 'EMS Training Officer', a person with a cross for 'Agent of Medical Director', a person with a cross and a plus sign for 'Primary Contact', a person with a red cross for 'Operations Officer', a person with a green cross for 'Medical Director', a person with a blue cross for 'Service Director', and a person with an orange cross for 'Pediatric Emergency Care Coordinator'. At the bottom right of the table area, there is a pagination control showing 'Records 1-1 of 1' and buttons for 'First', 'Previous', 'Next', 'Last', 'Per Page', and a dropdown menu set to '10'.

Welcome, EMT Test | Logout

### All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

# Oregon Ambulance Service License Renewal

- Select “Applications”.
- Select “View Services Applications”.

The screenshot displays the Oregon Health Authority eLicense portal. At the top, the logo for Oregon Health Authority is on the left, and the text 'OHA-EMS & Trauma Systems Program License Management System for EMS Providers, Services and Vehicles eLicense' is in the center. The Oregon Emergency Medical Services logo is on the right. Below the header, a navigation menu on the left includes 'My Account', 'Applications' (highlighted with an orange arrow), 'Continue 1', 'Checkout', 'Transaction', 'Review 1', 'Services', and 'License Verification'. The main content area shows 'Available Applications' with a 'Welcome, EMT Test | Logout' link. It contains two application entries: 'Test, EMT (TEST595215)' with a 'View My Applications' button, and 'Oregon Test Service (TEST123)' with a 'View Services Applications' button (highlighted with an orange arrow).

**Available Applications**

Welcome, EMT Test | Logout

Click "View My Applications" to view your personnel applications, or click one of the "View Service Applications" buttons to view the service licenses you can apply to for that service.

Application Name	Details	Action
Test, EMT (TEST595215)	Emergency Medical Technician Issue Date: 11/07/2017 Expiration Date: 06/30/2020	<a href="#">View My Applications</a>
Oregon Test Service (TEST123)	800 NE Oregon St. Suite 305, Portland, Oregon 97232 Agencies-Transport -- Issued: 01/10/2020 -- Expires: 06/30/2020	<a href="#">View Services Applications</a>

# Oregon Ambulance Service License Renewal

- Locate “2020 Service License Renewal” and select “Apply Now”.

My Applications | Service Applications

 **Oregon Test Service (TEST123)**  
800 NE Oregon St. Suite 305, Portland, Oregon 97232  
Agencies-Transport -- Issued: 01/10/2020 -- Expires: 06/30/2020

Applications	Action
<b>Service Reportable Actions Form</b> Use this form to report employee separation, disciplinary actions and more. (Roster updates can be made in the Personnel tab in your service account.)	<a href="#">Apply Now</a>
<b>Service License Initial Application</b> Initial service license application	<a href="#">Apply Now</a>
<b>Service Information Update Form</b> Use this form to update the agencies phone number, mailing address and more.	<a href="#">Apply Now</a>
<b>Service Personnel Staff Roles</b> Use this application to edit the eLicense staff roles of the providers in your roster.	<a href="#">Apply Now</a>
<b>Ambulance Initial Application</b> Use this application to apply for a new ground or air ambulance license. If your agency has more than 1 ambulance to license, please contact liana.a.walta@state.or.us	<a href="#">Apply Now</a>
<b>2020 Service License Renewal</b> Use this application to renew service license.	<a href="#">Apply Now</a> 97 days until application period closes
<b>2020 Ambulance License Renewal</b> Use this application to renew ambulance license.	<a href="#">Apply Now</a>

# Oregon Ambulance Service License Renewal

- Complete “Service Information” page.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Information Service Locations/ Stations CLIA Information DEA Information Insurance Information Accreditation/Inspect > ▾

▼ Service Demographics

**APPLICATION FOR SERVICE LICENSE RENEWAL**

The Oregon Health Authority, Emergency Medical Services and Trauma Systems Program is charged with the responsibility of licensing and regulating emergency medical service providers, and services in Oregon.

**Service Name**  
Oregon Test Service

**License Number**  
TEST123

**\*Service General E-mail**  
noreply@imagnetrend.com

**Service Website**  
noreply@imagnetred.com

**Federal Tax ID Number**  
federal tax id

**National Provider Identifier**  
test

# Oregon Ambulance Service License Renewal

Complete “Service Locations/Stations” page.

- Locations/Stations on the list may be edited by selecting the blue edit icon.
- To add a location/station, select “Add Another” .
- When finished, select “Save and Continue.”

Welcome, EMT Test | Logout

2020 Service License Renewal Application

< Service Information **Service Locations/ Stations** CLIA Information DEA Information Insurance Information Accreditation/Inspect > ▾

▼ Service Locations/ Stations

In this section enter each of your service locations/stations. These locations/stations are in addition to your 'primary' location/station listed on the previous tab.

+ Name	Street 1	Street 2	Postal Code	City	County	State	GPS Latitude	GPS Longitude	Phone
 Station 4									
 Station 5	800 NE Oregon St. Suite 305		97232	Portland	Multnomah	Oregon			530-530-0530
 Station 6	800 NE Oregon St. Suite 305		97232	Portland	Multnomah	Oregon			530-530-0530

 Add Another

 Save and Continue

# Oregon Ambulance Service License Renewal

- Enter the CLIA Laboratory Certificate of Waiver information.
- Upload your current CLIA Certificate.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Information Service Locations/ Stations **CLIA Information** DEA Information Insurance Information Accreditation/Inspect >

▼ CLIA Information

**CLIA Information**

You must have a CLIA Laboratory Certificate of Waiver.

\*CLIA Number

CLIA Number

\*CLIA License Expiration

3/20/2020  Today

\*CLIA Certificate

 Upload File

\*Name

Service-CLIA Certificate

Document Type

Service- CLIA Certificate



 Save and Continue

# Oregon Ambulance Service License Renewal

- Enter information for any authorized purchase and use of controlled substances.
- Upload the DEA license.
- **NOTE:** This license must contain the name of your EMS Medical Director and the name and address of the Ambulance Service.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Information Service Locations/ Stations CLIA Information **DEA Information** Insurance Information Accreditation/Inspect > ▼

▼ DEA Information

\*Has your EMS Medical Director authorized the purchase and use of controlled substances?

Yes  
 No

The DEA license shall contain the name of your EMS Medical Director and the name and address of your ambulance service. A separate DEA license is required for each location where controlled substances are stored. NOTE: Stored does not mean the controlled substances that are kept on an ambulance.

\*DEA License Number

DEA Number

\*DEA License Expiration Date

3/20/2020  Today

\*DEA License Upload

 Upload File

\*Name

Service-DEA License

Document Type

# Oregon Ambulance Service License Renewal

Enter applicable insurance  
information for:

- Personnel Liability
- Ground Ambulance Liability
- Air Ambulance Liability
- Upload documentation as required.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Information Service Locations/ Stations CLIA Information DEA Information Insurance Information Accreditation/Inspect > ▾

▾ Insurance Information

Provide proof of financial responsibility as prescribed in [ORS 682.105](#).  
NOTE: Government owned services are not required to submit insurance information.

Is this service private or government owned?

Private

Government

\*This service provides (select all that apply):

Air Transport

Ground Transport

**Personnel Liability**

\*Personnel Liability Number

PL

\*Personnel Liability Expiration

3/20/2020 ×  Today

\*Personnel Liability Insurance

 Upload File

# Oregon Ambulance Service License Renewal

- Complete the accreditation and inspection questions.
- When finished, select “Save and Continue.”

## 2020 Service License Renewal Application

< Service Information Service Locations/ Stations CLIA Information DEA Information Insurance Information Accreditation/Inspect

### City/ County Inspection

\*Has your service been inspected by a city or county?

Select Has your service been inspected by a city or county?

### CAAS Accreditation

\*Is your service accredited by Commission on Accreditation of Ambulance Services (CAAS)?

Select Is your service accredited by Commission on Accreditation of Ambulance Services (CAAS)?

### CAMTS Accreditation

\*Is your service accredited by Commission on Accreditation of Medical Transport Systems (CAMTS)?

Select Is your service accredited by Commission on Accreditation of Medical Transport Systems (CAMTS)?

### Other Emergency Medical Accreditation

\*Does your service have any other emergency medical accreditation that were not previously listed?

Select Does your service have any other emergency medical accreditation that were not previously listed?

→ Save and Continue

# Oregon Ambulance Service License Renewal

- All EMS providers must be accounted for in the “Personnel” section of your Ambulance Service eLicense account.
- Indicate whether your eLicense Personnel roster is updated.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Locations/ Stations CLIA Information DEA Information Insurance Information Accreditation/Inspection Service Roster Sta > ▼

▼ Service Roster

The eLicense personnel roster for our service is up-to-date per OAR 333-250-0210(3): An application for a license to operate an ambulance service shall be submitted electronically in a manner prescribed by the Authority and shall include, but is not limited to, the following information: (o) A roster of all EMS providers, ambulance based clinicians, and qualified drivers.

Yes  
 No

➔ Save and Continue

# Oregon Ambulance Service License Renewal

- Enter expiration dates for all levels of standing orders relevant to your Ambulance Service.
- Upload the signed Medical Director Standing Orders page.
- When finished, select “Save and Continue.”

**2020 Service License Renewal Application**

Insurance Information | Accreditation/Inspection | Service Roster | **Standing Order Expiration Dates** | Waiver | Pediatric Emergency Ca

▼ **Standing Order Expiration Dates**

Enter the date standing orders were signed. Note: Standing orders must have been signed within the past twelve months.

**EMR Standing Orders**

3/20/2020  Today

**EMT Standing Orders**

3/20/2020  Today

**AEMT Standing Orders**

3/20/2020  Today

**EMTI Standing Orders**

3/20/2020  Today

**Paramedic Standing Orders**

3/20/2020  Today

**\*Signed Medical Director Standing Orders Page**

 **Upload File**

# Oregon Ambulance Service License Renewal

- Enter applicable information for any waiver, variance, or exception for your Ambulance Service.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Insurance Information Accreditation/Inspection Service Roster Standing Order Expiration Dates **Waiver** Pediatric Emergency Car > ▼

▼ Waiver

\*Does your ambulance service utilize a waiver, variance, or exception to any Oregon Administrative Rule (OAR) pertaining to your ambulance service or ambulance vehicles?

Yes

No

I do not know

→ Save and Continue

# Oregon Ambulance Service License Renewal

- Enter information for the Pediatric Emergency Care Coordinator for your Ambulance Service.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< n Accreditation/Inspection Service Roster Standing Order Expiration Dates Waiver Pediatric Emergency Care Coordinator Su > v

▼ Please provide the primary contact for pediatric emergency care coordination at your EMS service.

\*First Name

\*Last Name

\*Email Address

\*Work Phone

For more information, contact the Oregon EMSC Program Coordinator at [rachel.l.ford@state.or.us](mailto:rachel.l.ford@state.or.us).

The Pediatric Emergency Care Coordinator is an individual that provides pediatric leadership for the EMS service, would likely be a member of the EMS service and familiar with the day-to-day operations. This individual is likely passionate about the care of kids and takes on this leadership role in addition to their regular duties. Pediatric Emergency Care Coordinator operational activities may include but are not limited to:

- Communicate safety and healthcare needs of children within your community.
- Advocate for pediatric perspective during development of EMS protocols.

# Oregon Ambulance Service License Renewal

- Complete the “Survey” page.
- When finished, select “Save and Continue.”

2020 Service License Renewal Application

< Service Roster Standing Order Expiration Dates Waiver Pediatric Emergency Care Coordinator **Survey** Statement of Truth >

▼ Survey

### Survey

The Oregon Health Authority, EMS & Trauma Systems (OHA-EMS/TS) is conducting a brief survey. The following is intended to provide awareness to State Officials and will NOT be used for punitive action. By identifying the unique differences between licensees and the varying challenges faced by each, OHA-EMS/TS will have a better depth of knowledge and assessment of need. Many EMS agencies in Oregon struggle to adequately staff ambulances, recruit new employees and maintain adequate funding. The following questions are intended to heighten awareness and clarify the number of agencies impacted by these or other challenges. Your time and willingness to share your responses and additional comments is appreciated.

\*What is the total annual call volume for ambulance responses? Please include interfacility transports.

\*How often in the last year has your ambulance service struggled to respond with a full crew on initial dispatch?

0

1-5

6-10

11-20

More than 20

\*How often does your ambulance service respond to a request for mutual aid from a neighboring ambulance service?

Never

# Oregon Ambulance Service License Renewal

- Read and sign the “Statement of Truth.”
- When finished, select “Submit.”

## 2020 Service License Renewal Application

< Service Roster Standing Order Expiration Dates Waiver Pediatric Emergency Care Coordinator Survey **Statement of Truth** >

### Statement of Truth

#### Statement of Truth

I declare under penalty of perjury, under the laws of the State of Oregon, that I am an authorized agent of the entity that owns and operates the ambulance service described in this application.

I certify that there have been no attempts to knowingly and willfully falsify, conceal, or omit a material fact, or make any false, fictitious, incomplete or fraudulent statements or representations, or make or use any false writing or document known to contain any false, fictitious, or fraudulent statement or entry for the purpose of obtaining or attempting to obtain an ambulance service license to operate in the State of Oregon. Where I have relied upon documents submitted by employees or agents, I have made a reasonable effort to verify the validity of those documents.

I certify that to the best of my knowledge, that any ambulances operated by this service meet federal, state, county and city requirements to operate as an ambulance in Oregon. I have carefully read and completed the application without reservations of any kind, and I declare under penalty of perjury that the information provided by me herein is true and correct. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of this ambulance license or my ambulance service license to operate in the state of Oregon.

I authorize any persons or entities, including but not limited to hospitals, institutions, organizations, or governmental entities to release to the Oregon Health Authority, EMS & Trauma Systems Program (OHA-EMS/TS) any information, files, or records requested by the OHA-EMS/TS in connection with the processing of this application. I further authorize OHA-EMS/TS to release to any person or entities information, which is pertinent to my application.

Upon receiving an ambulance service license from OHA-EMS/TS, I authorize disclosure of information by insurance companies, physicians, health care facilities, including but not limited to hospitals, nursing homes or freestanding medical centers, to OHA-EMS/TS relating to service provide by the ambulance service to those facilities or to patients

# Oregon Ambulance Service License Renewal

- To apply a payment to your Service License Renewal application, select “Pay Now”.

Welcome, EMSP Test | Logout

## Checkout

Select the license(s) you would like to pay fees for and click *Pay Now* to continue to checkout.

Payment is nonrefundable as stated in [OAR 333-265-0050\(2\)\(a\)](#). If you are unsure this is the correct amount please reference [OAR 333-265-0030](#) or email us at [ems.trauma@state.or.us](mailto:ems.trauma@state.or.us)

<input checked="" type="checkbox"/> License	Services	Application Date	Total Amount	Balance Due
<input checked="" type="checkbox"/> 2020 Service License Renewal	Oregon Test Agency	03/28/2020	\$75.00	\$75.00
<input checked="" type="checkbox"/> Inspection	Date	Total Amount	Balance Due	
No Records				
<b>Totals:</b>			<b>\$75.00</b>	<b>\$75.00</b>

 [Pay now](#)

# Oregon Ambulance Service License Renewal

- Once the payment has been applied, your Medical Director/Supervising Physician will be notified to approve and complete your Service Renewal Application.
- When your Medical Director/Supervising Physician has completed your Service Renewal Application, you will be notified by email through the eLicense system.

I have met my requirements as a supervising physician in accordance with OAR 847-035-0025.

Yes

No

By entering my login and password below, I am submitting the electronic equivalent of my signature.

Supervising Physician

Username: Test.Liana

Password:

Submit

# Oregon Ambulance Service License Renewal

- Congratulations! You have submitted your 2020 Service License Renewal application.
- Next step: Complete the 2020 Ambulance License Renewal application.
- Both applications must be submitted to complete the 2020 ambulance service renewal process.

My Applications | Service Applications

 **Oregon Test Service (TEST123)**  
800 NE Oregon St. Suite 305, Portland, Oregon 97232  
Agencies-Transport -- Issued: 01/10/2020 -- Expires: 06/30/2020

Applications	Action
<b>Service Reportable Actions Form</b> Use this form to report employee separation, disciplinary actions and more. (Roster updates can be made in the Personnel tab in your service account.)	<a href="#">Apply Now</a>
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<b>2020 Service License Renewal</b> Use this application to renew service license.	<a href="#">Apply Now</a> 97 days until application period closes
<b>2020 Ambulance License Renewal</b> Use this application to renew ambulance license.	 <a href="#">Apply Now</a>