



# IGEMS Agency Administrator User Guide

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This document provides detailed, step-by-step instructions to assist agency personnel in efficiently updating the personnel roster, adding new vehicles, and inactivating vehicles within the IGEMS platform. By following these instructions, users can ensure accuracy and consistency in their agency's records.

These instructions are intended for authorized personnel only. Please ensure all updates are performed according to your agency's guidelines and protocols.



## IGEMS: Agency Updating Personnel Roster

### Step by Step Instructions for Updating Personnel Roster.

1. Login to IGEMS:
  - Please access the IGEMS platform using your authorized login credentials.
2. Access Applications:
  - Click on the "Applications" tab. This option is on the left below "My Account."
3. View Agency Applications:
  - Once in the "Applications" section, locate and click on "View Agency Applications."
  - This action will display a list of all applications associated with your agency.
4. Select Agency Roster Update:
  - Identify and choose the "Agency Roster Update" option from the available applications.
5. Apply for Agency Roster Role Updates:
  - Proceed to apply for the "Agency Roster Role Updates" within the selected application.
6. Access Provider Information:
  - By clicking on the blue icon associated with the provider's name, you will access a dropdown menu that provides further options.
7. Assign Credentials and Roles:
  - On the subsequent page, you will be able to assign the necessary credentials and roles to the respective provider. Once the desired role is assigned, please click the "DONE" button to confirm the selection.
8. Application Completion and Submission:
  - After assigning the appropriate credentials and roles, scroll down to sign the application. Once the required fields are completed, finalize the process by clicking the "SUBMIT" button.

1. Click on Applications in Grey.

IdahoEMS.org NREMT CHU Background Check EMS Licensure Education EMSPC EMSAC IGEMS-PCR TRAIN Idaho

Idaho \*MacGyver | Logout

**My Account**

Dashboard  
Profile  
Certifications  
**Applications**  
Education  
Agency  
Inspections  
Lookup  
Manage

**My Account**

Idaho \*MacGyver  
Paramedic  
Number: 317#  
Issued: 09/05/2019  
Expiration: 05/19/2025  
[Generate Card](#)

4 Forms pending completion  
0 Items waiting in checkout  
5 Applications to be reviewed

0 New courses requested  
0 Upcoming courses this month  
0 Upcoming tests this month  
0 Courses need to be signed off

Applying Level:  
**Paramedic Renewal**  
[Search Courses](#)

57% complete  
72 Total Required Hours

2. Click on View Agency Applications.

Idaho \*MacGyver | Logout

**Available Applications**

Click "View My Applications" to view provider applications.

Agency Administration can select one of the "View Agency Applications" buttons to view the Agency licenses and forms you can apply to for that service.

**\*MacGyver, Idaho (317#)**  
Paramedic  
Issue Date: 09/05/2019  
Expiration Date: 05/19/2025  
[View My Applications](#)

**\*AAA Archer Air Ambulance- Test Agency (3176)**  
2220 Old Penitentiary Rd, Boise, Idaho 83712  
ALS - Paramedic -- Issued: 11/30/2020 -- Expires: 11/30/2024  
[View Agency Applications](#)

**\*NEMSIS Update Test (10045)**  
2224 Old Penitentiary Rd, Boise, Idaho 83712  
-- Issued: 05/15/2024 -- Expires: 05/31/2025  
[View Agency Applications](#)

3. Click on Apply Now. Agency Roster Personnel Updates.

| Applications                                                                                                                                                                                                                                       | Action                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Agency License Certificate - Initial                                                                                                                                                                                                               | <a href="#">Apply Now</a> |
| Optional Modules Addendum<br>Update optional modules approved for the agency.                                                                                                                                                                      | <a href="#">Apply Now</a> |
| <b>Agency Roster: Personnel Updates</b><br>Agency Administrators can update Providers and the positions held by agency Personnel when they become credentialed (Credentialed Provider), approved for OMs, Critical Care, or Agency Administrators. | <a href="#">Apply Now</a> |
| Update Vehicle Information<br>Update current vehicle information.                                                                                                                                                                                  | <a href="#">Apply Now</a> |

4. Verify then click Next.

**Agency Roster Update**

Agency Verification | Agency Roster Role Updates

▼ Section 1

**Personnel Credentialing & Agency Roles**

**Verify that the agency listed is the appropriate agency before making role updates on the next page.**  
**If the incorrect agency is listed, go back to Applications and select the correct Agency and click Apply Now.**

Agency Roster

\*AAA Archer Air Ambulance- Test Agency

Permitted Level: ALS-Critical Care

Level ☒ ALS Direct Bill ☐ ILS Direct Bill ☐ ALS ☐ ILS ☐ BLS ☐ TSE Facility ☐ Education Program Only

Classification:

[Next](#)

5. Click on a symbol  next to providers name, their information will be in a drop down.

**Agency Roster Update**

Agency Verification Agency Roster Role Updates

▼ Section 1

**Idaho Bureau of Emergency Medical Services & Preparedness**

**Personnel Credentialing & Agency Roles**

Select Personnel from the list and update employment statuses/credentialing/roles by selecting the statuses & roles from the drop down and the list that appears at the bottom of this roster.

|  Personnel               | Career/Volunteer Status | Employment Start Date | Credentials & Roles                |
|-----------------------------------------------------------------------------------------------------------|-------------------------|-----------------------|------------------------------------|
|  Admin, Primus (170279)  | Career Full-Time Paid   |                       | Agency Administration              |
|  *Designee, MD , (39009) | Volunteer Compensated   |                       | Credentialed Provider, MD Designee |

6. Make any appropriate changes.

**Personnel**

\*MacGyver, Idaho (317#)

**\*Career/Volunteer**

Volunteer Compensated

**Employment Start Date**

mm/dd/yyyy



Today

**\*Credentials & Roles**

- ☒ Credentialed Provider ☒ Credentials - OM Skills ☐ Credentials - Critical Care ☐ MD Designee ☐ EMSAC Member (Bureau Only)  
☐ EMSPC Commissioner (Bureau Only) ☐ EMS Support Staff ☐ Credentials - EMR Ambulance ☐ TSE-Trauma ☐ TSE-STEMI  
☐ TSE-Stroke ☐ IGEMS-PCR Medical Billing ☐ Not Reported ☐ REPLICA ☐ Primary Agency Contact ☐ Agency Billing Contact  
☒ Instructor - Certified ☒ Education Program Director ☐ Medical Director ☐ Peds Care Coordinator ☐ Infection Control Officer  
☒ Agency Administration ☐ Medical Director (On-Line) ☐ Primary QA Contact ☒ Infection Control Officer

 Done

 Remove

## 7. Sign and Submit

▼ Section 2

**Attesting Statement & Administration Signature**

As the duly authorized representative for the reporting EMS Agency, I attest that all information supplied on this roster is true and correct to the best of my knowledge. I further attest that the information contained in the application reflects any documentation maintained by the agency and/or the medical director where applicable as required by IDAPA 16.01.03 "Rules Governing EMS-Agency Licensing Requirements" and 16.02.02 "Rules Governing EMS-Physician Commission."

\*Signature:

Username: macgyver1

Password:

Save Progress

Submit

5 | Page



## IGEMS: Agency Adding A Vehicle

### Step-by-Step Instructions for Adding a Vehicle through the Agency

1. Login to IGEMS:
  - Please access the IGEMS platform using your authorized login credentials.
2. Access Applications:
  - Begin by clicking on the "Applications" tab. This option is on the left below "My Account."
3. View Agency Applications:
  - Once you're in the Applications section, locate and click on "View Agency Applications" to proceed.
4. Apply to Add a Vehicle:
  - In the list of available actions, find and click on "Apply Now" under the section labeled "Add a Vehicle."
5. Select the Appropriate Option:
  - A new page or section will appear. Carefully select the appropriate option that matches your requirements. After making your selection, click "Next" to move forward.
6. Enter Vehicle Information:
  - You will now be prompted to enter the necessary vehicle information. Fill in all required fields accurately. Once you've completed the form, click "Submit" to finalize the process.

1. Click on Applications in Grey.

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### My Account

- My Account
- Dashboard
- Profile
- Certifications
- Applications**
- Education
- Agency
- Inspections
- Lookup
- Manage



Idaho \*MacGyver  
Paramedic  
Number: 317#  
Issued: 09/05/2019  
Expiration: 05/19/2025

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- 4 Forms pending completion
- 0 Items waiting in checkout
- 5 Applications to be reviewed



Applying Level:  
**Paramedic Renewal**  
57% complete  
72 Total Required Hours

[Search Courses](#)



- 0 New courses requested
- 0 Upcoming courses this month
- 0 Upcoming tests this month
- 0 Courses need to be signed off

2. Click on View Agency Applications

Idaho \*MacGyver | Logout

### Available Applications

Click "View My Applications" to view provider applications.

Agency Administration can select one of the "View Agency Applications" buttons to view the Agency licenses and forms you can apply to for that service.



**\*MacGyver, Idaho (317#)**  
Paramedic  
Issue Date: 09/05/2019  
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[View My Applications](#)



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[View Agency Applications](#)



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-- Issued: 05/15/2024 -- Expires: 05/31/2025

[View Agency Applications](#)

3. Click on Apply Now. Add a Vehicle

|  <b>*AAA Archer Air Ambulance- Test Agency (3176)</b><br>2220 Old Penitentiary Rd, Boise, Idaho 83712<br>ALS - Paramedic -- Issued: 11/30/2020 -- Expires: 11/30/2024 |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Applications                                                                                                                                                                                                                                           | Action                    |
| Agency License Certificate - Initial                                                                                                                                                                                                                   | <a href="#">Apply Now</a> |
| Optional Modules Addendum<br>Update optional modules approved for the agency.                                                                                                                                                                          | <a href="#">Apply Now</a> |
| Update Vehicle Information<br>Update current vehicle information.                                                                                                                                                                                      | <a href="#">Apply Now</a> |
| <b>Add a Vehicle</b><br>Add a new vehicle to the agency.                                                                                                                                                                                               | <a href="#">Apply Now</a> |
| Inactivate a Vehicle<br>Inactivate a vehicle from active service.                                                                                                                                                                                      | <a href="#">Apply Now</a> |
| Add/Update Station Information<br>Update existing station information or add a new station.                                                                                                                                                            | <a href="#">Apply Now</a> |

4. Select appropriate option. Then click next.

**Add a Vehicle**

Agency Verification Vehicle Information

▼ Section 1

**Add Vehicle to Agency**

**\*Agency**  
\*AAA Archer Air Ambulance- Test Agency

**\*We are adding this vehicle to:**  
☒ Replace an existing vehicle (No Inspection Required)  
☐ Increase the total number of response vehicles for the agency (Inspection Required)

[Next](#)

5. Enter Vehicle Information. Then Click Submit.

**Add a Vehicle**

Agency VerificationVehicle Information

▼ Section 1

**Agency Add Vehicle Form**

**Instructions to Add a Vehicle**

Click on the little green circle at the end of the VIN# box if this vehicle has never been in this system with your agency or any other.

The word [Find] should turn into [New]

Enter the new vehicle VIN # in the new text box.

Start Here

\*Action to take

Add record to the service ▼

This is the action that will be taken within the service for the Vehicle you select below.

\*Vin #

Find +

Confirm vehicle addition

☐ Yes

☐ No

Save ProgressSubmit



## IGEMS: Agency Inactivating a Vehicle

Step-by-Step Instructions for Inactivating a Vehicle through the Agency

1. Login to IGEMS:
  - Please access the IGEMS platform using your authorized login credentials.
2. Access Applications:
  - Start by clicking on the "Applications" tab. This option is on the left below "My Account."
3. View Agency Applications:
  - In the Applications section, locate and click on "View Agency Applications" to proceed.
4. Apply to Inactivate a Vehicle:
  - Look for the "Apply Now" option under the section labeled "Inactivate a Vehicle" and click on it.
5. Select the Agency:
  - You will be prompted to select your agency from a list. After selecting the appropriate agency, click "Next" to continue.
6. Expand Vehicle Information:
  - In the list of vehicles, find the vehicle you wish to inactivate. Click on the blue symbol next to the vehicle's name or information. This action will cause the vehicle details to drop down.
7. Answer Questions and Complete the Process:
  - Review the information that appears, answer any required questions, and once you're finished, click "Done" to finalize the inactivation of the vehicle.

1. Click on Applications in Grey.

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Idaho \*MacGyver | Logout

**My Account**

Dashboard  
Profile  
Certifications  
**Applications**  
Education  
Agency  
Inspections  
Lookup  
Manage

**My Account**

Idaho \*MacGyver  
Paramedic  
Number: 317#  
Issued: 09/05/2019  
Expiration: 05/19/2025  
[Generate Card](#)

4 Forms pending completion  
0 Items waiting in checkout  
5 Applications to be reviewed

0 New courses requested  
0 Upcoming courses this month  
0 Upcoming tests this month  
0 Courses need to be signed off

Applying Level:  
**Paramedic Renewal**  
57% complete  
72 Total Required Hours  
[Search Courses](#)

2. Click on View Agency Applications

Idaho \*MacGyver | Logout

**Available Applications**

Click "View My Applications" to view provider applications.

Agency Administration can select one of the "View Agency Applications" buttons to view the Agency licenses and forms you can apply to for that service.

**\*MacGyver, Idaho (317#)**  
Paramedic  
Issue Date: 09/05/2019  
Expiration Date: 05/19/2025  
[View My Applications](#)

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[View Agency Applications](#)

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2224 Old Penitentiary Rd. Boise, Idaho 83712  
-- Issued: 05/15/2024 -- Expires: 05/31/2025  
[View Agency Applications](#)

3. Click on Apply Now. Inactivate a Vehicle

My Applications | Agency Applications

Filter By Agency: \*AAA Archer Air Ambulance- Test Agency (3176) ▼

---

**\*AAA Archer Air Ambulance- Test Agency (3176)**  
2220 Old Penitentiary Rd, Boise, Idaho 83712  
ALS - Paramedic -- Issued: 11/30/2020 -- Expires: 11/30/2024

| Applications                                                                         | Action                    |
|--------------------------------------------------------------------------------------|---------------------------|
| <b>Agency License Certificate - Initial</b>                                          | <a href="#">Apply Now</a> |
| <b>Optional Modules Addendum</b><br>Update optional modules approved for the agency. | <a href="#">Apply Now</a> |
| <b>Update Vehicle Information</b><br>Update current vehicle information.             | <a href="#">Apply Now</a> |
| <b>Inactivate a Vehicle</b><br>Inactivate a vehicle from active service.             | <a href="#">Apply Now</a> |

4. Select Agency. Then Click Next.

**Inactivate a Vehicle**

Title Vehicle list

▼ Section 1

**Vehicle Inactivation Form**

Vehicle information updated on this form will update the information in the IGEMS database. Please ensure that all information is accurate and true.

\*Agency 

\*AAA Archer Air Ambulance- Test Agency

 [Next](#)

5. Click on blue symbol  next to vehicle. Vehicle information will drop down.

**Inactivate a Vehicle**

Title Vehicle list

▼ Section 1

**Agency Vehicle Inactivation**

**Report a vehicle is Inactive but keep it connected to your service:**  
Select the vehicle from the list and change **ACTIVE SERVICE?** to **No** to report a vehicle is inactive for maintenance or other reasons.

| Keep in Fleet<br>(No removes)           | Type                      | YearMake          | Call<br>Sign  | Unit Number | Odometer          | Plate # | Grant<br>Status      | Active Service status keeps vehicle<br>on list but indicates if active use or<br>not. |
|-----------------------------------------|---------------------------|-------------------|---------------|-------------|-------------------|---------|----------------------|---------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Yes | Quick Response<br>Vehicle | 1982Chevrolet     | A-team        | 001         | 299000            | 1A 3453 | Non-grant<br>Vehicle | Yes                                                                                   |
| <input checked="" type="checkbox"/> Yes | Water<br>Transportation   | 1969International | Yellow<br>Sub | 002         | 10,000<br>leagues | OU812   | Non-grant<br>Vehicle | No                                                                                    |

6. Answer question and select Done.

**\*Keep Vehicle in Fleet (No removes from list):**  
☒ Yes ☐ No

Vin #  
123456\*

Type: Quick Response Vehicle

Year: 1982

Make: Chevrolet

Call Sign: A-team

Unit Number: 001

Odometer: 299000

License Plate #: 1A 3453

Grant Status: Non-grant Vehicle

Active Service?: ☒ Yes ☐ No



## IGEMS: Upload a new Policy or Procedure

Step-by-Step Instructions for Uploading a new Policy or Procedure through the Agency

1. Login to IGEMS:
  - Please access the IGEMS platform using your authorized login credentials.
2. Access Agency:
  - Start by clicking on the "Agency" tab, to the left of the screen.
3. Select Agency:
  - Select the agency you wish to update by clicking on the agency's name.
4. Select Policies:
  - Click on the "Policies" tab under agency.
  - Select the policy you want to update.
5. Add Document:
  - To upload the policy/document click on the "Add Document" button on the bottom of the screen.
  - Upload the policy/document from your device and name the document. Example: Medical Director Agreement. Brown\_2024.
6. Save Document:
  - Click on "Save" in the lower left corner.

1. Click on Agency in Grey

Idaho \*MacGyver | Logout

### My Account

**Idaho \*MacGyver**  
Paramedic  
Number: 317#  
Issued: 09/05/2019  
Expiration: 05/19/2025  
[Generate Card](#)

**3** Forms pending completion  
**0** Items waiting in checkout  
**4** Applications to be reviewed

**0** New courses requested  
**0** Upcoming courses this month  
**0** Upcoming tests this month  
**0** Courses need to be signed off

**57%** complete  
**72** Total Required Hours  
Applying Level: **Paramedic Renewal**  
[Search Courses](#)

2. Select the agency you wish to update by clicking on the agency's name

Idaho \*MacGyver | 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.

| Agency ▲                                                                                                                                                                                                                                                                                            | Life Support-Clinical Level | Physical Address         | City  | County | Phone        | Primary                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------|-------|--------|--------------|-------------------------------------|
| *AAA Archer Air Ambulance- Test Agency (3176)    | ALS-Critical Care           | 2220 Old Penitentiary Rd | Boise | Ada    | 208-334-4000 | <input checked="" type="checkbox"/> |
| *NEMSIS Update Test (10045)                                                                                                                                                                                        | ALS-Critical Care           | 2224 Old Penitentiary Rd | Boise | Ada    | 208-555-5555 | <input type="checkbox"/>            |

Records 1-2 of 2 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page

 = Agency Billing Contact    = Instructor - Certified    = Education Program Director    = Credentialed Provider    = Credentials - OM Skills  
 = Credentials - Critical Care    = MD Designee    = EMS Support Staff    = Credentials - EMR Ambulance    = Primary Agency Contact  
 = Medical Director    = Peds Care Coordinator    = Infection Control Officer    = Agency Administration

3. Click on "Policies" in the grey.

Idaho \*MacGyver | Logout

**\*NEMSIS Update Test (10045)**

2224 Old Penitentiary Rd, Boise, Idaho 83712  
-- Issued: 05/15/2024 -- Expires: 05/31/2025

[← Back To Agency](#)

**Agency Details**

Click the arrows beside a header to expand or collapse each section of information.

**Demographics | Organization**

**Details** 

Name: \*NEMSIS Update Test

Sync Method: Elite LMS Sync

Elite Region: \*\*Training Region

Synced To Elite: Yes

Elite Agency State: ID

Agency Classifications: ALS

Active Account: Yes

Daylight Savings Time Use: Yes

Time Zone: GMT-7:00 Mountain Time

4. Select the policy you want to update.

**Education**

- \* **Agency**
- Details
- Policies
- Medical Directors
- Personnel
- Stations
- Vehicles
- Documents

**Agency Policies and Protocols**

The status of each policy will be updated as it moves through the Application Review process.

To open a policy for editing or to add a document to that policy, click the name of the policy. To create a new policy or protocol to submit for Agency Licensing, click *Submit Policy for Approval* and fill out the details of the policy.

[Submit Policy For Approval](#)

| Name ▲                                   | Type     | Classification                                     | Policy Number | Status  | Issued | Expiration |
|------------------------------------------|----------|----------------------------------------------------|---------------|---------|--------|------------|
| <a href="#">MD Agreement</a>             | Policy   | Medical Director Agreement                         | 2024-1        | Current |        |            |
| <a href="#">Medical Supervision Plan</a> | Policy   | Medical Supervision Plan                           | 2024-2        | Current |        |            |
| <a href="#">State Protocol Signed</a>    | Protocol | Medical Director defined Protocols/Standing Orders | 2024-3        |         |        | 06/10/2026 |

5. Click on the “Add Document” button on the bottom of the screen to upload the updated policy.

**Document**

| Name ▲     | File | Size | Modified | User | Delete |
|------------|------|------|----------|------|--------|
| No Records |      |      |          |      |        |

Records 0-0 of 0 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10 ▼

[Edit Policy](#) [Add Document](#) [Back](#)

6. Upload and name the document from your device. Click “Save” when completed.

**Add Document**

\* Name:

Description:  400 Characters

\* Document Type:

\* File Upload:  No file chosen

Accepted file types:  
.BMP,.css,.doc,.docx,.heic,.htm,.jpeg,.jpg,.mht,.mp4,.msg,.odt,.pdf,.png,.ppt,.ppt:  
- application

No Files larger than 23000 KB

\* required



## IGEMS: Add/Update Station Information

### Step-by-Step Instructions for Updating Station Information

1. Login to IGEMS: Access the IGEMS platform using your authorized login credentials.
2. Access Applications:
  - Click on the "Applications" tab. This option is on the left below My Account
3. View Agency Applications:
  - Once in the "Applications" section, locate and click on "View Agency Applications."
  - This action will display a list of all applications associated with your agency.
4. Select the Correct Application:
  - Review the list of available applications and find the one you need to update.
  - Click on the "Apply Now" button next to the correct application.
5. Verify Your Agency:
  - A new page or form will appear with a drop-down menu.
  - Use the drop-down to select or verify your agency.
  - Once your agency is correctly selected, click the "Next" button to proceed.
6. Add or Edit Station Information:
  - You will be taken to a section where you can add new station information or edit existing details.
  - Make the necessary changes to the station information as required.
7. Submit Changes:
  - After reviewing and confirming that all information is correct, click the "Submit" button to save your changes.

## 1. Select Applications

IdahoEMS.org NREMT CHU Background Check EMS Licensure Education EMSPC EMSAC IGEMS-PCR TRAIN Idaho

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**My Account**

Dashboard  
Profile  
Certifications  
**Applications**  
Education  
Agency  
Inspections  
Lookup  
Manage

Idaho \*MacGyver  
Paramedic  
Number: 317#  
Issued: 09/05/2019  
Expiration: 05/19/2025  
[Generate Card](#)

4 Forms pending completion  
0 Items waiting in checkout  
5 Applications to be reviewed

0 New courses requested  
0 Upcoming courses this month  
0 Upcoming tests this month  
0 Courses need to be signed off

57% complete  
72 Total Required Hours  
Applying Level: **Paramedic Renewal**  
[Search Courses](#)

## 2. Select View Agency Applications

Idaho \*MacGyver | Logout

**Available Applications**

Click "View My Applications" to view provider applications.

Agency Administration can select one of the "View Agency Applications" buttons to view the Agency licenses and forms you can apply to for that service.

**\*MacGyver, Idaho (317#)**  
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Issue Date: 09/05/2019  
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[View Agency Applications](#)

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-- Issued: 05/15/2024 -- Expires: 05/31/2025  
[View Agency Applications](#)

### 3. Select Correct Application and Click “Apply Now”

Update Vehicle Information  
Update current vehicle information. [Apply Now](#)

Add a Vehicle  
Add a new vehicle to the agency. [Apply Now](#)

Inactivate a Vehicle  
Inactivate a vehicle from active service. [Apply Now](#)

**Add/Update Station Information**  
Update existing station information or add a new station. [Apply Now](#)

Emergency Order for Deployment  
OEM Deployment Order for EMS Agency vehicles, equipment, and/or personnel. This is a record of the resources being deployed for the deployment order. [Apply Now](#)

### 4. Use the drop down to verify your Agency then click next:

**Update or Add a station**

Agency Verification Station Information

▼ Section 1

**Agency Update/Add Station Form**

\*Verify Agency:

\*AAA Archer Air Ambulance- Test Agency (3176) ▼

[Next](#)

### 5. To update a station listed, click on the blue square icon to the left of the stations name. To add a new station, click “Add Another”. Once finished click “Submit”.

**Update or Add a station**

Agency Verification Station Information

▼ Section 1

**Agency Update/Add Station Form**

| Name                     | Station Number | Postal Code | City      | County    | State      | Phone        |
|--------------------------|----------------|-------------|-----------|-----------|------------|--------------|
| State Historical Society | 17             | 83712       | Boise     | Ada       | Idaho      |              |
| State Labs 1             | 1              | 83712       | Boise     | Ada       | Idaho      |              |
| test                     | 123            | 55044       | Lakeville | Dakota    | Minnesota  |              |
| The Bat Cave             | HQ             | 07001       | Avenel    | Middlesex | New Jersey | 555-588-2287 |

[Add Another](#)

[Submit](#)



## IGEMS: Adding EMS Support Staff

### Step-by-Step Instructions for Adding EMS Support Staff

1. Login to IGEMS:
  - Access the IGEMS platform using your authorized login credentials.
2. Access Agency:
  - Click on the "Agency" tab, to the left of the screen.
3. Select Agency:
  - Select the agency you wish to update by clicking on the agency's name.
4. Select Personnel:
  - Click on the "Personnel" tab, to the left of the screen to view the list of staff associated with the agency.
  - Check the box next to the personnel you would like to designate as support staff.
  - Click on "Select I Want to" at the top, then choose "Apply Licenses to Selected Users" from the dropdown menu.
  - Select "EMS Support Staff" by checking the box next to it, then click Bulk Apply to apply this designation to all selected personnel.
5. Select Application:
  - Click on the "Application" tab, to the left of the screen, then click "Review".
6. Once you're in the Review Application section
  - Click Start to begin the finalization process.
  - Ensure "Support Staff" is selected as the role, then sign and submit the form to complete the addition.

## 1. Click on Agency Tab

IdahoEMS.orgNREMTCHU Background CheckEMS LicensureEducationEMSPCEMSACIGEMS-PCRTRAIN Idaho

My Account

Dashboard

Profile

Certifications

Applications

Education

Agency

Inspections

Lookup

Manage

Idaho \*MacGyver | Logout

My Account



Idaho \*MacGyver

Paramedic

Number: 317#

Issued: 09/05/2019

Expiration: 05/19/2025

Generate Card

3 Forms pending completion

0 Items waiting in checkout

4 Applications to be reviewed

0 New courses requested

0 Upcoming courses this month

0 Upcoming tests this month

0 Courses need to be signed off

57% complete

72 Total Required Hours

Applying Level: Paramedic Renewal

Search Courses

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## 2. Click on the agency.

My Account

Applications

Education

Agency

Inspections

Lookup

Manage

Idaho \*MacGyver | 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.

GO CLEAR

| Agency                                        | Life Support-Clinical Level | Physical Address         | City  | County | Phone        | Primary                             |
|-----------------------------------------------|-----------------------------|--------------------------|-------|--------|--------------|-------------------------------------|
| *AAA Archer Air Ambulance- Test Agency (3176) | ALS-Critical Care           | 2220 Old Penitentiary Rd | Boise | Ada    | 208-334-4000 | <input checked="" type="checkbox"/> |
| *NEMSIS Update Test (10045)                   | ALS-Critical Care           | 2224 Old Penitentiary Rd | Boise | Ada    | 208-555-5555 | <input type="checkbox"/>            |

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

= Agency Billing Contact

= Instructor - Certified

= Education Program Director

= Credentialed Provider

= Credentials - OM Skills

= Credentials - Critical Care

= MD Designee

= EMS Support Staff

= Credentials - EMR Ambulance

= Primary Agency Contact

= Medical Director

= Peds Care Coordinator

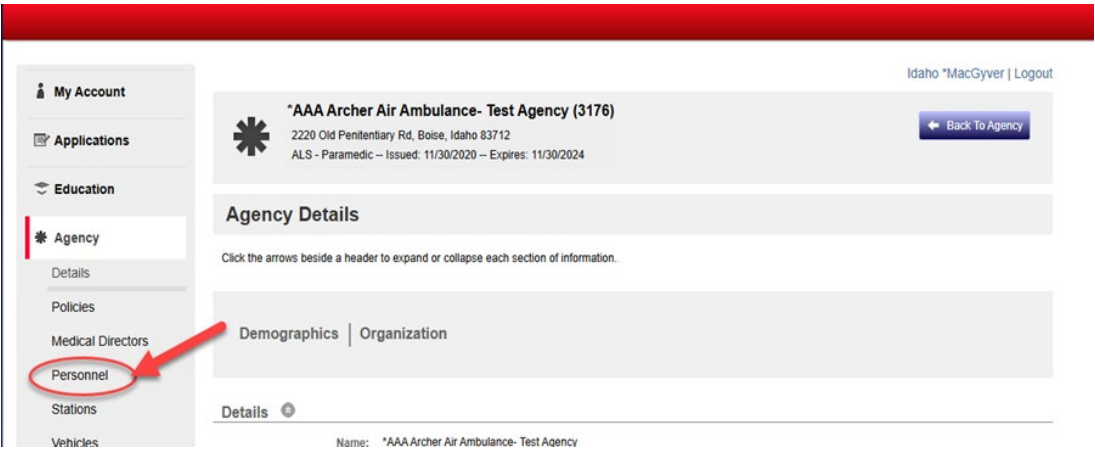
= Infection Control Officer

= Agency Administration

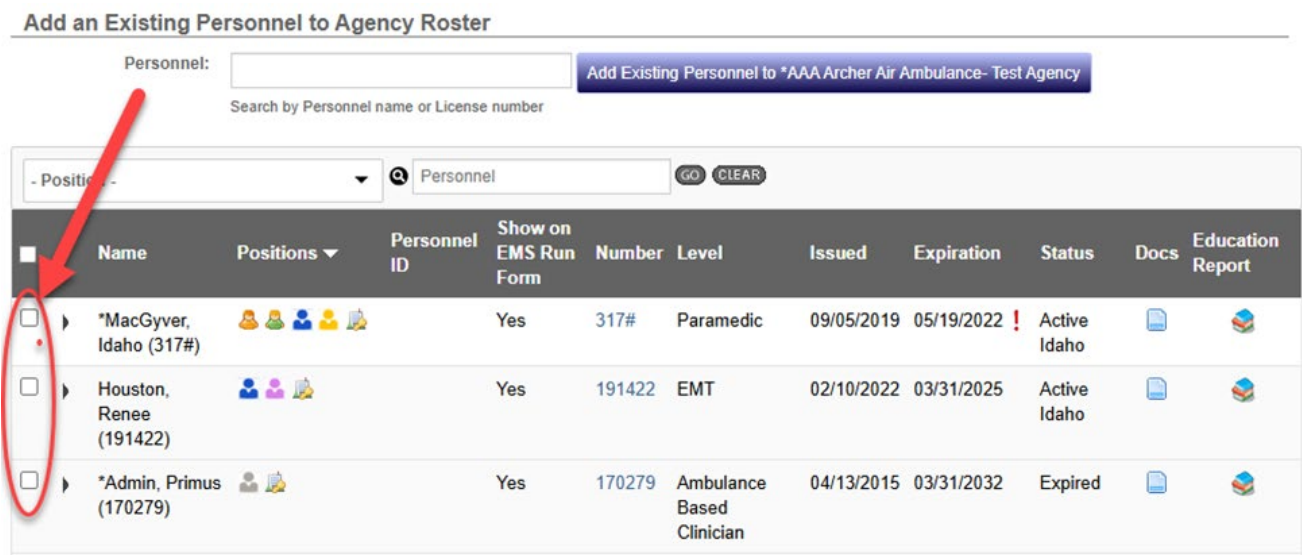
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21 | Page

3. Click on the personnel tab.



4. Click on the box of the personnel you want to make support staff.



5. Click on "Select I Want to" and then click on "Apply Licenses to Selected Users".



6. Click on “EMS Support Staff” then select “Bulk Apply”.



**\*AAA Archer Air Ambulance- Test Agency (3176)**  
2220 Old Penitentiary Rd, Boise, Idaho 83712  
ALS - Paramedic -- Issued: 11/30/2020 -- Expires: 11/30/2024

Apply Licenses to Selected Users

\* Available Licenses:

Bulk Apply

EMR - Ambulance Certification

EMR - Ambulance Certification

Ambulance Based Clinician - Initial

Ambulance Based Clinician - Renewal

EMS Support Staff

on license rules, Bulk Apply settings or Limited Application settings (if some of your

7. Click on “Applications” then click “Review.”

Idaho \*MacGyver | Log

My Account

Applications

Continue

Checkout

Transaction

Review

Education

Agency

Available Applications

Click “View My Applications” to view provider applications.

Agency Administration can select one of the “View Agency Applications” buttons to view the Agency licenses and forms you can apply to for that service.



**\*MacGyver, Idaho (317#)**  
Paramedic  
Issue Date: 09/05/2019  
Expiration Date: 05/19/2025

View My Applications



**\*AAA Archer Air Ambulance- Test Agency (3176)**  
2220 Old Penitentiary Rd, Boise, Idaho 83712  
ALS - Paramedic -- Issued: 11/30/2020 -- Expires: 11/30/2024

View Agency Applications

8.Click on “Start” to complete the process.

Review Applications

The *Continue* button will be displayed for each form that you need to review.

You can click the grey header bar for any application to expand or collapse the list of forms associated with that license. Additionally, you use the filters and search box at the top of the page to narrow down which licenses are displayed on this page. After you have entered search criteria, click Go to search for licenses matching your criteria. If you want to view all licenses again, click Clear.

Select Application Status

Q

CLEAR

▼ EMS Support Staff - (Coleman, D)

Status: Initiated  
Number:  
Level(s):  
Forms: 0 of 1 completed

Initiated On: Oct 28, 2024  
Issue Date:  
Expiration Date:

Forms

| Form              | Requested    | Completed | Action                      |
|-------------------|--------------|-----------|-----------------------------|
| EMS Support Staff | Oct 28, 2024 |           | <div><div>Start</div></div> |

9. Confirm "Support Staff" is selected. Sign and submit.

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

Welcome, Primus \*Admin | Logout

**My Account**

- Applications
  - Continue 1
  - Checkout
  - Transaction
  - Review 2
- Training
- Agency
- Lookup

**EMS Support Staff**

Page 1

Section 1

\*First Name  
Driver

\*Middle Name

\*Last Name  
Ambulance

Email  
idahoemstest17@gmail.co

\*Agency  
AAA Archer Air Ambulance- Test Agency (3176)

Role

- ☐ Agency Administration
- ☐ Agency Billing Contact
- ☐ Ambulance Certified (EMR Only)
- ☐ Credentialed Provider
- ☐ Critical Care Credential
- ☐ Education Program Director
- ☒ EMS Support Staff
- ☐ Licensed Medical (Bureau Only)
- ☐ EMSPC Commissioner (Bureau Only)
- ☐ GEMS-PCR Medical Billing
- ☐ Instructor - Certified
- ☐ MD Designee
- ☐ Medical Director
- ☐ OM Credentialed
- ☐ Primary Agency Contact
- ☐ TSE-STEM
- ☐ TSE-Stroke
- ☐ TSE-Trauma

\*Submitter Signature

Username: adminP

Password: