



IGEMS-LMS and IGEMS-PCR(Elite) Agency Administrator User Guide

Contents:

1. Adding Personnel to Agency Roster – Page 1
2. Adding EMS Support Staff – Page 4
3. Updating Personnel Roster - Page 10
4. Adding a Vehicle - Page 15
5. Updating/Inactivating/Deleting a Vehicle - Page 19
6. Upload a new Policy or Procedure - Page 23
7. Add/Update Station Information- Page 27

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 Adding Personnel to Roster

Step by Step Instructions for Adding Personnel to the Roster in IGEMS-LMS and IGEMS-PCR (Elite).

Important! Once the users are added and assigned a role in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update with the new personnel.

1. Login to IGEMS:

- Please access the IGEMS-LMS platform using your authorized login credentials.

2. Access the Agency Tab:

- Click on the “Agency tab, to the left of the screen.

3. Select the Agency:

- Select the agency you wish to update by clicking on the agency’s name.

4. Select the Personnel Tab:

- Click on the "Personnel" tab, to the left of the screen to view the list of staff associated with the agency.
- Search the personnel you would like to add to your roster in the “Add Existing Personnel to (your agency name)” field.
- Click the ““Add Existing Personnel to (your agency name)” button to add the personnel to the agency roster.

5. Assign Credentials and Roles:

- Assign the respective provider a credential and role using the “IGEMS Agency Updating Personnel Roster” guide in this document (page 10).
 1. This will automatically assign a permission group in IGEMS-PCR (Elite) and allow credentialed providers to submit incidents.

1. Click the Agency Tab.

EMS.Idaho.Gov NREMT IDHW Background Check Unit EMS Personnel Licensure Education EMSAC IGEMS-PCR

Primus *Admin | Logout

My Account

My Account

Primus *Admin
EMT
Number: 170279
Issued: 09/18/2025
Expiration: 09/30/2028
[Generate Card](#)

3 Forms pending [completion](#)
0 Items waiting in [checkout](#)
3 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:
EMT Renew [v](#)

0% complete
Date Range: 09/18/2025 - 09/30/2028
36 Total Required Hours
[Search Courses](#)

[Login to Elite](#)

2. Select the Correct Agency

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](#) [F.A.Q.](#)

Agency	Life Support-Clinical Level	Physical Address	City	County	Phone	Primary
*NEMSIS Update Test (#10045)	ALS-Critical Care	2224 Old Penitentiary Rd	Boise	Ada	208-555-5555	

Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page [10](#)

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

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3. Click Personnel

The screenshot shows the user interface for the NEMSIS Update Test. On the left, a sidebar contains a menu with items: My Account, Applications, Education, Agency (selected), Details, Policies, Medical Directors, Personnel (highlighted with a red circle and an arrow), Stations, Vehicles, Documents, Service Areas, Inspections, Lookup, and Manage. The main content area displays the agency details for 'NEMSIS Update Test (#10045)', including its address and license information. Below this, the 'Agency Details' section is visible, with a sub-section for 'Demographics | Org/Service Type/Annual Data'. A red arrow points from the 'Personnel' menu item to the 'Personnel' sub-section header.

4. Search the Provider and Click the “Add Existing Personnel” button.

This screenshot shows the 'Personnel' section of the NEMSIS Update Test interface. It includes detailed instructions for managing the personnel roster, such as adding, removing, or applying licenses to selected users. A red box highlights the 'Add an Existing Personnel to Agency Roster' section, which contains a search input field and a button labeled 'Add Existing Personnel to *NEMSIS Update Test'. A red arrow points from the 'Personnel' menu item in the sidebar to this section. Another red arrow points from the 'Add Existing Personnel' button to the search input field. Below the search section, a table header is visible, listing columns for Name, Positions, Personnel ID, Show on EMS Run Form, Number, Level, Issued, Expiration, Status, Docs, and Education Dashboard.

5. Follow the “IGEMS: Agency Updating Personnel Roster” to assign a role.



IGEMS: Agency Adding EMS Support Staff

Step-by-step Instructions for Adding EMS Support Staff.

Important! Once the users are added and assigned the EMS Support Staff role in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update with the new personnel.

1. **Login to IGEMS:**
 - Access the IGEMS-LMS platform using your authorized login credentials.
2. **Access the Agency Tab:**
 - Click on the "Agency" tab, to the left of the screen.
3. **Select the Agency:**
 - Select the agency you wish to update by clicking on the agency's name.
4. **Select the Personnel Tab:**
 - 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.
 - If you cannot see the respective provider within the agency roster, follow the "Adding Personnel to the Roster" guide on this document (page 1).
 - 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 the Application Tab:**
 - Click on the "Application" tab, to the left of the screen, then click "Review".
6. **Confirm Role Updates:**
 - 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.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

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

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

2. Click on the agency.

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

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	☑
*NEMSIS Update Test (10045)	ALS-Critical Care	2224 Old Penitentiary Rd	Boise	Ada	208-555-5555	☐

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

3. Click on the Personnel Tab.

Idaho *MacGyver | Logout

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

[Back To Agency](#)

Agency Details

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

Demographics | Organization

Details

Name: *AAA Archer Air Ambulance- Test Agency

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

Add an Existing Personnel to Agency Roster

Personnel: [Add Existing Personnel to *AAA Archer Air Ambulance- Test Agency](#)

Search by Personnel name or License number

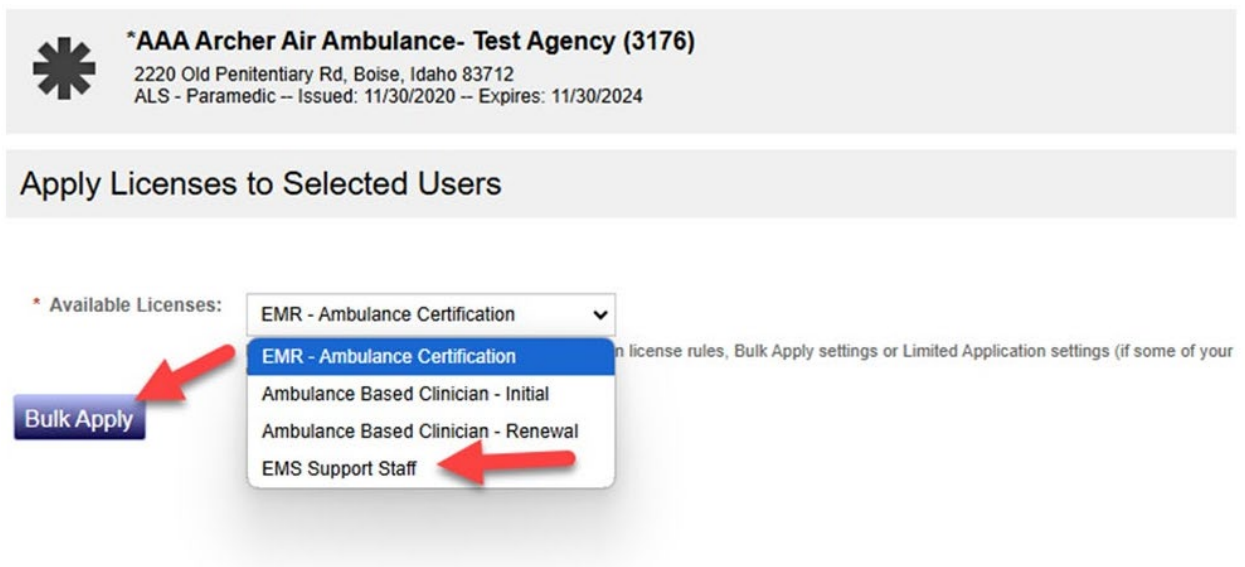
- Position - Personnel

☐	Name	Positions	Personnel ID	Show on EMS Run Form	Number	Level	Issued	Expiration	Status	Docs	Education Report
☐	*MacGyver, Idaho (317#)			Yes	317#	Paramedic	09/05/2019	05/19/2022	Active Idaho		
☐	Houston, Renee (191422)			Yes	191422	EMT	02/10/2022	03/31/2025	Active Idaho		
☐	*Admin, Primus (170279)			Yes	170279	Ambulance Based Clinician	04/13/2015	03/31/2032	Expired		

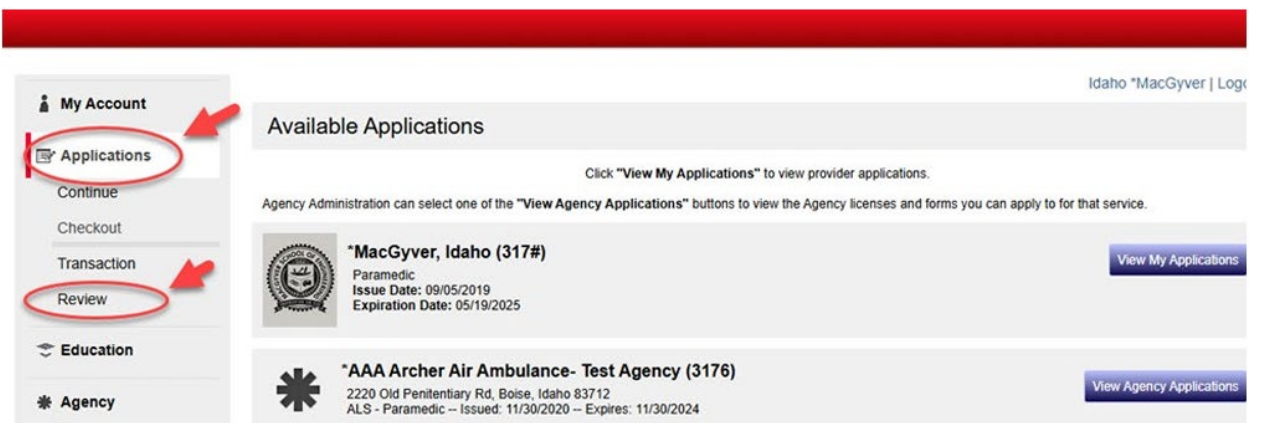
5. Click on “Select I want To” and then click “Apply Licenses to Selected Users.”



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



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



- 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		Start

- Confirm “Support Staff is selected on the desired user. Sign and submit.

My Account

Applications

Continue 1

Checkout

Transaction

Review 2

Training

Agency

Lookup

Welcome, Primus *Admin | Logout

EMS Support Staff

Page 1

Section 1

*First Name

Driver

*Middle Name

*Last Name

*Ambulance

Email

idahoems17@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

☐ Emergency Services (Bureau Only)

☐ EMSPC Commissioner (Bureau Only)

☐ GEMS-PCR Medical Billing

☐ Instructor - Certified

☐ MD Designee

☐ Medical Director

☐ OCM Credential

☐ Primary Agency Contact

☐ TSE-STEM

☐ TSE-Stroke

☐ TSE-Trauma

Remove

Add Another

*Submitter Signature

Username: adminP

Password:

Submit



IGEMS: Agency Updating Personnel Roster

Step by Step Instructions for Updating Personnel Roster in IGEMS-LMS and IGEMS-PCR (Elite)

***Important!** It is important to maintain and update the provider roles in IGEMS-LMS, as the assigned roles automatically determine permission groups in IGEMS-PCR (Elite), allowing credentialed providers to submit PCRs and perform other functions.*

Once the users are assigned a role on the agency roster in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update the users' roles and permissions.

1. Login to IGEMS:

- Please access the IGEMS-LMS platform using your authorized login credentials.

2. Access the Applications Tab:

- Once logged in, navigate to the "Applications" section.

3. View Agency Applications:

- Within the Applications menu, select "View Agency Applications."

4. Apply for the Agency Roster Updates Application:

- Select the "Agency Roster: Personnel Updates" form from the available applications. Click Apply Now.

5. Verify Agency Listed on the Application:

- On the first page, verify the agency selected is accurate. Click Next.

6. Access Provider Information:

- Locate the provider you wish to update.
- Click on the blue icon associated with the provider's name to edit; you will access a dropdown menu that provides further options.
 1. If you cannot see the respective provider within the agency roster, follow the "Adding Personnel to the Roster" guide on this document (page 1).

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

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

***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.

 *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
Agency License Certificate - Initial	Apply Now
Optional Modules Addendum Update optional modules approved for the agency.	Apply Now
Agency Roster: Personnel Updates 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.	Apply Now
Update Vehicle Information Update current vehicle information.	Apply Now

4. Verify Agency 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](#)

- 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

- 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
 ☐ REPLICIA
 ☐ 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



IGEMS: Agency Adding A Vehicle

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

***Important!** Once the vehicles are added to the agency fleet in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update with the new vehicle.*

1. **Login to IGEMS-LMS**
 - a. Please access the IGEMS-LMS platform using your authorized login credentials.
2. **Access the Applications Tab:**
 - a. Begin by clicking on the **"Applications"** tab, which is highlighted in grey on the main menu.
3. **View Agency Applications:**
 - a. Once you're in the Applications section, locate and click on **"View Agency Applications"** to proceed.
4. **Apply to the Add a Vehicle Application:**
 - a. In the list of available applications, click **"Apply Now"** for the application called **"Add a Vehicle."**
5. **Select the Appropriate Option:**
 - a. A new page or section will appear. Carefully select the appropriate option you would like to update. After making your selection, click **"Next"** to move forward.
6. **Enter Vehicle Information:**
 - a. 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.

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

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. Add a Vehicle

		*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	
Agency License Certificate - Initial	Apply Now	
Optional Modules Addendum Update optional modules approved for the agency.	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	

4. Select the 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 Updating/Inactivating/Deleting a Vehicle

Step-by-Step Instructions for Updating/Inactivating/Deleting a Vehicle through the Agency

***Important!** Once a vehicle is updated or marked as inactive in the agency fleet in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update the fleet.*

1. **Login to IGEMS-LMS**
 - a. Please access the IGEMS-LMS platform using your authorized login credentials.
2. **Access the Applications Tab:**
 - a. Start by clicking on the **"Applications"** tab, which is highlighted in grey on the main menu.
3. **View the Agency Applications Tab:**
 - a. In the Applications section, locate and click on **"View Agency Applications"** to proceed.
4. **Apply for the Update EMS Response Fleet Vehicles Application:**
 - a. In the available applications, click **"Apply Now"** for the application called **"Update EMS Response Fleet Vehicles"**.
5. **Expand Instructions:**
 - a. On the first section of the application, click **"Unhide Instructions"** under the "To View Instructions, select Unhide" dropdown.
6. **Update Vehicle Information:**
 - a. Update the vehicle information using the instructions unhidden from step #5. Repeat as many times as needed.
7. **Sign and Submit the Application:**
 - a. Review and sign the Attesting Statement.
 - b. Click **"Submit"** to finalize.

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 for the Update EMS Response Fleet Vehicles Application.

Applications	Action
Agency License Application- Initial License application for new agencies or agencies changing or adding service types, clinical levels, or operational declarations.	Apply Now
Specialty Services - CHEMS Specialty Services - CHEMS (Community Health EMS) is the evaluation, advice, or treatment of Idahoans by CHEMS trained EMS personnel out of a hospital and coordinated with health and social services providers.	Apply Now
Waiver - Agency Required Personnel Waiver of the Agency Licensing Personnel Requirement to staff personnel licensed at or above the agency's HIGHEST clinical level for the entire anticipated call volume. Personnel licensed to provide care at the agency's license level are not available 24 hours a day, 7 days per week, or 365 days per year. This waiver allows an agency to continue offering a higher level of clinical services to their community on a part-time basis while maintaining the highest level of licensure and required equip...	Apply Now
Agency Roster: Personnel Updates 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.	Apply Now
Optional Modules Addendum Update optional modules approved for the agency.	Apply Now
Update EMS Response Fleet Vehicles Update vehicle's availability for EMS Response, update vehicle identification details and annual mileage information, or remove vehicles from the fleet.	Apply Now
Add EMS Response Vehicle Add EMS Response Vehicles to the agency using this form. Vehicles being added must meet the "Minimum Equipment Standards for Licensed EMS Services" and require review and approval by the Bureau before being put into service.	Apply Now

4. Expand Instructions by clicking "Unhide Instructions" under the "To view Instructions, select Unhide," select Unhide" drop down.

Page 1

▼ Section 1

EMS Response Fleet: Update Vehicles

Maintain the Agency's EMS Response Fleet

On this form report vehicle's availability for EMS Response, update vehicle identification details and annual mileage information, or remove vehicles from the fleet.

To view Instructions, select Unhide.

Hide Instructions

Select To view Instructions, select Unhide.

Hide Instructions

Unhide Instructions

▼ Section 2

5. Update vehicle information by following the instructions unhidden.

Instructions

[Click on a vehicle](#). The vehicle's data fields will open at the bottom of the list for you to update or remove a vehicle.

1. Remove a vehicle from the fleet:

- Click the **REMOVE** button instead of **DONE**.

2. Report vehicles currently in use for EMS Response:

Status is **Yes**

- Vehicle is legally registered and in working condition; and
- Stocked with the required equipment; and
- Active for any type of EMS response.

Status is **No**

- Vehicle is not equipped or pending inspection; or
- Vehicle is temporarily not in working condition or legally registered; or
- Vehicle has temporarily been removed from Active or in Reserve rotation.

3. Update mileage or missing vehicle details.

Select the **Done** button for the vehicle. **Repeat** as needed to update another vehicle.

When all changes have been made **SIGN** the attesting statement, then **SELECT** the **SUBMIT** button at the bottom of the page.

Section 2

VIN#	Available	Type	Vehicle Unit #	Call Sign	Year	Make	Model & Chassis Mfg	DMV Plate	Mileage
☒ TESTINGVEHICLEADD01	Yes	Ambulance	EMS 1	3	2022	Dodge	3500	DC317	!
☒ 1234testme4444	Yes	Ambulance	EMS 3	EMS3	2026	Chevrolet	Wheeled Coach 4500HD	NEMSIS3	!
☒ 12345678dsb	Yes	Ambulance	EMS 2		2025	GMC	50fsff	afdg23	!
☒ 1234testme5555	Yes	Ambulance	EMS 5	EMS 5	2024	Ford	Wheeled Coach 450 SD	NEMSIS5	!

6. Sign and submit the application.

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 Idaho Code and Rules Governing EMS.

*Attesting Statement Signature

Username: adminP

Password:

☒ Submit



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-LMS platform using your authorized login credentials.
2. **Access the Agency Tab:**
 - 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 the Policies Tab:**
 - 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_Dr.Brown_2024.
6. **Save Document:**
 - Click on "Save" in the lower left corner.

1. Click on Agency in Grey

Idaho *MacGyver | Logout

My Account

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

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

Navigation: My Account, Dashboard, Profile, Certifications, Applications, Education, **Agency**, Inspections, Lookup, Manage

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

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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	☒
*NEMSIS Update Test (10045) 	ALS-Critical Care	2224 Old Penitentiary Rd	Boise	Ada	208-555-5555	☐

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.

Do not click this button. This is for creating a new folder.

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
MD Agreement	Policy	Medical Director Agreement	2024-1	Current		
Medical Supervision Plan	Policy	Medical Supervision Plan	2024-2	Current		
State Protocol Signed	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

***Important!** Once the station information is updated in IGEMS-LMS, both platforms will sync, and IGEMS-PCR (Elite) will automatically update.*

1. **Login to IGEMS**
 - Please access the IGEMS-LMS platform using your authorized login credentials.
2. **Access the Applications Tab:**
 - Begin by navigating to the main menu or dashboard of the software.
 - Click on the "Applications" tab. This option is highlighted in grey on the main menu.
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:**
 - Under the list of applications, click "Apply Now" for the application called "Add/Update Station Information."
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

Applying Level:
Paramedic Renewal
57% complete
72 Total Required Hours
[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#)**
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. 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