

MAINE EMS

	Agency Leadership
From:	Maine Emergency Medical Services
Date:	11 December 2020
Subject:	Managing Your Agency Roster in eLicensing

With the new process for notifying EMS clinicians and agency leadership of exposures to known, or presumed positive COVID-19 patients, it is important to consider cleaning up your agency roster. Doing so will limit the notifications your agency receives to only personnel that are currently active with your respective agency.

Our eLicensing portal can be accessed through this link:

<https://licensure.maineems.org/lms/public/portal#/login>

Or by navigating to the Maine EMS website at www.maine.gov/ems, once on the website, you will click on Licensing



Then on the eLicensing Portal under the Helpful Links section

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HELPFUL LINKS

[eLicensing Portal](#)

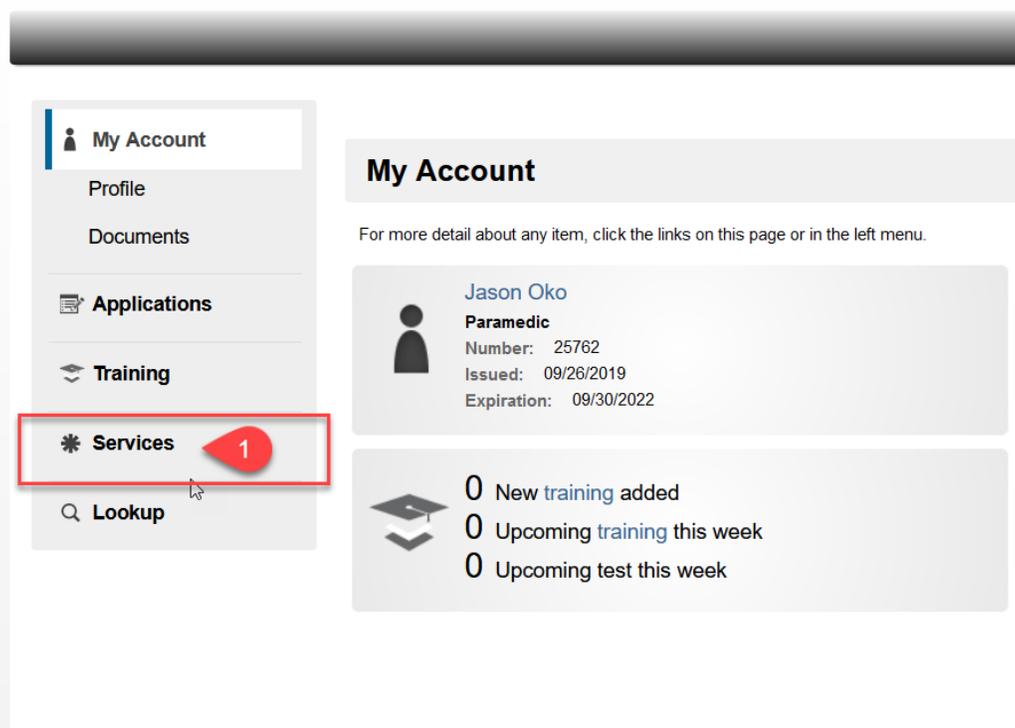
[Look Up My CEH Report](#)

[CEH Requirement for License Renewal \(PDF\)](#)

[CEH Category Definitions \(PDF\)](#)

[Print Your EMS License \(PDF\)](#)

Next, you will need to login, once logged in you will select "Services"



My Account

For more detail about any item, click the links on this page or in the left menu.

Jason Oko
Paramedic
Number: 25762
Issued: 09/26/2019
Expiration: 09/30/2022

0 New training added
0 Upcoming training this week
0 Upcoming test this week

Then select the agency that you would need to make personnel changes to:

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.

Search: GO CLEAR

Services Search	Service Permit Level	Mailing Address	City	County	Primary Phone
Maine EMS DEMO Agency	Agency Medical Technician	152 State House Station	Augusta	Kennebec	207-626-3863

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= TC Program Director = Medical Director - Primary Care = Medical Director - Training Center = TC Program Coordinator = Primary Contact
 = Medical Director - EMS = Medical Director Offline = Service Chief / EMD or Training Center Director = Assistant Director

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Then select Personnel from the selection column on the left-hand side of the screen:

The screenshot shows the user interface for managing agency services. On the left, a navigation menu is visible with the following items: My Account, Applications, Training, Services (selected), Details, Policies, Medical Directors, Personnel (highlighted with a red box and a red callout bubble containing the number 3), StationLocations, Vehicles, Documents, and Service Areas. The main content area displays details for the 'Maine EMS DEMO Agency', including its address (152 State House Station, Augusta, Maine 04333) and issue/expiration dates (Issued: 09/01/2020 -- Expires: 07/11/2018). Below this, there is a 'Services Details' section with a note to click arrows to expand/collapse sections. Further down, there are tabs for Demographics, Organization, and Staff. At the bottom, a 'Details' section shows the following information: Name: Maine EMS DEMO Agency, Sync Method: MEFIRS, Elite Region: Maine, and Synced To Elite: Yes.



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Then you will place a check mark in the radio box for the personnel you would like to remove from your agency roster, then navigate to the bottom of this screen where you will see the "Select I Want To" option, and choose, "Remove Selected Users", then select "Go." The users will be permanently removed from your roster, and this will sync to MEFIRS as well.

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- Position -

<input type="checkbox"/>	Name	Positions	Number	Level
<input type="checkbox"/>	Oko, Jason A (25762)		25762	Paramedic
<input checked="" type="checkbox"/>	Test, PJ			
<input type="checkbox"/>	Wazowski, Mike (MI-2319)		Edit	Emergency Medical Responder
<input type="checkbox"/>	Testing, Test (9991808085)		9991808085	
<input checked="" type="checkbox"/>	[Blurred Name]			Paramedic
<input type="checkbox"/>	[Blurred Name]		Edit	
<input checked="" type="checkbox"/>	TestLee, TestFrank (9991803020)		9991803020	

Select I Want To

Select I Want To

- Remove Selected Users
- Apply Licenses to Selected Users
- Save License Numbers for Selected Users

Primary Care = Medical Director - Training Cen
 Remove Selected Users Service Chief / EMD or Training

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