EMS Registry Job Aid for Medical Command Physician

****If you have completed a Medical Command Physician Course and/or PA DOH, Bureau of EMS Protocol Update, have these documents available electronically as you will need to upload them into the application.****

1. Using Internet Explorer, access the site: https://ems.health.state.pa.us/emsportal/

2. On the left hand side, click on “New Provider Application.”

3. In the “User Type” drop down box, select the appropriate level of certification you are requesting – Medical Command Physician.

4. Read the Functional Position Description for the Medical Command Physician. You will need to scroll within that box all the way to the bottom to click on “I have read and understand the Functional Position Description (FPD).”
5. The screen will refresh; read the text and then click on “Continue to EMS Application.”

6. You will be directed to the Applicant Data – General Information Tab. Complete all fields in the General Information Tab.

7. Social Security # - If you have a Social Security number, but choose not to provide it, check the appropriate box and enter either your ID number (PA driver’s license or PA Photo ID) or VISA number. Another tab titled, “Disclosures” will populate and you will be asked to authorize the PA Department of Health to obtain your Social Security number from the PA Department of Transportation. Your application will not be processed for certification until the PA Department of Health receives your Social Security number. This may possibly delay the issuance of your EMS Certification.

8. If you do not have a Social Security number, check the appropriate box. Another tab titled, “SSN Waivers” will populate and you will be required to complete the waiver statement.
9. If you check “Yes” for Criminal History, another tab titled, “Criminal History” will populate and you will be required to complete additional information. If you have questions relating to convictions, click on the blue help bubble.

10. If you check “Yes” for Disciplinary Action, another tab titled, “Disciplinary Action” will populate and you will be required to complete additional information.

11. In the Additional Information section, check “No” for the Certification by Endorsement question.

12. Click on the “EMS Application” Tab.

13. EMS Certifications previously held or currently held in PA, other states, or US territories - If you are currently an EMS Provider or an Expired EMS Provider, complete this section and then click “Add Certification.”
14. CPR Card – this is optional and is not required.
15. Returning from or Current Active Duty Military – if this pertains to you, complete this section.
16. Professional Licenses currently held in PA, other states, or US territories – Enter your Medical License information and click “Add.” A text box will appear with your information that you entered.

17. Skip the Education Tab.
18. Click on the Medical Command Physician Tab. Please read carefully and answer all questions. Upload documents if required courses were completed.

19. Click on the Release and Consent Tab. Read the statement, check the box, and click “Submit.” If required fields were not completed, you will see a text box indicating what needs to be completed. You will then need to return to the Release and Consent Tab and click “Submit” again.

20. A message box will appear asking if you want to submit a new EMS Application? Click “yes.” A box will appear indicating “in progress” and then you will be directed back to the home screen.

21. You will then receive an email indicating your application has been submitted and received by your Regional EMS Council. After Council approval, you will receive another email with further information regarding your certification.