MLREMS
MONROE-LIVINGSTON REGIONAL EMS COUNCIL

DATE: April 10, 2020

TO: Monroe-Livingston Agency Leadership

FROM: Monroe-Livingston HCS Coordinators

RE: Provider Expiration Dates

The New York State Department of Health Bureau of EMS and Trauma Systems (BEMSAT) has extended **ALL** provider expiration dates for their NYS EMT Certifications due to the COVID-19 pandemic. This includes CFR, EMT, AEMT, Critical Care and Paramedic providers.

- BEMSAT will not be able to send new cards to all providers across the state prior to many of your expiration dates. This extension also includes any providers who expired between September 1st, 2019 and today.
- A printed copy or PDF from the Health Commerce System (HCS) will serve as proof of your expiration date.
- Certified Lab Instructors and Coordinators will also be extended.
- We do not have access to CLI and CIC extension dates, if you are going to expire soon, please contact Elizabeth Donnelly at the BEMSAT through your course sponsor administrator.

Directions:
- All EMS Services regardless of level (BLSFR, Transport, ALS FR) are allowed access to the HCS.
- Some EMS Services already have representatives assigned in the HCS (see attachment).
- If you would like to have a representative and an alternate placed on the Health Commerce System (https://commerce.health.state.ny.us/), we will need the following:
    - Follow the steps outlined in "A. User Steps" on page 2 of this document. After completing Step 7 on page 2, scan and send the documents to mlrems@mlrems.org as we are your HCS Coordinators.
    - Upon receipt of the email, we will complete your registration and verify your account (will need a copy of your photo ID).
        - If your name does not match what is on your photo ID, we can't register you.
        - Without your registration ID, we can't register you.

Please note that due to the sheer number of EMS providers in the Monroe-Livingston Regional EMS system, the Program Agency cannot complete individual EMT expiration verifications. As such, we've created step by step instructions (page 3-4 of this document) that walks you through how to look up your individual providers.

If you need to reset your password, first try to use the forgot password link located on the HCS homepage. If you are unsuccessful in resetting your password, you will need to contact the Commerce Accounts Management Unit: 1-866-529-1890 option 1. Be sure to have your NYS driver license or NYS non-driver photo ID on hand prior to calling.

Paperless HCS User Account

NEW! Paperless HCS User Accounts for non medical professionals OR all those needing access to UAS. The Health Commerce System (HCS) user account request has gone paperless! No more signatures and notary are needed. Applying for an HCS user account is as simple as filling out an online form and having a valid Photo ID, such as a NYS DMV Driver's License, NYS DMV Non-driver Photo ID, Passport, etc. People that do not have a valid Photo ID can still apply for an HCS user account using the existing process which requires signatures and a notary. Please see your HCS Coordinator to apply.*

A. User steps...

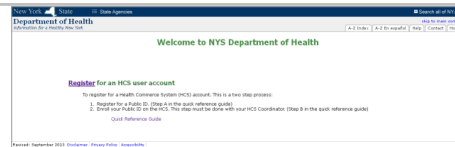### What are the steps?

To obtain an account, you must:

1. Register for an account
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator

Where do I register?

1. Open your web browser and enter this website in the address bar

   https://apps.health.ny.gov/pub/usertop.html

2. Click '**Register** for an account'

How do I register?

1. Complete the Name, Address and Policy Statement sections, and click **Continue**

   NOTE: Your name must match what is on your Photo ID

2. Create a user ID and password, click **Continue**
3. Answer at least six of the 27 secret questions, click **Register**
4. Confirm your account information, and click **Confirm**
5. Print your NYSDOH Account Registration Completion information, click **OK**
6. Print your confirmation email that your user ID was created
7. See your *HCS Coordinator with your NYSDOH Account Registration Completion email printout, and your Photo ID

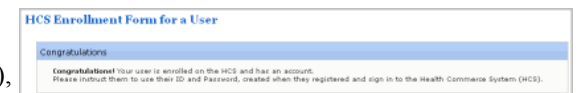## B. Coordinator steps...

How do I enroll a user with the paperless process?

1. Log on the HCS
2. Click **Coord Account Tools -HCS** under My Applications
   * Counties click Coord Account Tools—LHD
3. Click **User** under 'Request an account for a…'
4. Select Yes, they have a Valid Photo ID

5. Select your organization from the list
6. Enter the user's HCS ID, click **Submit**

   NOTE: This information must be supplied by the user when they registered for an HCS account

7. Enter the user's information from the Photo ID, click **Submit**

   NOTE: The information must match exactly

8. Enter the user's contact information (fields marked with an asterisk are required), click **Submit**
9. Your user is enrolled on the HCS. Please instruct them to use their user ID and password they created and sign in the HCS (**https://commerce.health.state.ny.us**)

C. User steps...

How do I sign on the HCS?

Once your HCS Coordinator completes their steps above, you will be enrolled on the HCS, and receive a congratulations email. Do the following:

1. Read the 'Document 2 SAUP' for rules and responsibilities
2. Click the HCS website link (or copy and paste it in your browsers address bar), and enter your user ID and password that you created when registering

EMT Certification Expiration Date Inquiry Instructions

Step 1. Log in to the New York State Health Commerce System:

https://commerce.health.state.ny.us/public/hcs_login.html

Step 2. Type **EMT Certification Search** into the search bar. Then click open EMT Certification Search in the orange box.

EMT Certification Expiration Date Inquiry Instructions

Step 3. Type either the **EMT Number** or **EMT Last Name** into the appropriate search fields. Please note that if you use the **EMT Last Name** field you must have the exact name and spelling as printed on the provider's EMT Card.

Step 4. When your results appear, the provider's last name will be a purple hyperlink. Click the link to receive a printable copy.

Step 5. When you click the printable form, you will be able to see the provider's new EMT expiration date.

Health Commerce System User Listing

NYS EMS Agency	Health Commerce System User Primary	eCommerce ID	Health Commerce System User Alternate	eCommerce ID
Avon Fire District	None			
Barnard Fire District	Howard, Jason	bfd29		
Beacon Transportation	None			
Brighton Fire District	Fitch, Scott	mto40		
Brighton Volunteer Ambulance	None			
Brockport Fire Department	None			
Brockport Volunteer Ambulance	Dean, Cody	cd592732		
Bushnell's Basin Fire Association	None			
Chili Fire Department	None			
Churchville Volunteer Fire Department	None			
Clifton Fire Department	None			
Cuylerville Volunteer Fire Company	None			
Dansville Emergency Medical Services	None			
Egypt Fire Department	None			
Fairport Fire Department	None			
Gates Fire District	Bubel, Alan	abubel	Harrington, J	chiefgfd
Gates Volunteer Ambulance Service	Geffert, Melissa	mgeffert		
Geneseo Fire Department	Cook, Alexander	ajc15	Manzo, Francis	fmanzo
Greater Rochester International Airport Fire Department	None			
Hamlin Fire Department	None			
Hamlin Morton Walker Fire District	None			
Hamlin Volunteer Ambulance	None			
Henrietta Fire District	Stryzyznski, Mark	mstrzyzy		
Henrietta Volunteer Ambulance Service (CHS MIHC)	Allen, Reginald	rallen17		
Hilton Fire Deparment	None			
Honeoye Falls Ambulance	None			
Honeoye Falls Fire Department	None			
Irondequoit Ambulance	Kirchoff, Thomas	rrfd43	Saporito, Vickie	vsaporit
Lakeshore Fire Department	None			
Lakeville Volunteer Fire Department	None			
Laurelton Fire District	None			
Leicester Volunteer Fire Department	None			
Lima Volunteer Ambulance	None			
Livingston County EMS	Dewar, Karen			
Livonia Ambulance District #1	None			
Livonia Hook & Ladder Co. No.1	None			
Mendon Fire District	None			
Monroe County Sheriff Dept Marine Unit	None			
Monroe Medi-Trans Inc	Bove, Michael	mbove		
Morton Volunteer Fire Company Inc	None			
Mount Morris Town Ambulance	None			
Mumford Fire District	None			

Health Commerce System User Listing

NYS EMS Agency	Health Commerce System User Primary	eCommerce ID	Health Commerce System User Alternate	eCommerce ID
National Amb & Oxygen Svc Inc	None			
North Greece Fire District	None			
Northeast Joint Fire District	None			
Northeast Quadrant ALS	Ferg, Kenneth	fireman2		
Nunda Fire Company	Bugman, Gary	bugmanm	Burt, Thomas	tomburt
Penfield Fire Company	None			
Penfield Vol. Emergency Ambulance Service	None			
Perinton Volunteer Ambulance	None			
Pittsford Fire District	None			
Pittsford Volunteer Ambulance Service	None			
Point Pleasant Fire District	None			
Ridge Road Fire District	Kirchoff, Thomas	rrfd43	Patchett, Ronald	rprrfd
Ridge-Culver Fire Department	None			
Rochester Fire Department	Nolte, Michael	ltmnolte	Renner, Jamie	rennerj
Rochester Institute of Technology Ambulance	None			
Rush Fire District	None			
SUNY at Geneseo	None			
Scottsville Fire Department	None			
Sea Breeze Fire District	Cripps, David	dcripps2		
Sparta Center Volunteer Fire Department	None			
Springwater Fire District	None			
St Paul Blvd Volunteer Fire Department	None			
Union Hill Volunteer Ambulance	Seldes, Jerrlod Charles	js406930		
University of Rochester Medical Emer. Resp. Team	None			
Walker Fire Department	None			
West Sparta Volunteer Fire Department	None			
West Webster Fire District	Deisenroth, James	wwebster		
York Ambulance	None			