

CENTRAL REGISTRY PROCEDURE MANUAL

Subject: Documenting EMT certifications action in the central registry	Number: 650-69
Effective Date: April 27, 2016	

PURPOSE:

To increase communication and consistent application of EMT certification action, this procedure provides certifying entities with a standard process for documenting final determination of certification action by the LEMSA Medical Director in the Central Registry.

REGULATION GUIDANCE:

Documentation of final determination of certification action by the Medical Director must be entered into the registry within 3 working days of the notice of certification action pursuant to California Code of Regulations., Title 22, Div. 9, Chapter 10, §100344 (e).

REFERENCE:

- California Code of Regulations, Title 22, Division 9, Chapter 10, §100344
- California Code of Regulation Title 22, Division 9, Chapter 6, §100214.3
- Health & Safety Code, Section 1798.200
- Procedure 650-51 Placing and Releasing an Alert in the Central Registry

PROCEDURE:

1. In the left column of the Central Registry under Licensee click >Edit to begin a search for the EMT record using the social security number and selecting the search tab.

The screenshot shows the 'Person' tab of the Central Registry software. The left sidebar contains a menu with options: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. A red arrow points to the 'Edit' option. The main form area is titled 'Person' and 'Facility'. It contains several input fields: Profession (dropdown), License Type (dropdown), License Number (text), License Status (dropdown), First Name (text), Middle Name (text), Last Name (text), Address Line1 (text), Address Line2 (text), City (text), State (dropdown), Zip Code (text), SSN (text, containing '22222222'), Address Type (dropdown, set to 'General'), and Licensee Only (checkbox). At the bottom of the form, there is a 'Search' button (circled in red) and a 'Clear' button. A red arrow points to the 'Search' button.

2. Scroll down to the Certification Actions panel, and click the “Details” button.

Person		Facility			
Search		Clear			
Search Results Page 1 of 1					
Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Lightmonth, Buzz	4444 Auburn Blvd Sacramento CA 95841		E108477		Active
EMT	4444 Auburn Blvd Sacramento CA 95841				
Archive Renew					

Requirements Details		
Name	Status	Date
Certified By	Incomplete	
LiveScan Information Received and OK	Unchecked	
Application Complete and Signed	Unchecked	
\$37 Fee Collected	Unchecked	
\$75 Fee Collected	Unchecked	
NREMT Exam Taken and Passed	Unchecked	

Background Check Details			
CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
No Data			

Certification Actions Details			
Certification Action	Violation	Start Date	End Date
No Data			

Exam Details	
No Data	

3. When the Certification Actions Details open, click the “Add” tab to enter the certification actions details.

Summary i ?				
Name	Address	License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active

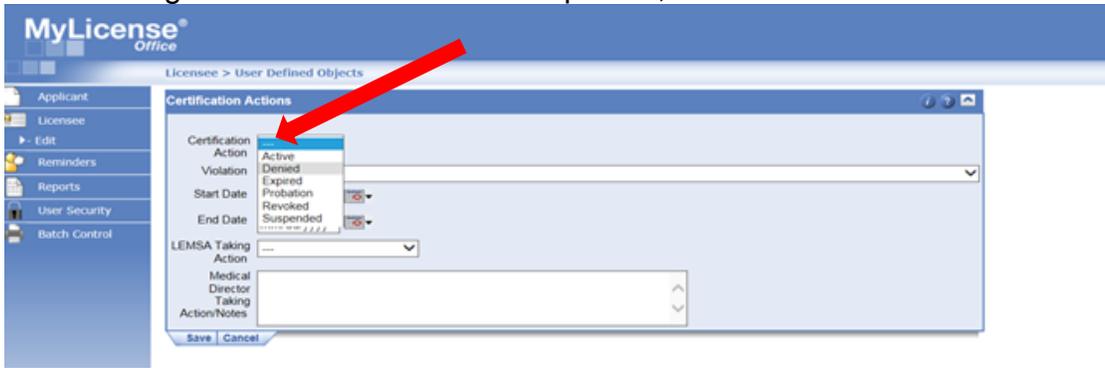
Certification Actions i ?						
	Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action/Notes
No Data Found						
Add						

Back

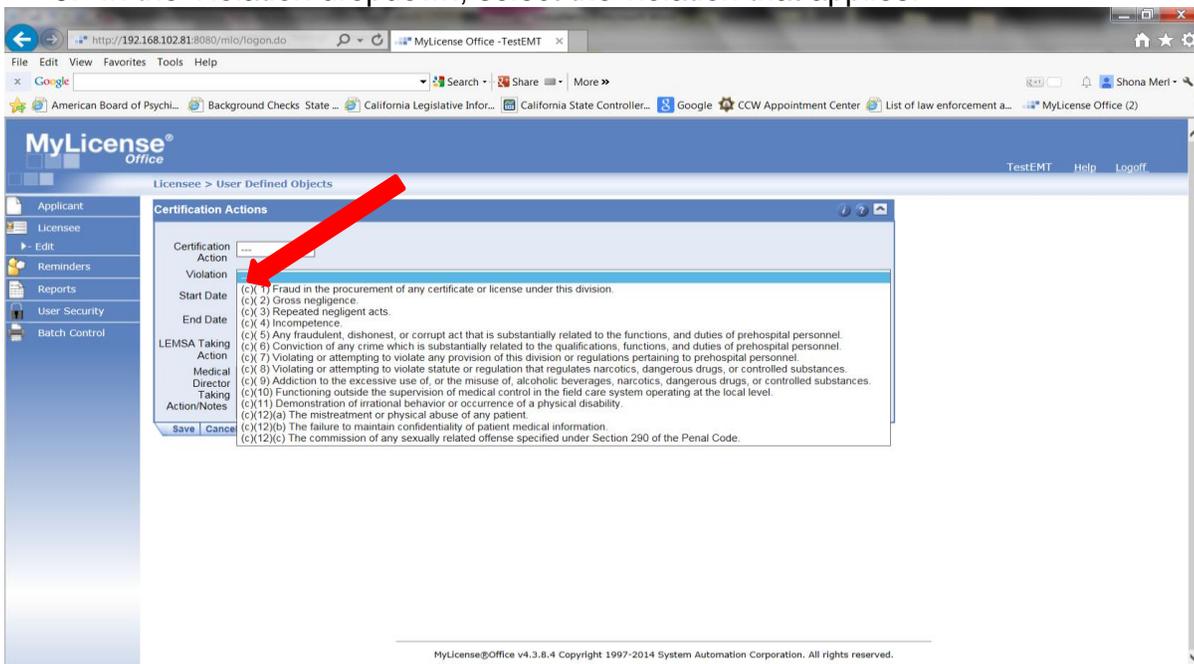
4. Once the “Add” tab is selected, you will see all the required fields to complete.

Certification Actions i ?	
Certification Action	---
Violation	---
Start Date	mm/dd/yyyy
End Date	mm/dd/yyyy
LEMSA Taking Action	---
Medical Director Taking Action/Notes	
Save Cancel	

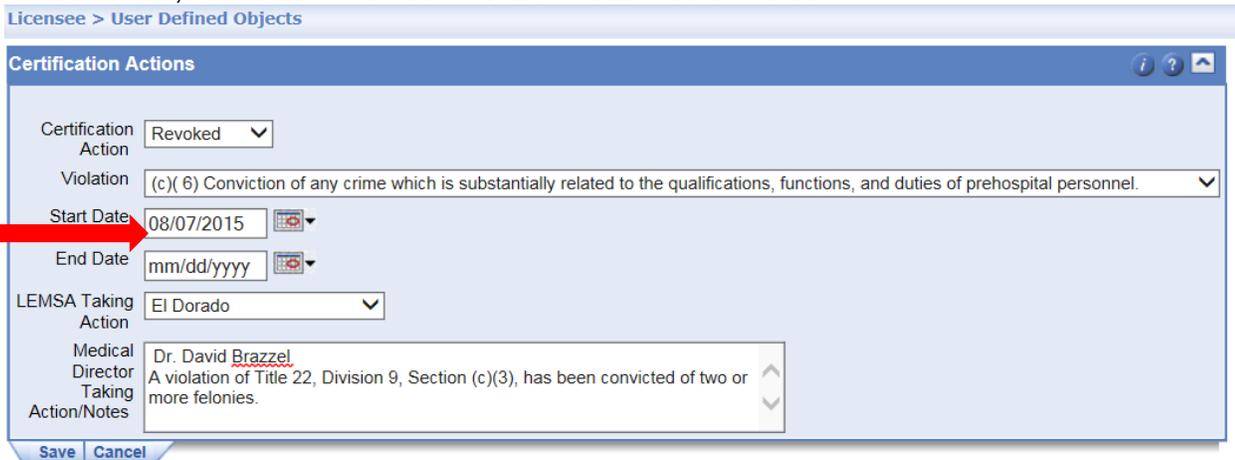
5. Using the Certification Action dropdown, select the “Certification Action” that applies.



6. In the Violation dropdown, select the violation that applies.



7. Next, enter the start date of the certification action.



8. Enter the end date if applicable.

Licensee > User Defined Objects

Certification Actions

Certification Action: Revoked

Violation: (c)(6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.

Start Date: 08/07/2015

End Date: mm/dd/yyyy

LEMSA Taking Action: El Dorado

Medical Director Taking Action/Notes: Dr. David Brazzel
A violation of Title 22, Division 9, Section (c)(3), has been convicted of two or more felonies.

Save Cancel

9. Select from the dropdown menu the "LEMSA taking Action" (your agency)

MyLicense Office

Licensee > User Defined Objects

Certification Actions

Certification Action: ---

Violation: ---

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

LEMSA Taking Action: [Dropdown menu open showing list of counties: Alameda, Alpine, Amador, Butte, Calaveras, Central California, Coastal Valleys, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inland Counties, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono]

Save Cancel

MyLicense@Office v4.3.8.4 Copyright 1997-2014 System Automation Corporation. All rights reserved.

10. Enter the Medical Director's name and desired notes to describe the reason for the certification action. Click the "Save" tab to save notes and the record of the action.

Certification Actions

Certification Action: Denied

Violation: (c)(8) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel.

Start Date: mm/dd/yyyy

End Date: mm/dd/yyyy

LEMSA Taking Action: ---

Medical Director Taking Action: Has been convicted of two or more felonies. (Lifetime ban)

Save Cancel

11. Click the "Back" button to return to the EMT record profile page. You must return to the EMT record profile to change the license status.

Licensee > User Defined Objects

Summary					
Name	Address	License Type	License Number	License Status	
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active	

Certification Actions						
	Certification Action	Violation	Start Date	End Date	LEMSA Taking Action	Medical Director Taking Action/Notes
1	Revoked	(c)(6) Conviction of any crime which is substanti...	08/07/2015		El Dorado	Dr. David Brazzel A violation of Title 22, Divisi...



12. Once you are in the EMT record profile, place your cursor over the tasks option to view the dropdown bar and select Change License Status.

Applicant
Licensee
Edit
Reminders
Reports
User Security
Batch Control

Person Facility

Search Results

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Lightmonth, Buzz	4444 Auburn Blvd Sacramento CA 95841		E108477		Active
EMT	4444 Auburn Blvd Sacramento CA 95841				

Archive Renew

Person Details

License Details

SERVICES TASKS

- Hold/Alert
- Print
- Change License Status
- History

13. Next you will see change status panel.

Summary				
Name	Address	License Type	License Number	License Status
Buzz Lightmonth	4444 Auburn Blvd Sacramento CA 95841	EMT	E108477	Active

Change Status

Current Status: Active

New Status* [dropdown]

Reason* [dropdown]

Date of Change* 08/12/2015 [calendar icon]

Letter?

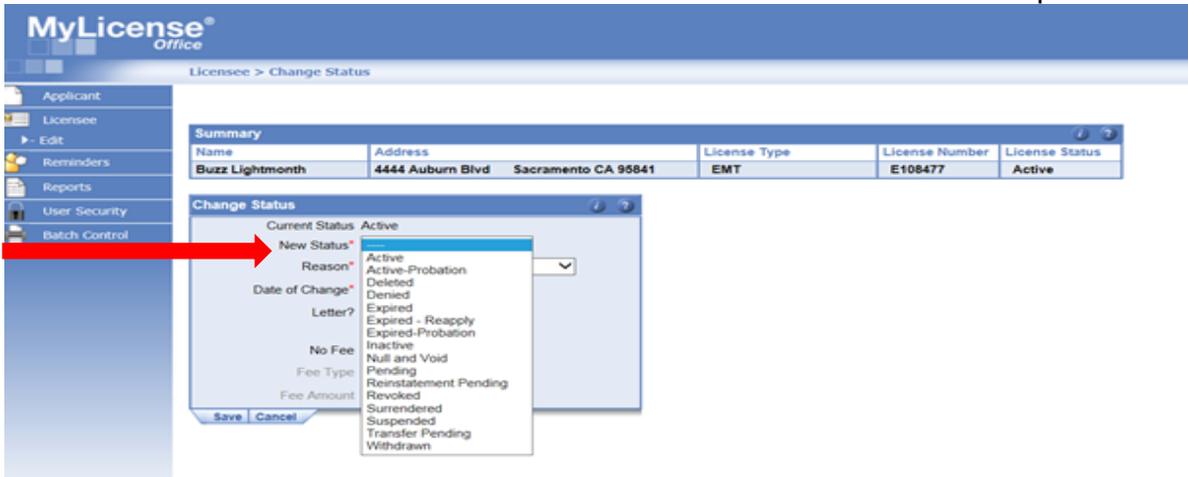
No Fee

Fee Type [dropdown]

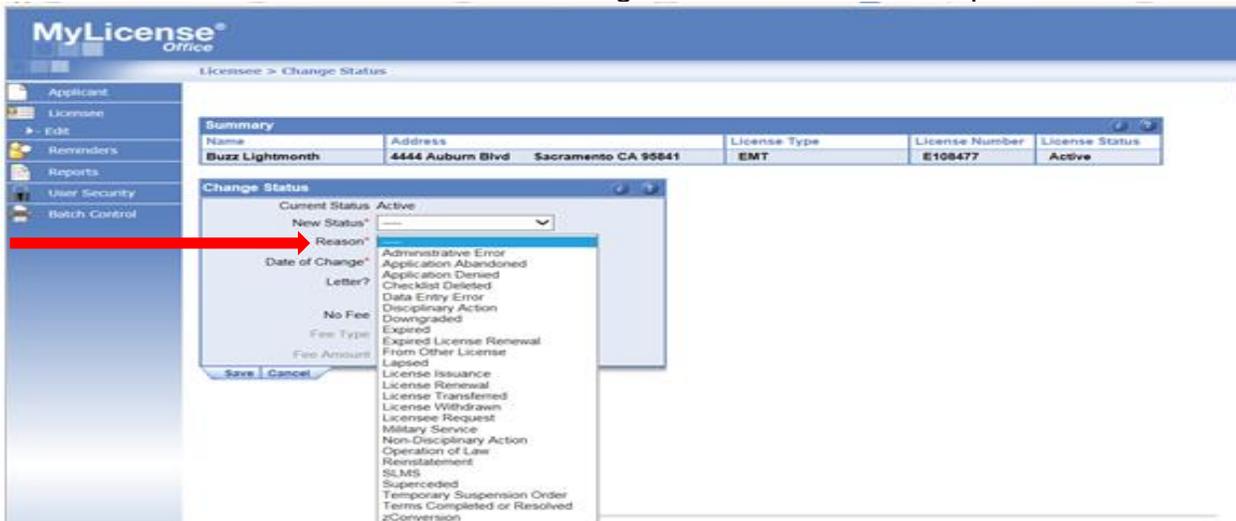
Fee Amount 0.0

Save Cancel

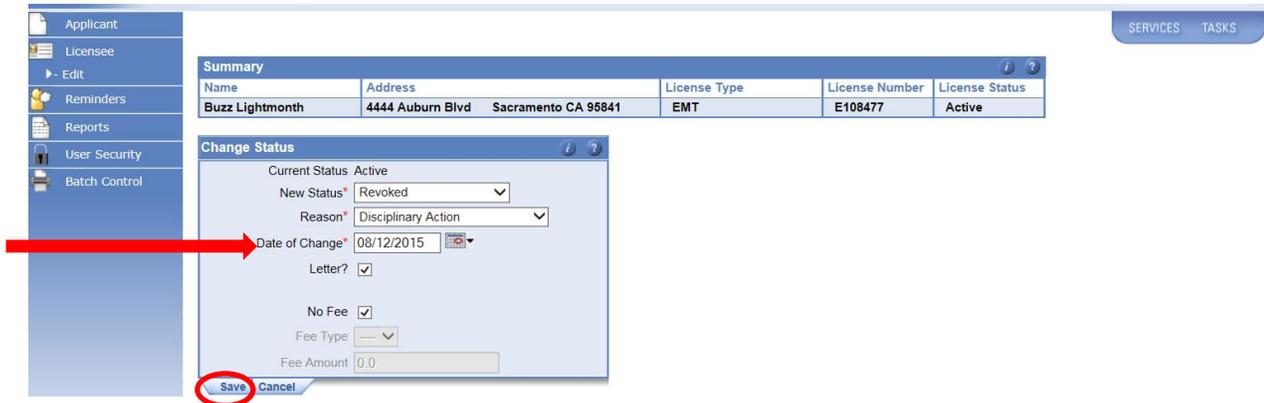
14. Select the status for the EMT Certificate from the “New Status” dropdown bar.



15. Select the reason for the status change from the “Reason” dropdown bar.



16. Enter the effective date for the status change in the “Date of Change” field, and click save.



NOTE: The “Letter” and “No Fee” option boxes do not apply to EMT certification status.

17. Once saved, the License Status/EMT Certification action is now completely recorded in the central registry.

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. The main content area is titled 'Person Facility' and contains a 'Search Results' table. The table has columns for Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. A red arrow points to the 'Revoked' status in the License Status column. Below the table are two detail windows: 'Person' and 'License'. The 'Person' window shows details for Lightmonth, Buzz. The 'License' window shows details for EMT certification number E108477, with a red arrow pointing to the 'Status: Revoked' field.

Name / License Type	Address	Subtype	License Number	Hold/Alert	License Status
Lightmonth, Buzz	4444 Auburn Blvd Sacramento CA 95841		E108477		Revoked
EMT	4444 Auburn Blvd Sacramento CA 95841				

Person Details

Prefix:
First Name: Buzz
Middle Name:
Last Name: Lightmonth
Date of Birth: 02/02/1990
SSN: 22222222

License Details

License Type: EMT
Certification Number: E108477
Applicant Number: 167020
Status: Revoked
Date This Status: 08/12/2015
Reason Changed: Disciplinary Action
Issue Date: 02/13/2015
Expiration Date: 03/31/2017
Effective Date: 03/31/2015