



# Inland Counties Emergency Medical Agency

*Serving San Bernardino, Inyo, and Mono Counties*

*Tom Lynch, EMS Administrator*

*Reza Vaezazizi, MD, Medical Director*

**DATE:** August 15, 2014

**TO:** EMS Providers - ALS, LALS, EMS Aircraft  
Base Hospital PLNs

**FROM:** Tom Lynch  
EMS Administrator 

**SUBJECT:** ELECTRONIC EMPLOYMENT VERIFICATION

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On August 15, 2014, ICEMA implemented the paperless EMS Credentialing process system-wide. As part of this new process, EMS providers will need to verify employment for Paramedics and Mobile Intensive Care Nurses through the EMS Credentialing website. The system is configured to automatically send an e-mail to the EMS Coordinators and Base Hospital Paramedic Liaison Nurses currently on file as authorized verification personnel. Attached is a tutorial for completing electronic employment verification.

If there are additional individuals approved to verify employment on behalf of your department or agency, please submit the individuals name and e-mail address to Dora Mejia via e-mail at [Dora.Mejia@cao.sbcounty.gov](mailto:Dora.Mejia@cao.sbcounty.gov).

If you have any additional questions, please do not hesitate to contact Danielle Ogaz, EMS Specialist, at (909)388-5822 or via e-mail at [Danielle.Ogaz@cao.sbcounty.gov](mailto:Danielle.Ogaz@cao.sbcounty.gov).

TL/DO/jlm

Attachment

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# Steps for Verifying EMT-P/MICN Employment through the ICEMA EMS Credentialing Portal

**Step 1:** Log onto the ICEMA EMS Credentials Portal.

(If you do not know your username and password, use the Account Lookup in order to have your username and password sent to you via email.)

The screenshot shows the login page for the Inland Counties Emergency Medical Agency EMS Credentials portal. The page features a logo on the top left and the title "Inland Counties Emergency Medical Agency EMS Credentials". There are three main sections: "Account Login" with a "Lookup" button, a "Login" form with fields for Username and Password, and an "Account Lookup" form with fields for Last Name, Birth Date, and Social Security Number. A "Forgot Username or Password?" link is also present. The footer includes the copyright notice "© 2014 ImageTrend, Inc."

**Step 2:** Upon logging into your account; all applications needing Verification of Employment will be seen on the right hand side of your browser window; they will be marked as **"# Application to be reviewed."**

(See screenshot below.)

The screenshot shows the "My Account" page for the Inland Counties Emergency Medical Agency EMS Credentials portal. The page features a logo on the top left and the title "Inland Counties Emergency Medical Agency EMS Credentials". The user is logged in, as indicated by "Welcome, [username] | Logout". The page is divided into a left sidebar with navigation options: "My Account" (Profile, Issued Application, Training Report, Documents), "Applications", "Service", and "Lookup". The main content area shows a "Paramedic" profile with fields for Number, Issued, and Expiration, and a "Generate Card" button. A notification box on the right states "1 Application to be reviewed" with a red arrow pointing to it, labeled "Verification of Employment Applications". Below the profile is a search section titled "I am looking for..." with a dropdown menu set to "Personnel" and input fields for First Name, Last Name, and Suffix. The footer includes the copyright notice "© 2014 ImageTrend, Inc."

**Step 3:** When you click on the "reviewed" link you will be taken to a window listing all applicants along with the application submitted. For each applicant, you will have to click the "Start" button in order to complete the verification process. Each gray bar will list the applicant and the application type; you may also review their application from this screen.

(See screenshot below. The PDF icon above the "Start" button will pop up a separate window allowing you to review the employee's application.)



**Step 4:** Answer the question for each applicant and hit "Submit." You're done!

Upon submitting the information, ICEMA will get notified of the verification of employment and we will continue to process the application.

