Maintaining Your Service Program Information with AMANDA

January 2017
Before you can “open” your Service Program’s AMANDA page you must be registered with AMANDA through your individual profile and be “linked’ to the Service Program
If you do not have an Iowa EMS certification, but will be maintaining an Iowa Service Program’s AMANDA page, you will need to create an individual A&A log in (user id & password) and an AMANDA profile page before you can be “linked” to the service program’s page.
All previously authorized Iowa Service Programs have been merged from the System Registry to AMANDA

Listed Service Directors & POC (from the December 2016 System Registry) have been “linked” to their service programs if..................
https://dphregprograms.iowa.gov/PublicPortal/Iowa/IDPH/common/index.jsp
WELCOME TO THE ONLINE SERVICES SITE FOR REGULATORY PROGRAMS WITHIN:
BUREAU OF EMERGENCY AND TRAUMA SERVICES
BUREAU OF ENVIRONMENTAL HEALTH SERVICES
BUREAU OF RADIOLOGICAL HEALTH

NOTE: This application works best in Chrome and Safari. If you need to use Internet Explorer, you will need to change three settings in order for the portal to function properly. Pop up blocker must be turned off and iowa.gov added to compatibility view and to trusted sites.

INDIVIDUAL APPLICANTS: If you have an @IOWAID account and password, select the Sign In button. If you have never used the online services site, create an account by selecting the New User Registration button. Please view the following tutorial to assist you with creating your account.

INSTRUCTIONS TO CREATE ACCOUNT

BUSINESS APPLICANTS: An individual authorized to represent your account will need to Sign In or create a new account as described above. Once this Individual is Logged in, they will be able to create a New Business Profile to apply for the appropriate license on behalf of your business. Additional instructions will be provided on how to complete the Business Application once the Individual is Logged In.
DPH Regulated Communities

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

Sign In

What Is A&A?
Help
Report issue to State Service Desk

Account Id Examples

Public User Account Format: firstname.lastname@iowa.gov

State Employee Account Format: firstname.lastname@iowa.gov

*If you do not have an @iowa.gov account use your State of Iowa employee email address.

NOTICE

You are about to interact with a publicly accessible website owned and operated by the State of Iowa. The actual, or attempted, unauthorized access, use, or modification of this website and its contents is strictly prohibited. Violators may be subject to administrative disciplinary action, civil litigation, and/or criminal prosecution in accordance with applicable State and Federal laws.
If you do not see the service program you are suppose to have access to for management of the service program’s information, your service director will need to send an email message to ADPEREHreg@idph.iowa.gov indicating that you are authorized to have access to the service program’s AMANDA page.
### IDPH REGULATORY PROGRAMS

Radiological Health • Emergency Medical Services • Environmental Health

#### My Profile

**Basic Profile Details**

- **Name:** Iowaems Provider
- **Date of Birth:** 01/01/1970
- **Email Address:** iowaemsProvider@gmx
- **Preferred Address:** Physical Address

#### Registered User’s Memberships

- **Iowaems Service**

#### Physical Address Details

- **ATTN:**
- **Street Number:** 321
- **Street Prefix:** East
- **Street Name:** 12th
- **Street Type:** Street
- **Street Direction:**
- **Unit Type:**
- **Unit Number:**
- **City:** Des Moines
- **County:** Polk
- **State:** Iowa
- **Zip Code:** 50319
- **Phone 1:** 5152817689
- **Phone 2:** 5153442793

Select a Membership for your Actions

- [Continue](#)  [Reset](#)

Addresses

12
If you are an Individual and wants to apply for a New Individual License, click on **Apply for a Program** on the above.

If you have an existing company, the company name should be listed in the left-hand column. Select the Company and click **continue**. If you do not see the company name contact the Program office. If you want to apply as a Brand New Company or enter an Existing Company for the first click on New Company Registration. INSTRUCTIONS TO CREATE NEW COMPANY REGISTRATION

Click on **Details** to add a new piece of equipment or edit/view an already approved application.

Click on **Online Services** to select services available for your License type.

Click on **Renew** (when displayed) to complete a renewal application.
While AMANDA has the capability to provide multiple services, only a few are available at this time. As additional services become available, we will provide additional instructions.
# IDPH REGULATORY PROGRAMS

Emergency Medical Medical Services

## Services

### Home > My Programs > Program Details

<table>
<thead>
<tr>
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<tbody>
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<td>0123456</td>
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### People Details

<table>
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<tr>
<td>Applicant</td>
<td>Iowaems Provider</td>
</tr>
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<td>Facility</td>
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### Application Form Expand All

- **Affirmation**
  - EMS Program Ownership & Staff
  - EMS Service Program Details
  - Provider Disaster Questions
    - Are you willing to respond to a disaster in Iowa? **No**
    - Are you willing to respond to a disaster that occurred outside of Iowa? **No**
  - EMS Operational Requirements
  - Medical and Service Director Workshops

### Application Form Details Expand All

- Equipment List
- 911 Service Area
## EMS Service: Ambulance Service

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### Application Form

- Affirmation
- EMS Program Ownership & Staff
- EMS Service Program Details
- Provider Disaster Questions
- EMS Operational Requirements
- Medical and Service Director Workshops

### Application Form Details

- Equipment List
- 911 Service Area

### License Processes

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## IDPH REGULATORY PROGRAMS
### Emergency Medical Services

### Services

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### Process Description - EMS Service Provider Application Review

**EMS Contact list**

<table>
<thead>
<tr>
<th>Removed thru Web</th>
<th>Contact type</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Contact Phone Number</th>
<th>Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Service Director</td>
<td>Iowaems</td>
<td>Provider</td>
<td>555-555-5555</td>
<td>terry.smith@</td>
</tr>
<tr>
<td>☐</td>
<td>Medical Director</td>
<td>Dr. James</td>
<td>Physician</td>
<td>555-666-7777</td>
<td>terry.smith@</td>
</tr>
<tr>
<td>☐</td>
<td>Service Point of Contact</td>
<td>Adele</td>
<td>Woods</td>
<td>555-000-3333</td>
<td>terry.smith@</td>
</tr>
</tbody>
</table>

- Affiliation
- Dispatch Center
- Medical Director
- Pharmacist
- Pharmacy
- Service Director
- Service Point of Contact

- Currently there are only 10 rows you can add for each saving. Please save them first and then you can add another 10 rows and more.

**Personnel Roster**

**Insurance/Bond details**

[Back]
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- **Personnel Roster**
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Emergency Medical Services

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**Process Description - EMS Service Provider Application Review**

**Process Free Form Description - EMS Service Provider Application Review**

- EMS Contact list
- Personnel Roster

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Contact First Name</th>
<th>Contact Last Name</th>
<th>Volunteer (Yes/No)</th>
<th>CPR Expire Date</th>
<th>I Am a Responding Driver of:</th>
<th>Emergency Vehicle Driving Completion Date</th>
<th>Driver License Expire Date</th>
<th>White Light Permit</th>
<th>Use of Com Equipment - Completion Date</th>
<th>Certified</th>
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<tr>
<td>EMT</td>
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<td>12/31/2016</td>
<td>First Response Vehicle</td>
<td>12/31/2016</td>
<td>12/31/2016</td>
<td></td>
<td></td>
<td>Yes</td>
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**Insurance/Bond details**

- Add
- Save

- Back
## EMS Contact list

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<tr>
<td>Paramedic</td>
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<td>Meese</td>
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<td>11/23/2016</td>
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<td>Comments</td>
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<tr>
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<td>----------</td>
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<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Polk</td>
<td>Des Moines</td>
<td>Iowa</td>
<td>50319</td>
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</tbody>
</table>
Additional Questions

Please contact the AMANDA help desk at:
855-824-4357
or by email at:
ADPEREHreg@idph.iowa.gov