

MEDICAL DIRECTOR INSTRUCTIONS

Each service medical director needs to login to the OPHI eLicense portal and approve the agencies that they provide medical direction.

Claim Account

- Go to eOPHI Public Portal: <https://montana.imagetrendlicense.com/>
- Select Forgot Username link under the Login field
 - **Do NOT** click "Create Account"
 - If you currently hold a Montana Medical license, your account already exists so you do not need to create a new one.
- Enter your Date of Birth, Last Name, and Social Security Number in the appropriate fields.
- If the system locates your personnel record, you may be required to enter an email address.
- An email is sent with your Username and instructions for creating your password
- Make sure to record your Username and password in a secure location

Once you have claimed your account...

1. Log in to the Public Portal

- Enter your Username and Password to log in to the Public Portal, which will open your account
- The "My Account" landing page is shown below in Figure 1
- Notice the Navigation Menu on the left side of the page

Figure 1 "My Account" landing page

The screenshot shows the 'My Account' landing page for the Montana EMS and Trauma Systems ELicense and Agency Portal. The page has a green header with the logo and title. A navigation menu on the left is highlighted with a red box, showing 'My Account', 'Profile', 'Documents', 'Applications', 'Services', and 'Lookup'. The main content area is titled 'My Account' and includes a welcome message for DEBRA LEWIS. Below this, there is a section for user information: DEBRA LEWIS, Medical Doctor, with a license number, issue date of 07/21/2001, and expiration date of 03/31/2020. To the right, there are two status boxes: 'No forms pending' and 'Application to be reviewed'. At the bottom, there is a search bar with a dropdown menu for 'Services', and input fields for 'Name' and 'License Number'.

2. Update your contact profile(s)

- From the Navigation Menu, click on “Profile”
- It will open your profile to the “Demographics” Tab as shown in Figure 2

Figure 2 "My Profile" Demographics Tab



- Scroll down to the “Contact Information” section
- Make sure your email, phone number and mailing address are updated. This will be your main contact information
- Click SAVE at the bottom of the page

**If you work for multiple services, you can use the Contact Profiles feature to specify contact information for each position that you hold. You can create any number of contact profiles with different work phone numbers and addresses for your various affiliations and roles.

- Click on “Contact Profiles” Tab → Figure 3
- Your main contact information will be the contact information you have already entered in your profile
- You will see all of your affiliations and roles listed, with their respective contact profiles
 - If you do not add any additional contact profiles, your main contact information will be used for all of your affiliations and roles.
- To add additional contact profile, click “Add a Contact Profile”.
 - This will open a popup window where you can enter the Profile Name & Contact Information for that role/affiliation. →Figure 4
- Once you have added a new contact profile, it will be available in the drop down menu for assignment to a specific affiliation or role

Figure 3 shows that 1 additional contact profile has been added, called “ALS DEMO”. Under “Affiliations and Roles”, this contact profile has been assigned to ALS Demo Agency. The remaining three services will use the main contact information since no profile has been assigned

Figure 3 "Contact Profiles"

Demographics
Contact Profiles
Certifications

Main Contact Information

Home Phone: _____
 Work Phone: 406-723-2585
 Cell Phone: 714-356-7225
 Email: mttestservice2@gmail.com
 Primary Address: PO BOX 161673
 BIG SKY, MT 59716

Add a Contact Profile

Additional Contact Profiles

GO
CLEAR

Name ▼	Email	Created On
ALS DEMO	dlewis@mttest2.net	07/09/2018 11:36 AM

Records 1-1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Per Page 10 ▼

Affiliations and Roles

Service Name	Position	Contact Profile
ALS Demo Agency	Service Medical Director	ALS DEMO ▼
BLS Demo Agency	None	Select Profile Name ▼
MT TEST SERVICE II	Service Medical Director	Select Profile Name ▼
MT TEST SERVICE III	Service Medical Director	Select Profile Name ▼

Save

Figure 4 Add a new contact profile

Save Contact Profile

Profile Name:

Home Phone: - -

Work Phone: - -

Cell Phone: - -

Email:

Country: United States ▼

Address:

Postal Code:

Postal Code Lookup

Click "Lookup" to select City, County, and State for this postal code

City:

County:

State: Select State ▼

Save Contact Profile
Close

3. Complete Medical Director Assurances

- From the Navigation Menu, click on “Applications”
- This will open your available applications page, as shown in Figure 5
- Click “View Services Applications” for the service for which you wish to complete your Medical Director Assurances.
- This will open the list of applications available for that service → Figure 6
- Go all the way to the bottom of the page and click on “Apply Now” for Medical Director Assurances
- This will open the Medical Director Assurances form. Read thoroughly and denote the level of licensure at which you agree to supervise the selected service.
- Complete the electronic signature, enter your password, and click submit.
- Submit a separate form for each service for which you provide medical direction

Figure 5 Available Applications

The screenshot displays the user interface of the Montana EMS and Trauma Systems ELicense and Agency Portal. The page title is "Montana EMS and Trauma Systems ELicense and Agency Portal". The user is logged in as "DEBRA RENE LEWIS" and is viewing the "Available Applications" page. The navigation menu on the left includes "My Account", "Applications" (highlighted with a red box), "Continue", "Review", "Services", and "Lookup". The main content area shows a list of applications for the user "LEWIS, DEBRA RENE' (MED-PHYS-LIC-9834)". The applications are:

- ALS Demo Agency (1211)**: 208, Antlers Park, Minnesota 55044. Advanced Life Support -- Issued: 05/24/2018 -- Expires: 12/31/2018. A "View Services Applications" button is highlighted with a red box.
- BLS Demo Agency (1210)**: 20855 Kensington Blvd, Minneapolis, Minnesota 55417. Basic Life Support -- Issued: 01/31/2018 -- Expires: 12/31/2019.
- MT TEST SERVICE II (1212)**: 123 West Parkway, Helena, Montana 59602. Basic w/ALS Authorization -- Issued: 11/22/2017 -- Expires: 12/31/2019.
- MT TEST SERVICE III (1213)**: 1400 BROADWAY, Helena, Montana 59620. Basic w/ALS Authorization -- Issued: 10/17/2018 -- Expires: 12/31/2019.

Each application entry includes a "View My Applications" button for the user and a "View Services Applications" button for the specific service.

Figure 6 Service Applications for selected service

Welcome, DEBRA LEWIS | Logout

My Account

- Applications
- Continue
- Review

Services

Lookup

Available Applications

Click "Apply Now" next to one of the licenses to apply to that license for this service.

My Applications | Service Applications

Filter By Service: ALS Demo Agency (1211) ▼

ALS Demo Agency (1211)
208, Antlers Park, Minnesota 55044
Advanced Life Support -- Issued: 05/24/2018 -- Expires: 12/31/2018

Applications	Action
Transporting Ground Service Demographic Update Use this application to update your Ground Transporting Service demographic information.	Apply Now
New Ground Ambulance Vehicle Application Use this application to add a new ambulance to your Transporting Service. For each vehicle, submit a separate application. 176 days until application period closes	Apply Now
Update Ground Ambulance Vehicle Application Use this form to update a Ground Ambulance vehicle information already licensed to your Service. You must submit a separate application FOR EACH vehicle.	Apply Now
Position Change Form Use this form to add or remove personnel from a position in your agency.	Apply Now
Non-Transporting - Update Vehicle Information Use this application to update or add a dedicated emergency vehicle for a Non-Transporting Service.	Apply Now
Non-Transporting Service - New Vehicle Information Use this form to add a new dedicated Non-Transporting emergency vehicle to your Non-Transport Service.	Apply Now
Air Medical Service - Service Demographic Update Use this application for both Fixed Wing and Rotor Air Medical Service Demographic Update.	Apply Now
Air Medical Service - Update Aircraft Information Use this application to update current permitted aircraft fixed wing or rotor.	Apply Now
Air Medical Service - New Aircraft Application Use this form When you are adding a new aircraft to you Air Medical Service.	Apply Now
Medical Director Assurances Service Medical Director Assurances to be filled out for every new service license, every time a service applies for license renewal and every time there is a Medical Director Change.	Apply Now