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

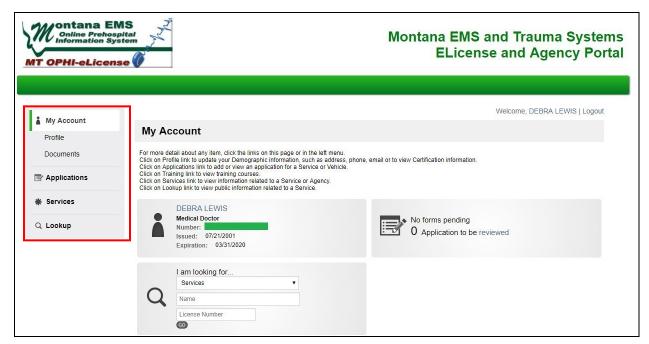
- Go to eOPHI Public Portal: https://montana.imagetrendlicense.com/
- Select Forgot Username link under the Login field
 - Do NOT click "Create Account"
 - If you currently hold a Montana Medical license, your account already exists so you do not need to create a new one.
- Enter your Date of Birth, 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

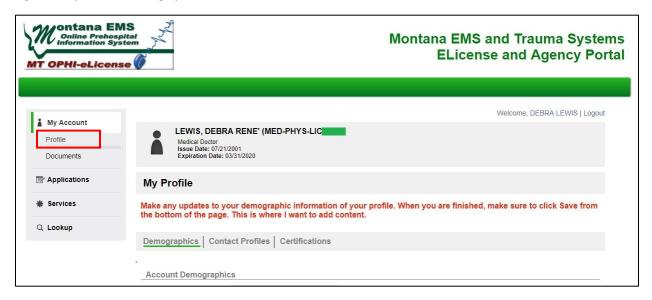
Figure 1 "My Account" landing page



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".
 - o 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"

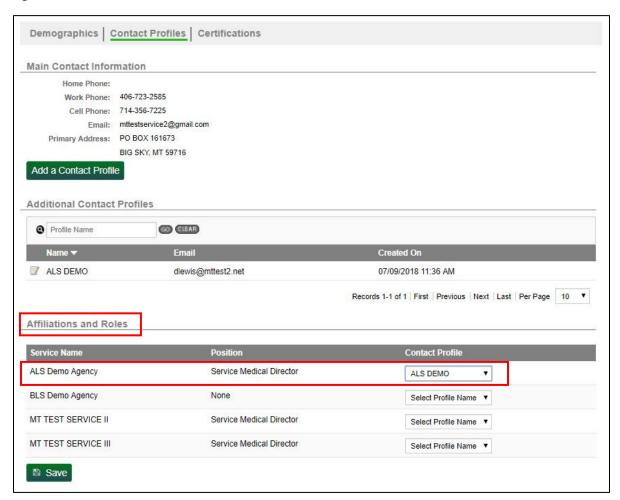
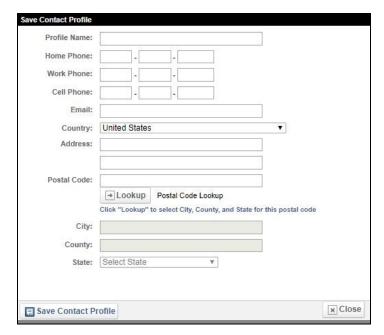


Figure 4 Add a new contact profile



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

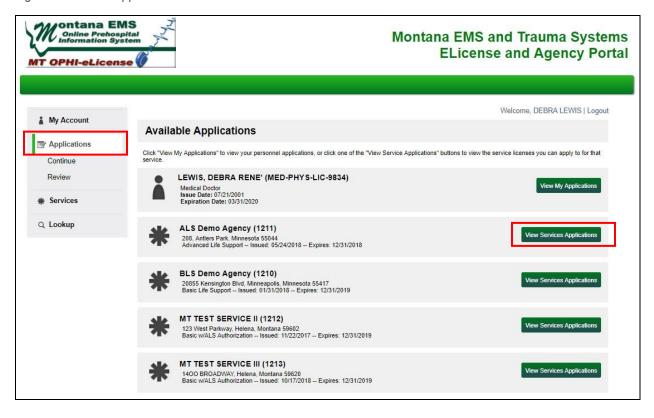


Figure 6 Service Applications for selected service

