

EMERGENCY MEDICAL SERVICES (EMS)



IDHS Updates EMS Certification Audit Process

EMS audits randomly occur upon renewal of EMS certifications and licensures through the Acadis Portal system. When audited, an individual will be alerted at the time of electronic renewal through the system. The individual then has three business days to submit the appropriate Report of Continuing Education.

Please note that the certified individual must have all continuing education complete and the the Report of Continuing Education complete BEFORE submitting the electronic renewal. This way the audit only requires the verification to be submitted.

Forms and guidance on acceptable continuing education can be [found here](#).

What has changed?

The new system will be automated for better tracking and efficiency in processing the audits. Automated emails will come from "IDHS Administrative Services". Entry in the system may take up to one business day and then the explanatory email will be dispatched. The individual will have three business days from when the actual instructions email is sent.

The new email will include an "Open Update Form" link at the bottom of the email. This link allows the audited individual to submit the Report of Continuing Education form and any supporting documents (generally copies of attendance where signatures could not be obtained). *Caution: the link can only be used once.* You should submit all documents at the same time. After you've uploaded all your documents, mark the "Upload Complete" checkbox. This will alert the IDHS staff to perform the review.

The EMS Section's goal is to provide you with a response within three business days after the Upload Complete box is marked. The response can be a cleared audit and renewal or a request for supplemental information. Either will generate a new system email to the individual with the update. The supplemental update

request will create a new "Open Update Form" link to allow another one-time upload of all documentation.

If there are questions or supplemental information after the link has been utilized, contact emscertifications@dhs.in.gov.

This process became effective with the new certification cycle beginning April 1, 2022.

