



COLORADO

OATH

EMS Online Application Tracking Hub

Department of Public Health & Environment

MEDICAL DIRECTOR GUIDANCE



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INTRODUCTION – WHAT YOU NEED TO KNOW

What is OATH?

The Online Application Tracking Hub (OATH) is Colorado's new electronic system for EMS education programs, medical directors and providers. OATH is operated by the Emergency Medical and Trauma Services (EMTS) Branch at the Colorado Department of Public Health and Environment.

Goals of OATH

- Consolidate and integrate the application process
- Align with available and expanding technology
- Provide additional layers of convenience and transparency to the EMS community and stakeholders

Who uses OATH?

OATH is utilized by EMS education program representatives, EMS providers and EMS agency/education program medical directors. OATH replaces the current paper methods of application for: education program recognition, EMS medical director registration and affidavits and EMS provider certification. EMS providers who apply for EMS provider certification in Colorado will use OATH to submit applications to the state EMTS office and request electronic continuing education verification and skills competency attestation from education programs and medical directors without the need for original signatures.

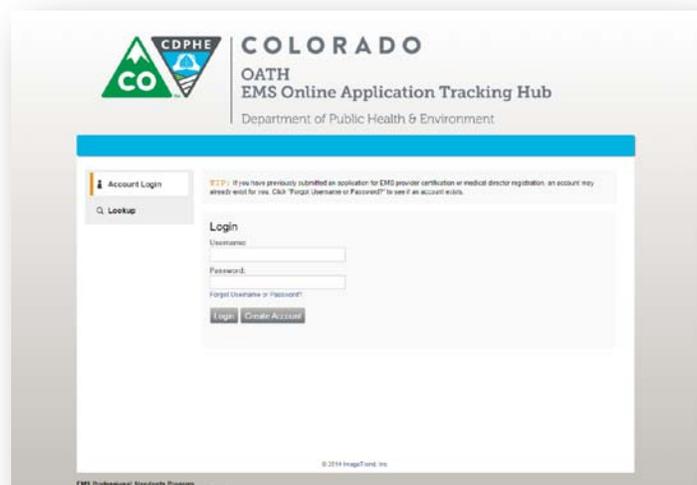
First-time Login

Go to the OATH Account login page at: <https://colorado.emsbridge.com/licensure/public/colorado/Login/>

If you are or have been certified as an EMS provider, or registered as a medical director in Colorado within the past 10 years, an account may exist for you. If you have not been certified as an EMS provider or registered as a medical director within the past 10 years, you will need to create a new account. The guidance below will help you log in for the first time.

Current/Previous Medical Directors & EMS Providers

Use the formulas below to log in to your account. If you are unable to log in after using either the medical director or EMS provider guidance below, you will need to use the 'Forgot Username or Password?' lookup service.



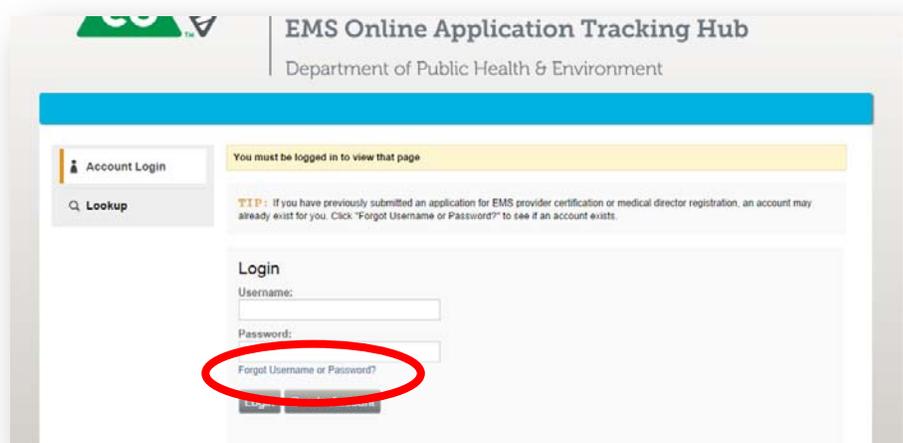
Medical Director: If you are currently or have been registered as a medical director, your username will be the first initial of your first name + your full last name (Ex: John Doe's username would be jdoe). Your password will be the letters DR + your medical license number (Ex: DR5555555). If you are able to log in with this formula you will be prompted to choose a new password immediately.

EMS provider: If you are currently or have been certified as a Colorado EMS provider (within the past 10 years) your username will be your six digit provider number. Your password will be your birth year + the last 4 of your SSN (Ex: 19851111). Please try to log in with this method first. If you are able to log in with this formula you will be prompted to choose a new password immediately.

Forgot/Unknown OATH User Account Lookup

If you have attempted, but failed, to log in using either of the above username/password formulas you should next attempt to search for your account credentials using the 'Forgot Username or Password?' link.

After clicking this link you will be prompted to either enter your username, email address or SSN. If an account is found in OATH using any of these three identifiers, your information will be emailed to the most recent email address we have on file for you. If you do not have access to the email address currently on file with the state EMTS office, contact our office at (303) 692-2980 for assistance.



If you enter any of these pieces of information and you get a message that states "Sorry, no matches found" then you do not have an account in OATH and will have to create an account. See below for the OATH account creation process.

OATH User Account Creation

If you have not been certified as a medical director or EMS provider in the state, you will need to create an OATH user account. Please follow these steps to do so:

1. Go to: <https://colorado.emsbridge.com/licensure/public/colorado/Login/>
2. Click on the 'Create Account' button
3. Fill in all information that applies to you
4. Click the 'Save' button and your temporary password will be emailed to you
5. Log in using the username you created and the temporary password
6. You will be prompted to reset your password upon a successful login

OATH Account Profile Update

Now that you have looked up or created your OATH account, you will need to review/update your contact information. To update your information, you will log in to OATH and click on the Profile tab under My Account on the left side menu. This will allow you to enter/update your current information. Be sure that all profile information is correct.

You will not be able to modify your name, date of birth or certifications through the Profile tab; however, this information can be updated when you submit an application.

Medical Director Application

Now that you have updated your profile, you will now need to apply to become a medical director in OATH. Please follow the instruction below to find and fill out the authorized signer application.

1. Once logged in, you will click Applications on the left menu bar
2. Begin the "Medical Director" application by clicking 'Apply Now'
3. Proceed to thoroughly read the application directions and click 'Save and Continue' when finished
4. Review and update your contact profile information
5. Scroll further down in the application to select the purpose of your application and enter your license information then click 'Save and Continue when finished
6. Click 'add' to search and affiliate with the EMS organizations you oversee, you must select or manually enter at least one agency (Multiple organizations may be selected by clicking 'add' for each organization)
7. Enter your username and password to digitally sign the attestation statement and click 'Submit'
8. Your medical director registration will be routed to the state EMTS office for approval

Typical EMS Provider Signature Request

The OATH EMS provider application requires a digital skills attestation from a Colorado medical director. The signature request will come to you as an email notification. The process for digital sign-off on an EMS provider certification application will go as follows:

1. Applicant will submit an online application via OATH
2. Applicant will select an education program to send a request for CE/Skills signature
3. Applicant has the choice of selecting a medical director to sign skills attestations instead of the education program they chose
4. An email request will be sent to the chosen medical director
5. Medical director will verify that the applicant has either passed a skills assessment or is confident in the provider's EMS practice skills
6. Medical director will log into OATH and click-to-send a skills attestation to the department
7. An email will be sent to the applicant confirming the provider's application has been signed-off by their chosen medical director
8. The skills attestation process is complete!