## Update Roster Forms- Provider Instructions

1. Log into ImageTrend and select "Providers" from the left-hand menu.



2. From the "All Service" page, select "Applications" from the left-hand menu.

	My Account	All Service Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.						
$\langle$	➡ Applications							
	* Providers	0	GO (CLEAR)					
		Providers 🔺	Service Permit Level	Address	City	County	Phone	Primary
		ImageTrend Test 🏜		123 Fake St	Minneapolis	Hennepin		<b>S</b>
					Records 1-1 of 1   First	Previous Nex	t Last Per P	'age 10 🗸
		<ul> <li>= Financial Contact</li> <li>= EMT Training Contact</li> </ul>	<ul> <li>= Contracting Contact</li> <li>= Empl</li> <li>= EMR Training Contact</li> <li>= Paration</li> </ul>	oyment Verification medic Training	i Contact 🏜 = Continuing	Education Conta	ict 🏜 = NARCA 🚨 = Stroke C	N Contact Contact
		<ul> <li>= BLS Contact</li> <li>= Medical Director (Off-Line</li> </ul>	<ul> <li>▲ = ALS Contact</li> <li>▲ = Traur</li> <li>▲ = Service Director</li> </ul>	na Contact	🖶 = Medical Di	rector (On-Line)	🗼 = Operatio	ons Officer

3. From the "Applications" page, under the Provider Applications section, select the small link "View All Providers Applications."

Start Applications					
Click "View My Applications" to view your person licenses you can apply to for that service.	nnel applications, or click one of the "View Service Applications" buttons to view the service				
∧ Personnel Applications					
Test, Holly (none)					
Current Certification	All Applications View All Personnel Applications				
Providers Applications					
ImageTrend Test 123 Fake St, 23, Minneapolis, Minn	sota, 55408				
Current Certification	All Applications View All Providers Applications				

4. On the "New Applications" screen you will see the forms to either add personnel to the roster or to separate personnel from the roster.



If you have any questions or concerns about the available provider forms, please contact Sacramento County EMS Agency at (916) 875-9753 or email us at <u>SCEMSAinfo@saccounty.gov</u>.