

To: Interested Parties of EMT and Paramedic Recertification
Re: Registration for Other Payer Codes and Bulk Recertification
Date: 08/25/2016

The Florida Department of Health, Division of Medical Quality Assurance (MQA), offers employers of Emergency Medical Technicians and Paramedics an option to pay for their certificate holder's recertification fees.

Beginning in September of 2012, we offered two options for EMS Employers to complete recertification on behalf of Emergency Medical Technicians and Paramedics.

Option 1: Other Payer Payment – Certificate holders will complete their recertification process online, however instead of the certificate holder providing their own credit card for payment, they will have the option to enter the 'Other Payer Code' to complete the recertification process. The recertification will be uploaded for processing and will stay in pending status until the other payer makes payment. The ability to use the other payer code option will be available to certificate holders during the renewal cycle.

Once the employer is registered, the Division of Medical Quality Assurance will mail a notification letter including the payment code and instructions on how to submit payment for certificate holders who completed their recertification using the other payer code. The employer will need to provide their "Other Payer Code" to certificate holders prior to them recertifying.

Employers who elect to use the Other Payer Code will be required to log-on to MQA's secure on-line services website to approve and submit payment prior to the expiration date. The employer will be able to remove certificate holders who are not eligible to use their 'Other Payer Code'. Then the employer will be prompted to a Credit Card payment screen where they can pay using Visa, MasterCard, Discover, or American Express. Employers wishing to pay by check will need to send a cashiers check or money order along with the printed invoice generated by your Other Payer Account to the address on the invoice printed from their account.

Option 2: Bulk Recertification Payment – Employers who register as an "Other Payer" and who have the authority to complete a recertification on the certificate holder's behalf may also elect to register for Bulk Recertification.

Upon logging into MQA's secure on-line services, the employer will need to start by managing their License Relationships once this is updated you will be allowed to select "Bulk Recertification". An invoice will be generated using your Related Licenses that are eligible for renewal by an 'Other Payer'. Once the employer has completed the invoice, they will be prompted to a Credit Card payment screen where they can pay using Visa, MasterCard, Discover, or American Express. Employers wishing to pay by check will need to send a cashiers check or money order along with the printed invoice.

Interested employers for either option will need to register with the Emergency Medical Technician and Paramedic Certification Office by providing, in letter format on company letterhead,

- Business Name
- Mailing Address
- Phone Number
- Federal ID Number
- Contact person
- Contact person email address

Please indicate if you require more than one payment code, or a code expiration date and sign the letter indicating that all of the provided information is true and correct.

Employers who elect to register for *Bulk Recertification* **must** also include the following statement in their registration letter: I attest that this EMS provider has the authority of each of the certificate holders whose numbers are contained in the invoice it will supply for bulk recertification to make the following statement on their behalf. "I certify compliance with all requirements for recertification (per FS 401 and FAC 64J-1 including CEUs) and I have not been convicted or pled no contest, regardless of adjudication, to a felony charge since my last recertification."

If you registered in a past cycle you do not need to re-register, your contact person or information has changed, in which case you may need to provide a new letter to the department.

Please mail this letter to:

Department of Health
Division of Medical Quality Assurance
Attn: EMT-Paramedic Certification
4052 Bald Cypress Way, Mail Bin C85
Tallahassee, FL 32399-3285

Or Email to:

mqa.emt-paramedics@flhealth.gov

If you do not chose to elect either option, the certificate holder will still be allowed to recertify them self by completing the recertification process online and paying with credit card or printing and mailing the recertification notice and payment to the Department.

Please Note: The Physical Certificate will be mailed to the Certificate Holders Mailing Address of record, not the Practice Location. The Licensee is responsible for updating their mailing address by logging into their MQA Services account.

If you have any questions, please contact the Emergency Medical Technician and Paramedic Certification Office at (850) 245-4910 or by email at mqa.emt-paramedics@flhealth.gov.