

Instructions for Other Payers to Add/Remove Related Licenses

Introduction

The purpose of this document is to assist EMS providers with adding and removing related licenses to their Other Payer Code. By using the new 'Related Licenses' screens through the MQA Services website, the provider will be able to add and remove related licenses to their other payer code that will be used to build the recertification invoice for certificate holders at the time of renewal. This new functionality will allow the providers to add and remove licenses to and from their list at their convenience throughout the 2 years prior to the next recertification period. This list can then be used during future renewals to build an invoice based on the related licenses that are associated with their other payer code. Other Payers will want to take advantage of this new functionality if they intend to use bulk recertification, so they can easily generate an invoice of eligible certificate holders to recertify. The next section of this document explains how to access the new 'Related Licenses' screens and demonstrates how to print and view the list of licenses, add new related licenses, and remove related licenses.

Instructions for Accessing the 'Related License' function

1. The EMS provider (Other Payer) logs into MQA Services at <https://appsmqa.doh.state.fl.us/mqaservices/login.asp?mult=&pass=Y&voprof=9801>
2. Select profession (Other Payer) from the drop down list.
3. Enter User ID and Password (as provided in your registration confirmation letter).
4. Click the 'Sign in using our secure server' button.

Florida HEALTH

Medical Quality Assurance (MQA) Services

Welcome to the Division of Medical Quality Assurance Online Services.

ONLINE SERVICES - ACCOUNT LOG IN

Sign-in to your account

1. **Select your Profession:** Other Payer
2. **Enter your User ID:** (User ID is case sensitive)
3. **Enter your Password:** (Password is case sensitive)

Sign in using our secure server [Get Login Help?](#)

Existing Licensee:
Your User ID and Password were mailed with your initial physical license. Please look at the center section and refer to the Online Services instructions, item #5. [Sample Here](#)

Applicant:
If applicable, User ID and Password are included in a Deficiency letter sent by the board office. Please look near the bottom of the letter and the information is shown in **bold**. (Deficiency Letters are sent only to applicants who may need to send additional information to complete their application.)

To log in using your File Number, Click on the Get Login Help link. (File Numbers may be found in Initial Eligibility Letter or confirmation email, if applicable.)

MQA Services
Practitioner Login
Continuing Education
FAQ
Contact Information
Get Login Help
Account Locked Help
Email My ID & Password

MQA Services Main Page

The main screen will contain the link on the left sidebar menu to 'Manage Related Licenses'. The 'Manage Related Licenses' link takes you to the Relationship Maintenance home screen.

The Department of Health welcomes you to the Division of Medical Quality Assurance Other Payer Portal. This system was developed to provide you with on-line access to important licensing functions regarding your Florida license.

You may choose from the available menu options. Some options may not be available based on your profession.

We have provided a brief description of the menu options below:

Other Payer Invoicing -Allows Other Payer Entities to manage other payer invoices and bulk recertifications.

Manage Related Licenses -Allows Other Payer Entities to manage relationships between licensees.

Relationship Maintenance Home Page

Click on the 'Manage Relationships' link. This will take you to the Manage License Relationships screen. This allows the other payer (EMS Provider) to view, add, and remove licenses related to their other payer code.

The 'View Relationship Summary' link allows the other payer to view and print a summary listing of all licenses related to their other payer code.

Name: FIRE RESCUE DISTRICT File #: 87 Home MQA Services Logout

Relationship Maintenance

Welcome to the Relationship Maintenance home page. From this screen, you can manage your relationships with other licenses/certificates, also referred to as related licenses.

If you need assistance, please contact the program staff by email at [Medical Quality Assurance](#) or (850) 488-0595.

- [Manage Relationships](#)
Click Manage Relationships to search for and select a license, to add them to your related licenses.
- [View / Print Relationship Info](#)
Click View / Print Relationship Info to view or print a report of your selected related licenses.

[Privacy Statement * Disclaimer](#)

Related License Instruction Guide

Manage Related Licenses

This screen displays an overview of the type and number of licenses related to your other payer code. Please note that if you participated in the bulk recertification option for the December 2010 renewal period, the EMTs and PMDs that were on your invoice have automatically been added as related licenses to your other payer code and will appear on your list. To see a detailed listing of licenses, select the profession that you want to view.

Name: FIRE RESCUE DISTRICT • File #: 87 • [Home](#) • [MQA Services](#) • [Logout](#)

Relationship Maintenance

Manage License Relationships

This page displays a summary of your existing relationships with other licenses/certificates, also referred to as related licenses. To view a detailed listing of your active relationships or to make changes or add new related licenses, select the relationship type below.

If you need assistance, please contact the program staff at [Medical Quality Assurance](#) or (850) 488-0595.

Relationship Type	Count	Select
Emergency Medical Technician / Employee	0	Select
Paramedic / Employee	0	Select

Sorting the List

This page allows you to view all of the licenses/certificates that are related to your license or Other Payer Code. This list can be sorted by clicking on the column headers as indicated by the red arrows in the screen shot below. For example, to sort by name, click on the 'Name' column header. This screen also provides the option to add or remove licenses from your list.

This page allows you to view the relationships between Other Payer and EMTs or PMDs. This relationship was initially created based on the 2010 Recertification. A link was created between the EMT/PMD and Other Payer (Fire Department or other entity).

For Other Payer's this list should be used to view and maintain the list of EMTs or PMDs that work for the Other Payer so that the 2012 Bulk Renewal invoice can automatically be created to include all EMT and PMD licenses that are related to this other payer code.

Emergency Medical Technicians and Paramedics will be able to View or Remove this relationship only. Only Other Payer will have the ability to Add this relationship.

This page allows you to view all of the licenses/certificates that are related to your license or Other Payer Code. Licenses can be added or removed. To remove a license from the list, click on the 'Remove' hyperlink and you will be prompted to proceed with deleting the relationship from your list. To add a license to the list, click the 'Add License' button. To print a copy of the list of related licenses, click the 'Print List' button.

Results can be sorted by clicking on column headers for the data shown below. For example, to sort by Name, click on the column heading 'Name'. To alternate between ascending or descending order, click on the heading again.

If you need assistance, please contact the program staff at [Medical Quality Assurance](#) or (850) 488-0595.

Number items per page: 10

39 record(s) found.

Name	License Number	License Status	Practice Location Address	Action
ADKINS, CHRISTOPHER	69567	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
AUSTIN, R.	527872	Clear	5000 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
BOSMA, KEVYN	510831	Clear	4980 CITY CENTER BLVD. NORTH PORT, FL 34286	Remove
CAMMARATA, JACQUELINE	309345	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
CLARK, JARED	524600	Clear	992 SIRUS TR SARASOTA, FL 34232	Remove
CLEARY, JEFFREY	305551	Clear	5449 CREEPING HAMMOCK DRIVE SARASOTA, FL 34231	Remove
CLEMENTS, JOSHUA	517295	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
CLEVELAND, VICTOR	519767	Clear	345 S MCCALL ROAD ENGLEWOOD, FL 34223	Remove
COX, BRENT	71086	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
COYLE, RAYMOND	517706	Clear	290 PADOVA WAY NORTH VENICE, FL 34275	Remove

1 2 3 4

[Add License](#) [Home](#) [Print List](#)

Related License Instruction Guide

Navigating Multiple Pages on the List

The top left section of the screen, as shown below, displays how many licenses are on your list for the specific profession. In this example, there are 39 related EMT licenses to this other payer code. If there are more than 20 licenses on the list, then multiple pages will be displayed, but you can view 10, 20, 50 or 100 per page using the number of items per page selection. Navigate to each page by selecting the number of the page navigation, as shown at the bottom of the screen shot below.

Number items per page: 20
10
20
50
100

39 record(s) found.

Name	License Number	License Status	Practice Location Address	Action
AUSTIN, ...	527872	Clear	5000 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
BOSMA, KEVYN	510831	Clear	4980 CITY CENTER BLVD. NORTH PORT, FL 34286	Remove
CAMMARATA, JACQUELINE	309345	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
CLARK, JARED	524600	Clear	992 SIRUS TR SARASOTA, FL 34232	Remove
CLEARY, JEFFREY	305551	Clear	5449 CREEPING HAMMOCK DRIVE SARASOTA, FL 34231	Remove
CLEMENTS, JOSHUA	517295	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
CLEVELAND, VICTOR	519767	Clear	345 S MCCALL ROAD ENGLEWOOD, FL 34223	Remove
COX, BRENT	71086	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
COYLE, RAYMOND	517706	Clear	290 PADOVA WAY NORTH VENICE, FL 34275	Remove
DAVIS, ADAM	507702	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
DENT, KYLE	508892	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
DEVANEY, ADAM	514448	Clear	2251 GULF OF MEXICO DRIVE LONG BOAT KEY, FL 34228	Remove
DOYLE, CHRISTINA	514863	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
EGGLESTON, DAVID	303605	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34287	Remove
ERNST, TODD	502808	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
FERGUSON, CHRISTOPHER	308169	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
GARDY, GENE	509397	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
GOAD, JULIEA	514649	Clear	4980 CITY CENTER BLVD. NORTH PORT, FL 34286	Remove
HAMILTON, DYLAN	514872	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove
HANSCOM, KATHY	514654	Clear	4980 CITY CENTER BLVD NORTH PORT, FL 34286	Remove

1 2

Add License Home Print List

Related License Instruction Guide

Remove Related Licenses

To remove a license from the list, 1. click on the 'Remove' link in the Action column for a record to be removed and then 2. a confirmation pop-up window will appear confirming the related licenses to be removed. Click 'OK' to proceed with removing the records, or 'Cancel' to return to the screen without making changes.

If you need assistance, please contact the program staff at MOAOperations@del.state.fl.us or (850) 245-1063

Number items per page: 10

18 record(s) found.

Name ^	License Number	License Status	Practice Location Address	Action
ALFANO, MICHAEL	524557	Clear	9411 EVERGREEN PLACE DAVIE, FL 33324	Remove
CRAMER, CYRUS	44279	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****	Remove
EUBANKS, CHARLES	516329	Clear	5920 CORNWALL LANE DAVIE, FL 33331	Remove
ELOPKOWSKI, DARLENE	54511	Emerg. Restrict	12480 LILMERTON RD LARGO, FL 33774	Remove

After you click 'OK' the record will be removed from your list and the count and will display Relationship removed in red above the list.

Relationship removed.

Number items per page: 10

17 record(s) found.

Name ^	License Number	License Status	Practice Location Address	Action
CRAMER, CYRUS	44279	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****	Remove

Related License Instruction Guide

Add Related Licenses

To add a license to the list, click the 'Add License' button.

Number items per page: 10

16 record(s) found.

Name ^	License Number	License Status	Practice Location Address	Action
EUBANKS, CHARLES	516329	Clear	5920 CORNWALL LANE DAVIE, FL 33331	Remove
FLORKOWSKI, DARLENE	54511	Emerg. Restrict	12490 ULMERTON RD LARGO, FL 33774	Remove
HARRIS, KENNETH	54470	Clear	6901 ORANGE DRIVE DAVIE, FL 33314	Remove
HURST, JAMES	48151	Clear	*** CONFIDENTIAL *** ** *****	Remove
ODOM, JACK	70234	Clear	*** CONFIDENTIAL *** ** *****	Remove
PARKER, MICHAEL	12604	Clear	1685 PROVIDENCE BLVD. DELTONA, FL 32725	Remove
RONCO, LARRY	54105	CONDITIONAL	636 THOMASSHERWIN AVE SOUTH LEHIGH, FL 33974	Remove
RYNNING, ERIC	522023	Clear	4941 SW 61 AVE DAVIE, FL 33314	Remove
SAXON, RALEIGH	79318	Clear	6901 ORANGE DRIVE DAVIE, FL 33314	Remove
SCHOOLEY, ADAM	522660	Clear	6901 ORANGE DRIVE DAVIE, FL 33314	Remove

1 2

[Add License](#) [Home](#) [Print List](#)

The search screen will open and allow you to search for a license based on one or more of following fields: License Number, Last Name, First Name, Business Name or City.

Partial name searches are allowed as shown in the example below. 'Smith' was entered as the last name and 'B' was entered for the first name. 'Benjamin Smith' was returned in the results because it contains the letters 'B' within the first name and 'Smith' as the last name.

Relationship Maintenance

Related License Search

This page allows you to search for a license by license number or name, and then select to add them to your related licenses. After entering your search criteria, select the 'Search' button. Any matches to your search criteria will display in the results section. Click on the column heading to sort the results by that column. Click on the 'Select' link to add a relationship. A relationship status of 'Not Eligible' indicates the practitioner is in a status that prevents them from being added as a related license. A relationship status of 'Relationship Exists' indicates the practitioner has already been selected as a related license.

If you need assistance, please contact the program staff at [Medical Quality Assurance](#) or (850) 488-0595.

License Number: (Numbers Only)

Last Name:

First Name:

Business Name:

City:

[Search](#) [Reset Search Criteria](#)

[Return to Manage Relationships](#)

Related License Instruction Guide

To search for a license:

1. Click the 'Search for License' button once you have entered your search criteria. Results will be displayed in the lower portion of the screen.
2. The results can be sorted by clicking on the column header (i.e. Name, Practice Location Address)
3. To execute another search, either retype over what was previously entered or select the 'Reset Search Criteria' button and the search fields will be cleared out.

Number items per page: 10

Name	License Number	License Status	Practice Location Address	Action
SMITH, BARBARA	505821	CLEAR	902 NW HWY 41 JASPER, FL 32052	Relationship Exists
SMITH, BENJAMIN	533341	CLEAR	526 SUSAN DR LAKELAND, FL 33803	Select
SMITH, BENJAMIN	506674	CLEAR	LAUDERHILL FIRE-RESCUE LAUDERHILL, FL 33313	Select
SMITH, BRADLEY	536131	CLEAR	1031 NE 211 ST MIAMI, FL 33179	Select
SMITH, BRANDIE	537417	CLEAR	1901 FIRST AVE EAST BRADENTON, FL 34208	Select
SMITH, BRANDON	307684	CLEAR	2700 FIREFIGHTER MEMORIAL DR JACKSONVILLE, FL 32246	Select
SMITH, BRIAN	506738	CLEAR	12490 ULMERTON ROAD LARGO, FL 33774	Select
SMITH, BRIAN	85564	CLEAR	5160 NW MILNER DRIVE PORT SAINT LUCIE, FL 34983	Select
SMITH, BRIAN	54486	CLEAR	121 SW 3RD STREET HALLANDALE, FL 33008	Select

4. Once you have found the license that you are searching for, click the 'Select' link in the 'Action' column. Do this for each record that should be added (as shown in the screen shot on the following page.) Please note that a license record marked as 'Not Eligible' indicates the license status prevents this record from being added as a related license to your other payer code. Examples include licenses holding a status of 'Retired', 'Revoked', or 'Disciplinary Relinquished'. A license marked as 'Relationship Exists' indicates it has already been added as a related license and is waiting for changes to take effect in the system. Updates to the system can take up to 24 hours. Records marked as 'Relationship Exists' will appear on both the Relationship Summary and the PrintList.
5. When selecting the records to add, click the 'Select' Link of the record you are trying to add.
6. A confirmation pop-up window will appear confirming the addition of the licenses to your list. Click 'Ok' to proceed with adding the records, or 'Cancel' to return to the screen without making changes.
7. When finished, select the 'Return to Manage Relationships' button at the bottom of the page to return to the Relationship Maintenance home page. There you will be able to Select Manage Relationships link to see or print the listing of ONLY those licenses for the individual profession that you are working OR, to see and print a full listing of related licenses for both the EMT and PMD professions, select the View/ Print Relationship Info link at the bottom of the page.

Related License Instruction Guide

Relationship added.
 ←

67 record(s) found.

Number items per page:

Name ^	License Number	License Status	Practice Location Address	Action
ADAMS, ALBERT	64728	DISCP-RELINQ	4108 ARAJO COURT ORLANDO, FL 32812	Not Eligible
ADAMS, AMANDA	524379	CLEAR	710 A CYPRESS DR NICEVILLE, FL 32578	Relationship Exists
ADAMS, ANDREW	81684	CLEAR	60 VETERANS AVENUE BROOKSVILLE, FL 34601	Select
ADAMS, BILLY	505807	CLEAR	730 E. MAIN ST. LAKELAND, FL 33801	Select
ADAMS, BRIAN	525175	CLEAR	13550 SW 194 ST MIAMI, FL 33177	Select
ADAMS, BUNNY	300401	CLEAR	6880 RICH ROAD NORTH FORT MYERS, FL 33917	Select
ADAMS, CHIP	59693	CLEAR	ORANGE CO FIRE RESCUE WINTER PARK, FL 32793-5879	Select
ADAMS, CHRIS	83642	CLEAR	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****	Select
ADAMS, CRYSTAL	307492	CLEAR	82 PINE RIDGE TRACE DESTIN, FL 32541	Select
ADAMS, DAVID	528689	CLEAR	319 CHURCH ST ORLANDO, FL 32801	Select

1 2 3 4 5 6 7

Print Related Licenses

There are several options for printing.

1. To print a listing of all licenses, including both PMD and EMT professions, related to this other payer code, select the [View Relationship Summary](#) link on the left sidebar menu.
2. A new window or tab will open displaying a full summary of all licenses related to the other payer code. As shown below, this screen will include an icon for printing the list, a summary of the total number of records, and column headers that can be clicked on to sort the list. The web browser print button can also be used to print the list.
3. When selecting to print, please change the orientation of the paper to 'Landscape' to allow for better formatting.
4. When done, please close the browser tab or window to return to the previous screen.

https://mqaapps2test.doh.ad.state.fl.us/DocServiceMngr/createpdf.aspx?id=MTA4Nw==&enc=1 - Florida Department of Health

https://mqaapps2test.doh.ad.state.fl.us/DocServiceMngr/createpdf.aspx?id=MTA4Nw==&enc=1

File Edit Go To Favorites Help

Convert Select

Relationship Maintenance

Print

FLORIDA DEPARTMENT OF HEALTH

Name: DAVE FIRE RESCUE
File Number: 235
Print Date: 07/12/2012 09:56:00 AM

Related License Information

Division of Medical Quality Assurance

MQA

Total Number of Records: 17

Name	Profession	License #	License Status	Practice Location Address
ADAMS, AMANDA	Emergency Medical Technician	524379	Clear	710 A CYPRESS DR, NICEVILLE, FL 32578
ELBANKS, CHARLES	Emergency Medical Technician	616329	Clear	8930 CORNWALL LANE, DAVIE, FL 33331
FLORKOWSKI, DARLENE	Emergency Medical Technician	54811	EMTP Restrict	12492 ULMERTON RD, LARGO, FL 33774
HARRIS, KENNETH	Emergency Medical Technician	54470	Clear	6901 ORANGE DRIVE, DAVIE, FL 33314
HURST, JAMES	Emergency Medical Technician	48151	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
ODDM, JACK	Emergency Medical Technician	70234	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
PARKER, MICHAEL	Emergency Medical Technician	12604	Clear	1665 PROVIDENCE BLVD., DELTONA, FL 32725
RONCO, LARRY	Emergency Medical Technician	54105	CONDITIONAL	636 THOMASHERWIN AVE SOUTH, LEHIGH, FL 33974
RYNNING, ERIC	Emergency Medical Technician	522023	Clear	4941 SW 61 AVE, DAVIE, FL 33314
SAKON, RALEIGH	Emergency Medical Technician	79316	Clear	6901 ORANGE DRIVE, DAVIE, FL 33314
SCHODLEY, ADAM	Emergency Medical Technician	522660	Clear	6901 ORANGE DRIVE, DAVIE, FL 33314
SORGE, JONATHAN	Emergency Medical Technician	522891	Clear	4780 SW 74 TERR, DAVIE, FL 33314
SPENCE, GARY	Emergency Medical Technician	70328	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
STEVENS, DAVID	Emergency Medical Technician	60613	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
VARELA, NOVEL	Emergency Medical Technician	75135	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
WALKER, BRIAN	Emergency Medical Technician	524434	Clear	*** CONFIDENTIAL *** ** CONFIDENTIAL *** ** *****
WATERS, GERALD	Emergency Medical Technician	64121	OBLIGATIONS	105 E JACKSON ST, STARKE, FL 32081

Page 1 of 1

Related License Instruction Guide

When you are finished printing and managing your related licenses, please click on the [Log Off](#) link on the left sidebar menu and you will be logged out of the system. For additional questions or assistance, please contact the Call Center at (850) 488-0595 and select Menu Option 3.

Name: FIRE RESUE DISTRICT • File #: 241 • [Home](#) • [MQA Services](#) • [Logout](#)


Relationship Maintenance

Manage License Relationships

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If you need assistance, please contact the program staff at [Medical Quality Assurance](#) or (850) 488-0595.

Relationship Type	Count	Select
Emergency Medical Technician / Employee	39	Select
Paramedic / Employee	40	Select



- [Update Login](#)
- [Other Payer Invoicing](#)
- [Manage Related Licenses](#)
- [Log Off](#)

Medical Quality Assurance (MQA) Services

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