

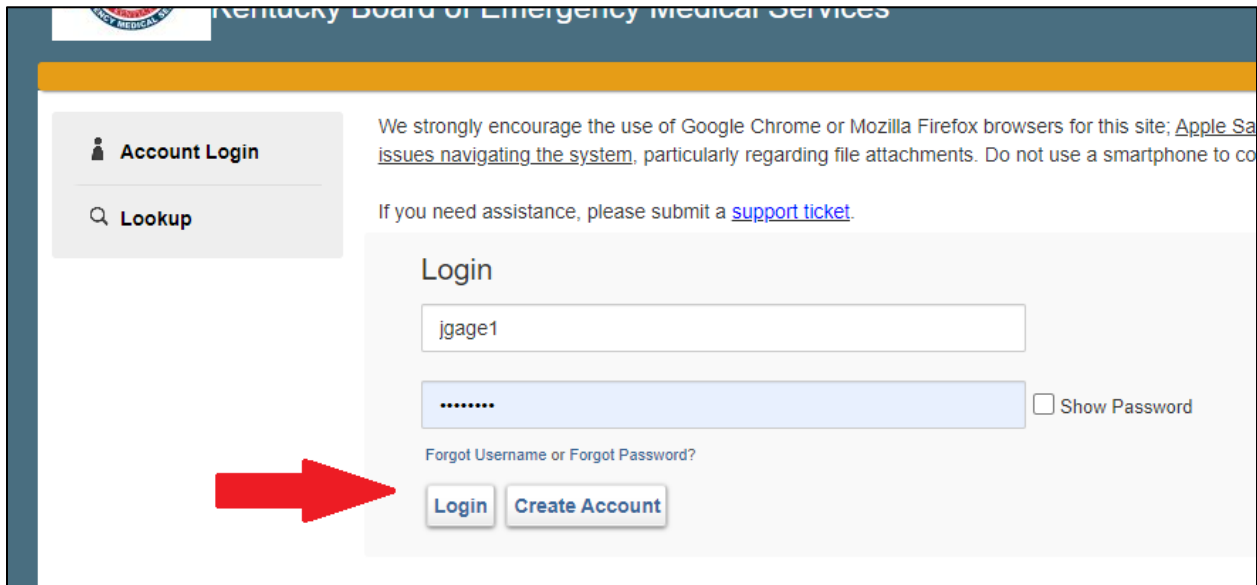


Kentucky Board of Emergency Medical Services  
Instructional Document: Uploading Service Policies  
June 27, 2023

1. Open the KBEMS website using your Internet browser (Chrome or Firefox preferred) and enter <https://kbems.ky.gov/> or simply use a search engine for KBEMS. Once you're at the home page, click the gold KEMSIS hexagon on the middle of the page.



2. Type in your Username and Password. If you need assistance with your account, click the Forgot Username or Password link. You may also use the Account Lookup feature.




3. Click on the Service tab in the left hand navigation menu.



Welcome, Johnny Gage | Logout

You are logged in. Welcome Johnny Gage.

### My Account

For more detail about any item, click the links on this page or in the left menu.

 Johnny Gage  
Advanced EMT  
Number: 1117039  
Issued: 06/21/2016  
Expiration: 12/31/2018

 22 Forms pending completion  
 9 Items waiting in checkout

I am looking for...

4. Select the service to add documents. Some users may have more than one service available based on his or her account permissions. A common example is the ambulance service license and the TEI license.

### 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.

Services ▲	Service Permit Level	Address	City	County	Phone	Primary
<a href="#">EMERGENCY! (Test Agency) (9999)</a> 📞 🚑 🏠	ALS, BLS	2049 East 223rd Street	Carson	Los Angeles	859-256-3565	<input type="checkbox"/>
<a href="#">EMERGENCY! TEI (TEST TEI) (#9998)</a>	EDUCATIONAL INSTITUTION	300 North Main St	VERSAILLES	WOODFORD		<input type="checkbox"/>

5. The left hand navigation menu will expand to reveal additional options. Find and select the Policies menu item.

### Service

- Details
- Policies**
- Medical Directors
- Personnel
- Stations
- Vehicles
- Documents
- Service Areas
- Inspections

### Services Details

Click the arrows beside a header to expand or collapse each section of information.

Demographics | Organization | Staff

#### Details


Name: EMERGENCY! (Test Agency)  
Active: Active  
Service Classification: I  
Daylight Savings Time Use: Yes  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

6. Click the red Submit Policy for Approval button.

### Services Policies and Protocols

The status of each policy will be updated as it moves through the review process.

To open a policy for editing or to add a document to that policy, click the name of the policy. To create a new policy or protocol to submit for approval, click *Submit Policy for Approval* and fill out the details of the policy.

 [Submit Policy For Approval](#)

Name ▲	Type	Classification	Policy Number	Status	Issued	Expiration
1234	Protocol	(Ground & Air) Continuing Education Plan	43221	Pending Review		
1234	Protocol	(Ground & Air) Haz-Mat, Criminal & Terrorist Plan	9876	Pending Review		

7. Think of the policy and protocol section as a folder to house documents related to various topics. You can create multiple folders as needed. First select the Policy Type radio button option of Policy or Protocol, second select an option for the Policy Classification. Then select save.

### Add Policy For Approval Page

\* Policy Name:

\* Policy Number:

Policy Type:  Policy  Protocol

\* Policy Classification:

Policy Agent:

Phone:  -  -

Address:

Postal Code:

Click "Lookup" to select City, County, and State for this postal code

City:


County:

State:

Created By: Gage Jr., Johnny Roderick

Application Date: 06/27/2023

Notes:



- From there, a summary will appear. Here you can double check Policy Details and the Status of your submission. This is also where you can edit the policy or add documents if needed.

### Protocol Detail

Policy Name: Test Policy

Policy Number: 1234

Policy Type: Protocol

Policy Classification: (Ground & Air) Medical Protocol (Please upload a copy of your current protocols)

Requirement Number:

Requirement:

### Status

Policy Status: Pending Review

Issued Date:

Expiration Date:

Created By: Gage Jr., Johnny Roderick

Application Date: 06/27/2023

Approved By:

Approved Date:

Notes:

### Document

Name ▲	File	Size	Modified
No Records			

Records 0-1

Edit Policy

Add Document

← Back

9. If you need to reference the submission the future, you can find it under the Service Policies. Follow steps 1-5 to bring a list of submitted policies up.