

# Instructions for EMS Providers to Create a HCS Account:

The Department of Health uses a "paperless" application process for Licensed Medical Professionals, Certified EMS Providers and Unlicensed Medical Professionals to apply for a Health Commerce System (HCS) account.

- Entirely electronic and does not require signatures and a notary.
- A NYS DMV Driver's License or a NYS DMV Non-driver Photo ID is necessary to apply.
- Upon completion of the application, immediate access to the HCS.
- A User account request should be completed by a HCS Coordinator for unlicensed professionals.

## Certified EMS Providers and Unlicensed Medical Professionals:

If you are a Certified EMS Provider or Unlicensed Medical Professional, follow the two-step process outlined below which includes contacting your EMS Agency HCS coordinator. If you don't know your agencies HCS Coordinator or they don't have one, please contact your regional Program Agency for assistance.

### 1. REGISTER FOR ACCOUNT:

Certified EMS Providers and unlicensed medical professionals must register for a HCS user account through the NYS Department of Health.

- [Click here to register](#)
- [HCS Quick Reference Guide](#)

### 2. CONTACT YOUR EMS AGENCY HCS COORDINATOR:

The EMS Agency HCS Coordinator must enroll (activate) your account on the HCS after you have registered.

- Click here to see the steps your EMS Agency HCS Coordinator will complete to enroll you: **Step B** of the [Quick Reference Guide](#)
- Please Note: The "paperless" application process is not an option if a HCS account request is already in process. If attempted, you will receive an error message and may not proceed.

### **3. FOLLOW INSTRUCTIONS TO ATTACH EMS CERTIFICATION TO ACCOUNT:**

- Once you have created an HCS Account and your EMS Agency HCS Coordinator has affiliated you with your EMS agency, the EMS provider must then follow the instructions add their license to their account.
  - An EMS Provider should follow the instructions listed in the policy statement online labeled:
    - “EMS Provider - Update HCS Licensure and Certification Information 2022”

#### **NOTE:**

**If you DO NOT have a NYS DMV Driver's License or NYS DMV Non-driver Photo ID, you can still apply using the existing process which requires signatures and a notary. See instructions below.**

- [Instructions on how to obtain an HCS account for licensed professional](#)
- [Instructions on how to obtain an HCS account for Certified EMS Providers and unlicensed professionals](#)