

**To: Interested Parties of EMT and Paramedic Recertifications**  
**Re: Registration for Other Payer Codes and Bulk Recertification**  
**Date: August 12, 2010**

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

Beginning in October 2010, there will be two options for Emergency Medical Technicians and Paramedics employers to complete a recertification online.

**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. This option will be available to certificate holders beginning October 2, 2010 through November 23, 2010.

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 any time between October 2, 2010 and December 1, 2010 to approve and submit payment. The employer will be able to deselect 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. Please allow 10-14 days for online payment processing. Employers wishing to pay by check will need to send a cashiers check or money order along with a list of certificate holders and their license numbers.

**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 be allowed to select "Bulk Recertification". They will then be able to add certificate holders to an invoice by entering their license number along with the prefix (i.e., EMT0001). Once the employer has completed adding certificate holders, they will be prompted to a Credit Card payment screen where they can pay using Visa, MasterCard, Discover, or American Express. Please allow 10-14 days for online payment processing. Employers wishing to pay by check will need to send a cashiers check or money order along with the printed invoice. This option will be available beginning October 1, 2010 through December 1, 2010.

Interested employers for either option will need to register with the Emergency Medical Technician and Paramedic Certification Office by providing, in letter format, their Business Name, Mailing Address, Phone Number, and Federal ID Number. In addition, we will require a Contact person and 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."

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

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 allow 10-14 days for online payment processing.

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-Paramedic@doh.state.fl.us](mailto:MQA_EMT-Paramedic@doh.state.fl.us).