



Dudley H.A. Wright II, Chair
Kent Appelhans, Vice Chair

Dr. Carol Cunningham, State Medical Director

IMPORTANT NOTICE

TO: All Licensed Medical Transportation Providers
FROM: Division of EMS, Medical Transportation Section
DATE: January 14, 2020
RE: New MTLs Online Applications and Forms

The Division of EMS Medical Transportation Section continues to work on the new online application system called Medical Transportation Licensing System Online (MTLS online). The new system will eliminate all paper applications and forms, allowing licensed ambulance, ambulette, mobile intensive care, and air medical services to more efficiently manage their medical transportation license(s) online. New and existing medical transportation services will create their own account in the system to view existing information, make updates and changes, and renew their license(s) online. **Paper checks, money orders and cash will no longer be accepted.** All fees must be paid via credit card or Automated Clearing House (ACH). Please note that the ACH payment option does not require additional processing fees unlike some other payment methods. The new system is scheduled to go live beginning next month.

This second notice is intended to make licensed medical transportation services aware of and help you prepare for the upcoming changes. We will keep you updated on the progress of the new system and provide additional information in order for you to be ready when the new system goes into effect. Please ensure that all contact information is correct with our office prior to the go-live date. This will eliminate any services missing out on important notices and alerts.

Tentative timeline: February 4, 2020 – MTLs Online System goes operational.

1. Paper forms and applications will no longer be available on the Ohio EMS webpage.
2. All medical transportation services will need to create an account in the new MTLs Online System through “Identity Manager”. Instructions are on the Ohio EMS webpage.

3. All services needing to make a change in their service, "Add/delete a vehicle," "Temporary vehicle," and "Add/delete a satellite location" will need to make the change in the new MTLs Online System beginning February 4, 2020.
4. Services renewing in January, February and March 2020 will still receive a renewal application, via email, 60 days prior to the license expiration date. Services will have the option to renew using the paper application and pay the renewal fee by check or money order or use the MTLs Online System.
5. Starting in April 2020, renewing services will also receive an email 60 days prior to their expiration date however, will be required to renew using the MTLs Online System.

Again, we will keep you informed of when the new system will go into operation. Instructions and user manuals to help guide you through the new online application system will be posted on the Ohio EMS webpage.

Please feel free to contact the Division of EMS Medical Transportation Section at (800) 233-0785 or (614) 466-9447 if you have any questions.