EMS Assessor Online Registration User Notes

Process for health professionals applying to register on the Ministry of Health Equipment and Modification Services (EMS) Assessor Accreditation Framework

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Audience

These user notes are for:

Health professionals applying for registration as an assessor for these services:

- Ministry of Health Equipment and Modification Services administered by either accessable (Northland and Auckland regions) or Enable New Zealand (rest of New Zealand)
- Ministry of Health Children's Spectacle Subsidy administered by Enable New Zealand
- Ministry of Health Hearing Aid Subsidy Scheme or Hearing Aid Funding Scheme administered by Enable New Zealand.

Employers, supervisors and managers of health professionals applying for registration and who are asked to verify an applicant's areas of accreditation. Please refer to Step 6A.

Before you begin

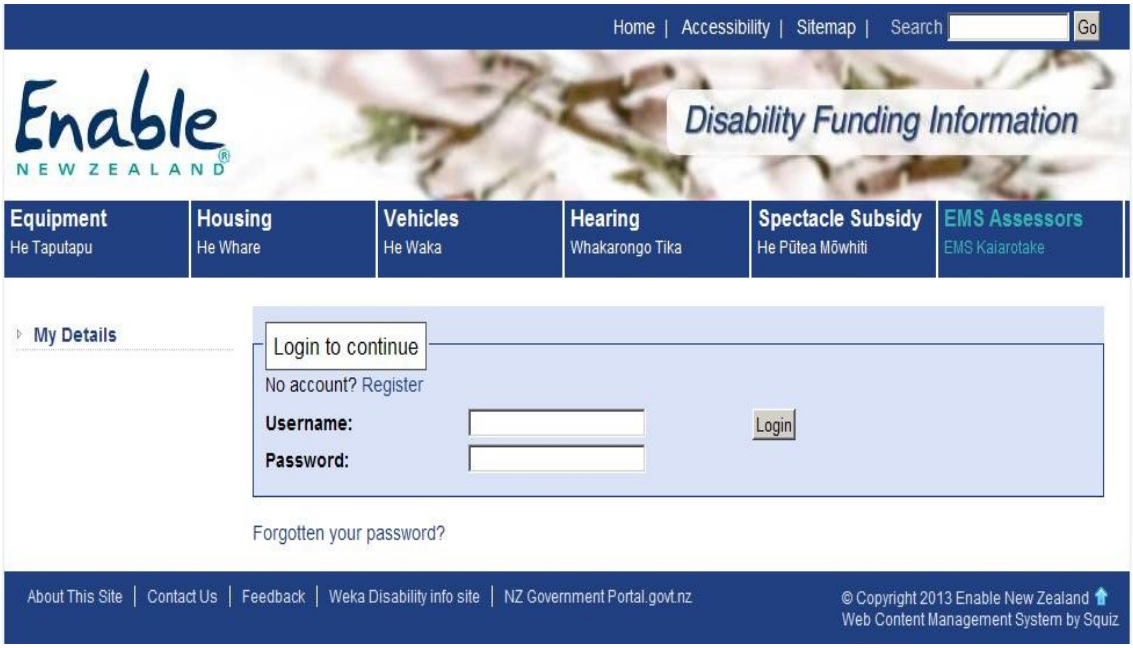
- Please ensure you are familiar with the requirements of the EMS Assessor Accreditation Framework.
    - Location: Disability Funding Information website > EMS Assessors.
    - Link: https://www.disabilityfunding.co.nz/ems-assessors
- Have your Annual Practising Certificate or professional membership details to hand.

Employer/supervisor verifications

The applicant's employer or supervisor must be registered on EMS Assessor Online to verify the applicant's area of accreditation.

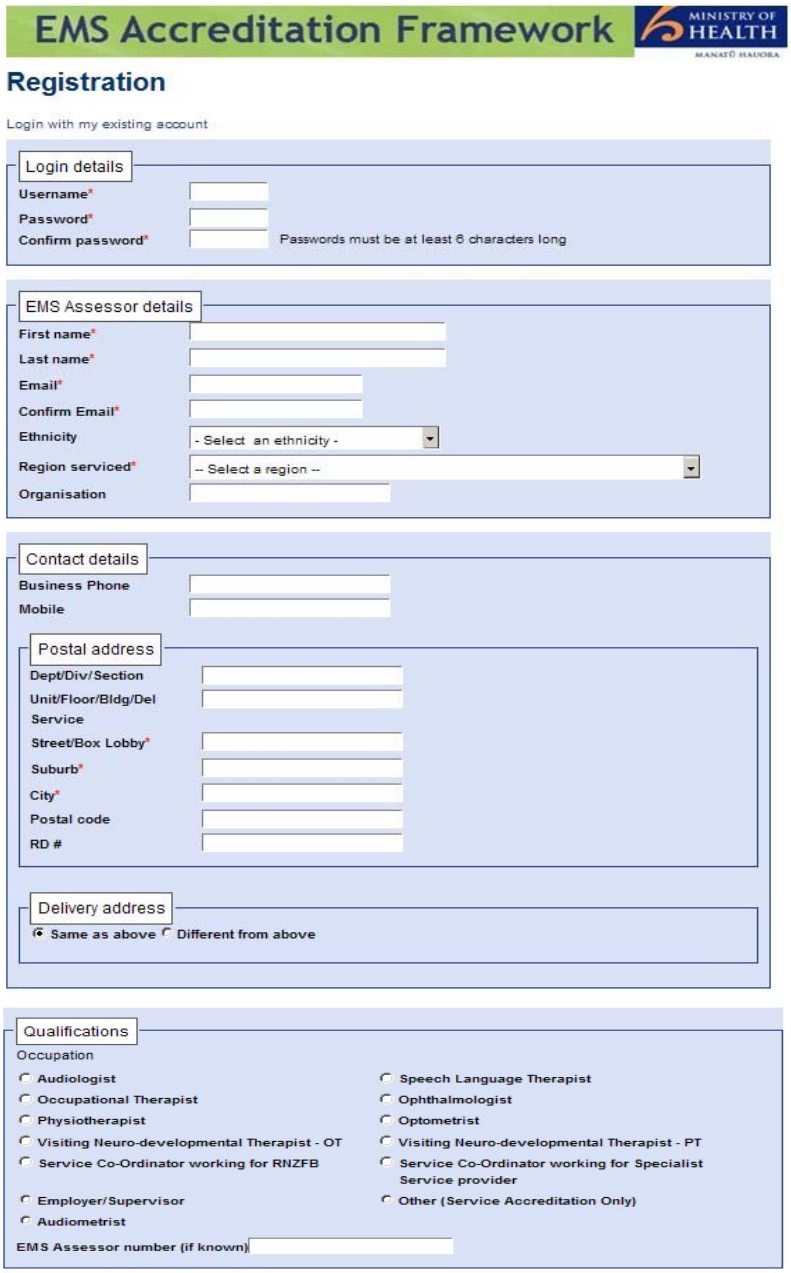
There is an option to invite the employer/supervisor during the registration process. However, the applicant cannot proceed with their application until the employer/supervisor's details are added to their account.

1. Open EMS Assessor Online

Step	Action
1	Open **EMS Assessor Online** from the link below. https://www.disabilityfunding.co.nz/ems-assessors/moh-accreditation-framework/my-account The **Login Screen** displays. Login screen 
2	Click **Register**. The **Registration Screen** displays.

Where to next: Go to 2. Enter registration details

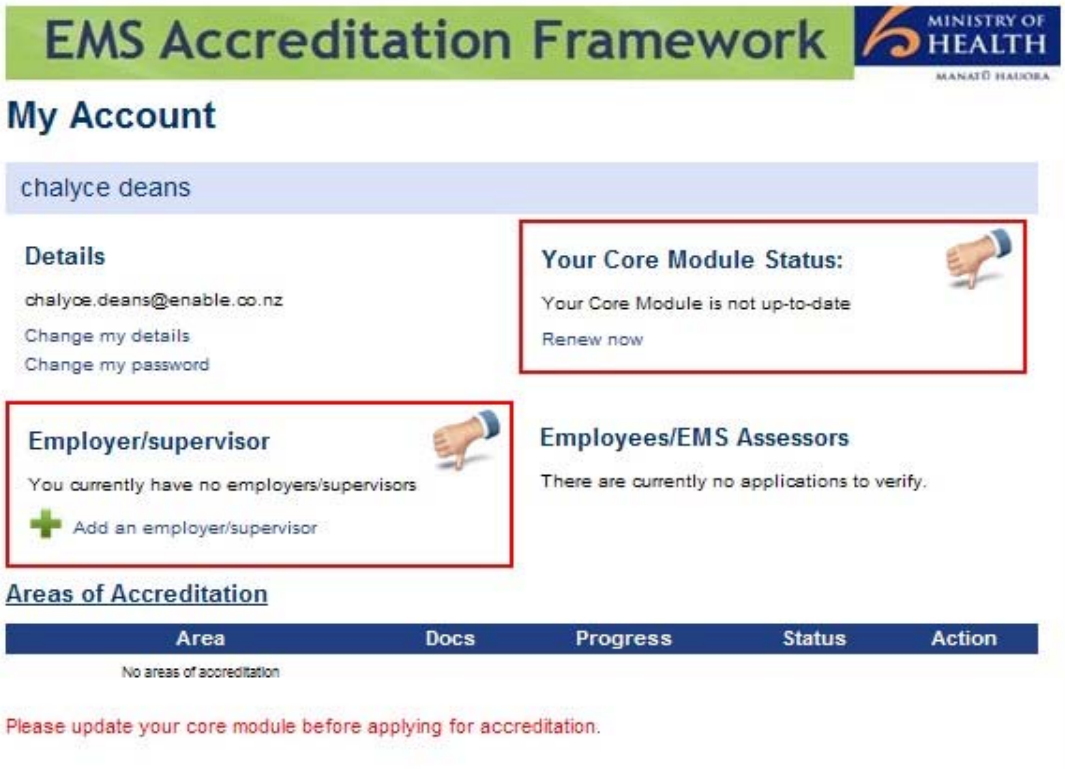
2. Enter registration details

Step	Action
1	Enter your details in the **Registration Screen**.  **Tips:** **Initial login details:** When you first log in to EMS Assessor Online, you choose your own username and password**.** Enable New Zealand does not provide them. **Qualifications:** After selecting your occupation you will be prompted for your APC or professional membership details.

Where to next: Go to 3. Accept terms and conditions

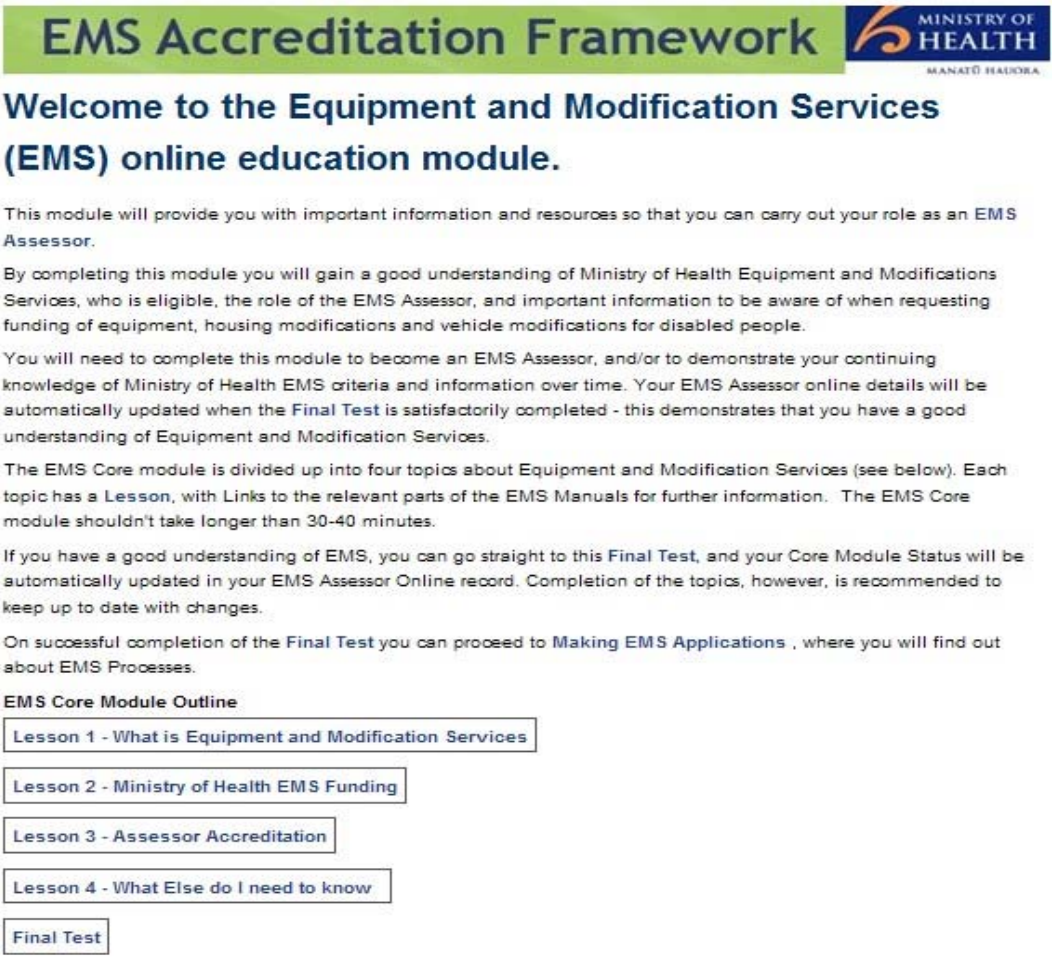
3. Accept terms and conditions

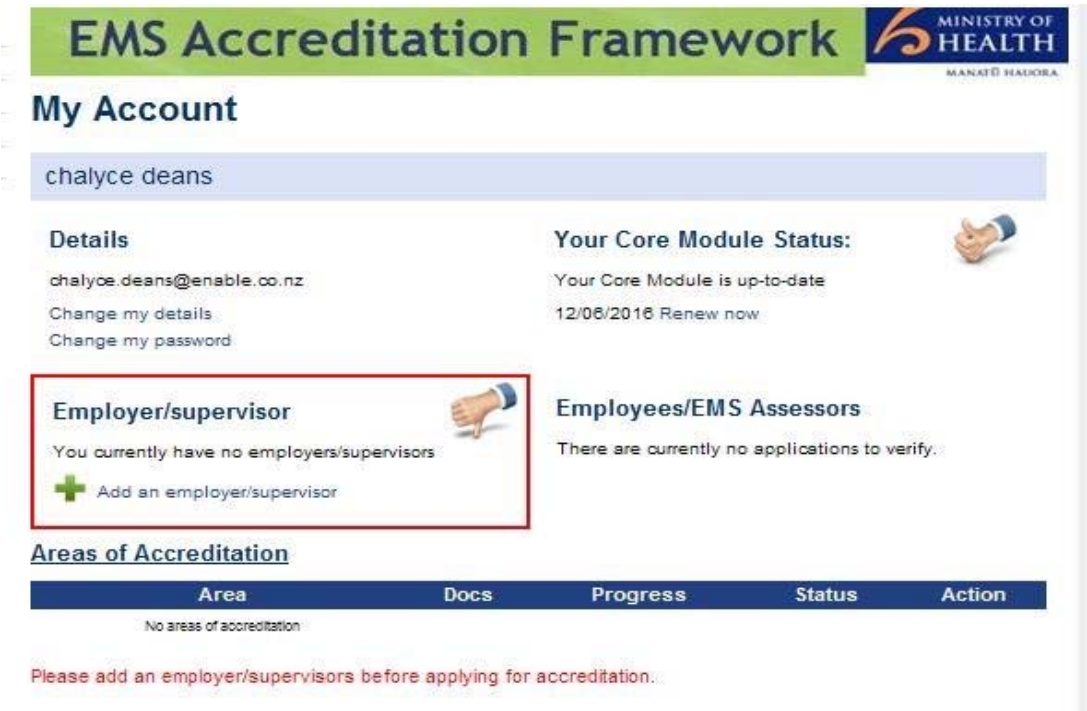
Step	Action
1	**In the Registration screen**, click **Terms and Conditions**. **Result**: **EMS Assessor Roles and Responsibilities screen** displays. EMS Accreditation Framework MINISTRY OF HEALTH MANATŪ HAUORA **EMS Assessor Roles and Responsibilities** I have read and understood the EMS Assessor's roles and responsibilities in the EMS Manuals and agree to adhere to these. **Privacy Act** Authorisation – I authorise the service provider or its agent to obtain from any third party, information as is appropriate to assess my suitability as an EMS Assessor. Under the Privacy Act 1993 we are required to inform you that: • The personal information collected on this website will be held by Enable New Zealand. It will be used by Enable New Zealand, the Ministry of Health or the Processing team for the purposes of assessing you as an EMS Assessor and related purposes. The information may also be made available to the public in connection with the provision of health and disability services. ***Please Note:*** The collection of your email address will only be used for direct communication between yourself and the Ministry of Health and/or Enable New Zealand/**accessable** and as such will not be made available to any other third party for the purpose of direct mailing. • You have the right to access personal information held and to request corrections to the information. • It is not mandatory to provide the information sought on this website, but failure to do so may result in you not obtaining or retaining accreditation. **Disability Funding Information Website Updates** All assessor email contacts will be loaded to receive updates from the Disability Funding Information Website. This website provides important information from the Ministry of Health regarding criteria and changes in policy. In addition this site contains all updated manuals, processes and application forms. **Note this has opened a new window please close this window to complete your registration details.**
2	When finished reading, close the **EMS Assessor Roles and Responsibilities screen**. The **Registration screen** displays. Tick the **Terms and Conditions** Box. Click **Create Account** box. The **Account Created screen** displays. (See over.)

Step	Action
3	In the **Account Created** screen, select **Click here to return to the login page**. The **My Account screen** displays.  **Tip:** Boxes outlined in red and displaying a **thumbs down** icon indicate the details you still need to add or complete. **Note:** You need two thumbs up before you can add an area of accreditation.

Where to next: Go to 4. Complete EMS Core Module

4. Complete EMS Core Module

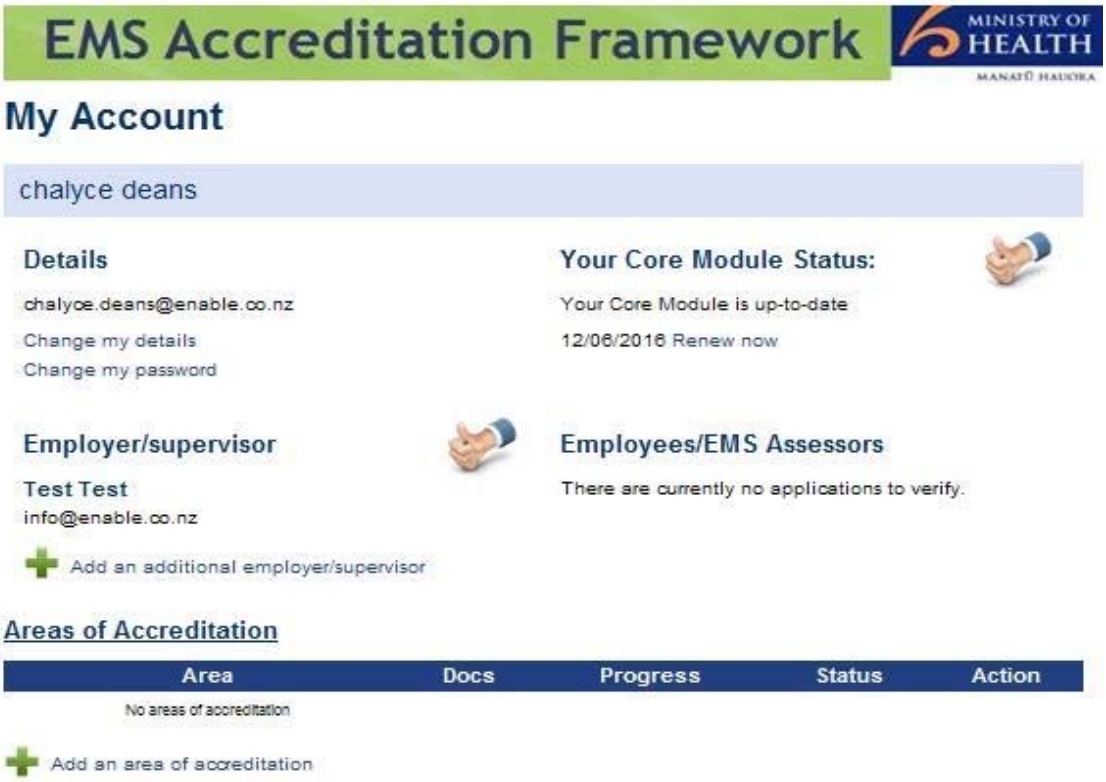
Step	Action
1	In the **My Account screen**, go to **Your Core Module Status** box and click **Renew now.** The **EMS Core Module Courses** page displays.
2	Click **EMS Core Module** box. The **EMS online education module screen** displays. 
3	Complete lessons 1 to 4 and the final test.

Step	Action
	Please note: • You can go straight to the final test if you have a good understanding of Equipment and Modification Services. • You must achieve 100% pass rate for the final test to proceed with your registration.
4	When you have completed the lessons and final test, the **Quiz Completed screen** displays.
5	Click **My Account page.** The **My Account screen** displays showing **Core Module Status is up-to-date** and a **thumbs up icon.** 

Where to next: Go to 5. Add employer/supervisor

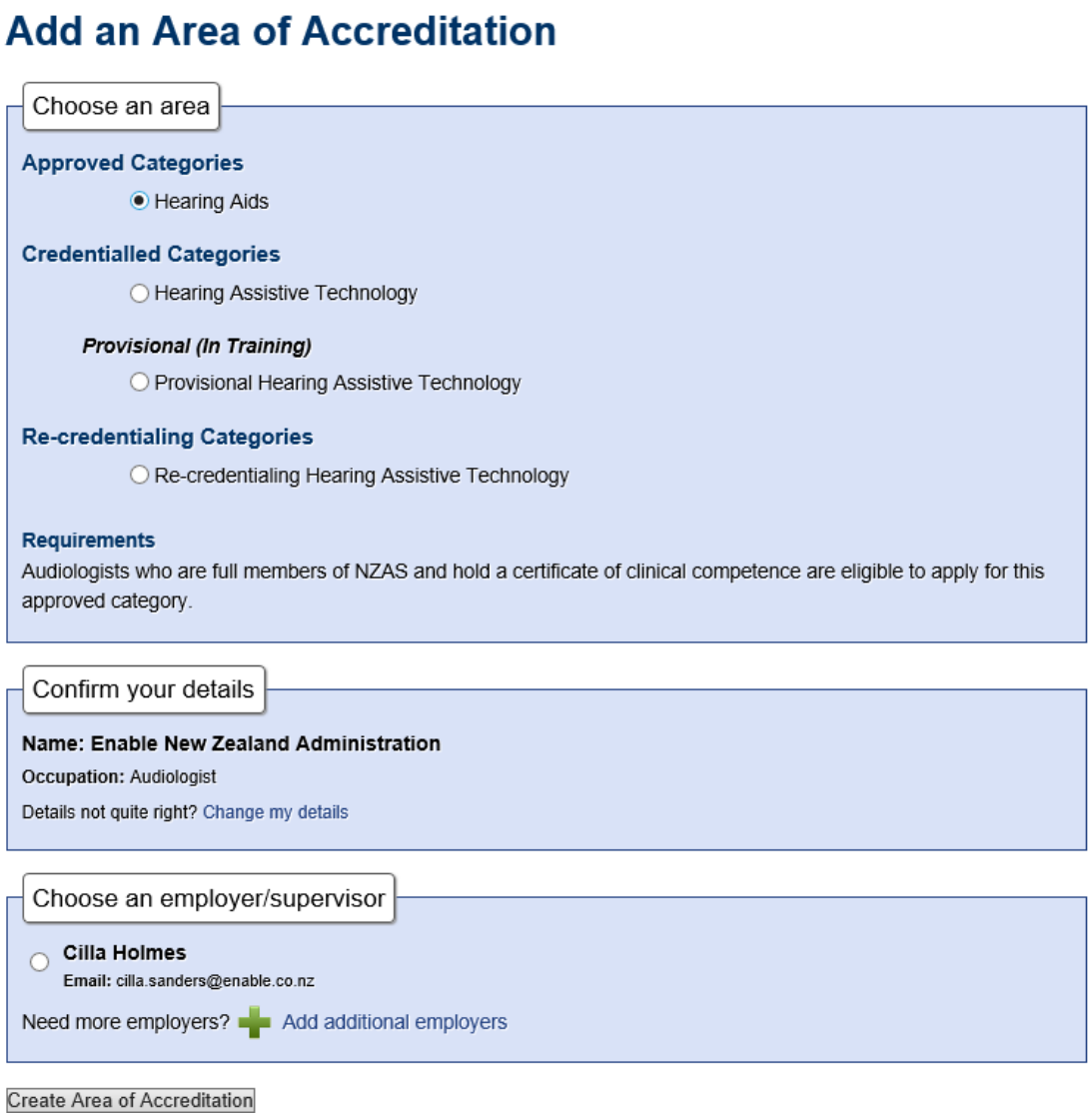
5. Add employer/supervisor

Step	Action
1	In the **My Account screen Employer/supervisor box,** click **Add an employer/supervisor**. The **My Employers screen** displays.
2	Do a search to see if your employer is already registered in EMS Assessor Online. If **name displays**, go to step 6. If **name does not display**, go to steps 3, 4 and 5.
3	Click **Invitation to EMS Assessors Form**. The **Invitation to EMS Assessors Form** displays. Complete the invitation form. **Result:** An email is sent to the employer/supervisor inviting them to register in EMS Assessor Online. **Tip:** Ask your employer/supervisor to let you know when they have registered.
4	**Log out** of EMS Assessor Online. Your application is on hold awaiting employer/supervisor registration.
5	When your employer/supervisor has registered: • log back in to EMS Assessor Online • complete steps 1, 2 and 6 of this procedure to add your employer/supervisor.

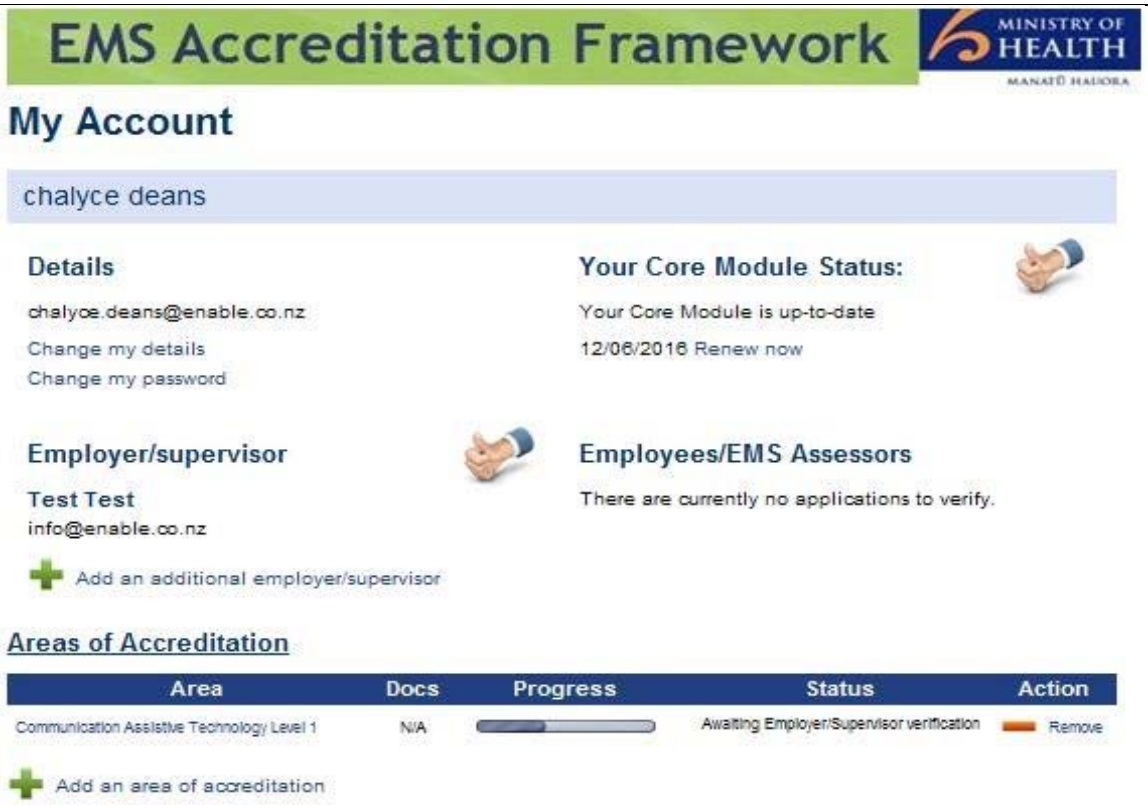
Step	Action
6	Select the employer/supervisor name**.** The **My Account screen** displays: • your employer/supervisor's name and email • the **thumbs up** icon in the **Employer/supervisor** box • **Areas of accreditation** details. 

Where to next: Go to 6. Add area of accreditation

6. Add an area of accreditation

Step	Action
1	In the **My Account screen** click **Add an area of accreditation**. The **Add an Area of Accreditation screen** displays. 
2	Choose an area of accreditation. Refer to the Disability Funding website for requirements by occupation or category. **Occupations** https://www.disabilityfunding.co.nz/ems-assessors/eligible-health-professionals **Approved categories**

Step	Action
	https://www.disabilityfunding.co.nz/ems-assessors/approved-categories-of-accreditation **Credentialed categories** https://www.disabilityfunding.co.nz/ems-assessors/credentialled-categories-of-accreditation **Important note:** Level 2 credentialed areas of accreditation will not show as an option until Level 1 is achieved.
3	Click **Create area of accreditation.** The **Application successfully created screen** displays. Appli
4	Your **employer/supervisor** is sent an email asking them to review your application for accreditation. The **Areas of Accreditation** details display **Awaiting Employer/Supervisor Verification**. **Tip:** Tell your employer/supervisor to expect an email from Enable New Zealand about your application.

Step	Action
	
5	**Log out** of EMS Assessor Online. Your application is now on hold awaiting employer/supervisor verification. See Step 6A Verify Area of accreditation (Employer/supervisor) for details.
6	Wait to receive the **employer/supervisor verification email** from Enable New Zealand. *Your application for [Area of accreditation] has been supported by your nominated Employer/Manager/Supervisor. You will be notified of your EMS Assessor code as soon as your application has been processed.* **Note:** Your **Areas of Accreditation** status displays **Awaiting Enable New Zealand administration approval**.
7	Wait **2-3 working days** for Enable New Zealand to verify your application and send an **approval email**. (See over page.) *Your application for [Area of Accreditation] has passed the approval process and you are now certified for this area of accreditation. To view this application follow the link below. [Link provided.]*

Step	Action
8	Click link provided. The **My Account screen** displays with the **Area of Accreditation Status Completed**. **Please note:** • Your **EMS Assessor Number** displays on your **My Account** screen next to your name. • You will use your EMS Assessor number when submitting Service Requests to Enable New Zealand or Accessable.

Where to next: Go to 7. Get online ordering login from EMS Provider.

6A. Verify area of accreditation (Employer/Supervisor)

The EMS Assessor's employer, supervisor or manager completes this procedure.

Step	Action
1	Receive **email** from Enable New Zealand: Example: *[Assessor name] has completed an online EMS Assessor registration and nominated you as their Employer/Manager/Supervisor.* *Please review the application for [Area of Accreditation] and action as soon as possible. Please follow this link [link provided].*
2	Click link provided. The **Employer Declaration screen** displays. **Please note:** There is a unique set of employer declarations for each credentialed area of accreditation. These are available on request if you'd like to see them. Example shown is for Hearing Aid accreditation.
2	Complete the **Supervisor Declaration**.

Step	Action
	An email is sent to the EMS Assessor letting them know of the outcome of their application.

Where to next: Process ends here for employer/supervisor.

7. Receive online ordering login from EMS Provider

After registration, wait to hear from the relevant EMS Provider (Enable New Zealand or accessable) with details of its online ordering system. This may take a few days.

If Enable New Zealand

Within 2-3 working days of registration new Assessors will receive an email with:

- log in details for **Enable Online with RTL** (RTL)
- a link to the **RTL User Notes** page on the Disability Funding Information website.

If accessable

Every Friday morning Enable New Zealand sends accessable details of all new or updated registrations for the week for EMS Assessors in Auckland/Northland regions. If you have registered early in the week you may have a longer wait to hear from accessable.

Where to next:

If wishing to order Band 2 and/or 3 equipment go to 8. Complete Learn Online training.

If not, this process ends.

8. Complete Learn Online training (Band 2 and 3 equipment only)

EMS Assessors who wish to request Band 2 or 3 equipment must complete Learn Online Training for the Prioritisation Tool.

The Ministry of Health website has details. Look for the **Online Learning** paragraph on the page below.

Using the Equipment and Modification Services Prioritisation Tool | Ministry of Health NZ

Please note:

Learn Online system belongs to the Ministry of Health, not Enable New Zealand.

Please contact the Ministry's IT provider with any queries. You'll find an email address on the website page above.

Quick tips for using EMS Assessor Online

Forgotten password

- Go to **EMS Assessor Online** home page.
- Click **Forgotten your password?**
- Enter your **user name** (not your email address) and click **Submit.**
- You will be sent an email with instructions for re-setting your password.

Please note:

- Passwords are case sensitive. You must enter your password exactly as when you registered.
- If you enter your password incorrectly 3 times your account will be locked.
- If you don't receive an email or are still having issues accessing your account, contact Enable New Zealand.

Locked out

Contact Enable New Zealand to have your password reset.

Forgotten username

You will have created your own username when you registered. If you've forgotten it, contact Enable New Zealand for help.

Add accreditation area

- Log in and go to **My Account screen.**
- Scroll to the bottom of the page.
- Select **Add an area of Accreditation**. See 6. Add an area of accreditation.

Update details

To update assessor details, employer/supervisor details, contact details, postal address, delivery address and qualifications:

- Log in and go to **My Details screen**.
- Edit your details. Select **Save.**

What happens next?

- An automated notification is sent to Enable New Zealand advising of the changes.

- The changes take **24 to 48 hours** to update depending on which other systems have to be updated. For example, RTL, MOH EMS Prioritisation Tool.
- If you use RTL and you change your workplace you'll need a new RTL login. This can take up to **72 hours** to activate.

Find employer or supervisor

Go to your **My Account screen**. Try searching by your employer or supervisor's name rather than organisation. If their name still doesn't show, you will need to invite them to join EMS Assessor Online. Use the **Invitation** link under the **Search** box.

Remove employer or supervisor

Go to your **My Account screen** and do a search for your employer or supervisor's name. When the name displays, go to the **Action** column and select **Remove this employer**.

Check progress of registration application

Go to **My Details screen.** Scroll down the page to the **Progress** and **Status** columns.

Where to go for help

Please contact Enable New Zealand if you need assistance or have any questions.

Telephone: 0800 362 253

Email address: enable@enable.co.nz

Document control

Document owner: EMS Assessor Coordinator, Enable New Zealand

Version	Date	Author	Reasons
2.0	23/08/2018	EMS Assessor Coordinator	Updated and re-formatted for loading on to Enable New Zealand and DFI websites.