

Instructions
for
ELECTRONIC SUBMISSIONS
of EMSI's
EMSOF Category IV Provider Equipment
INITIAL REQUEST PACKET

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NOTE

- The electronic forms will only allow you to type into the data entry fields. You will not be able to type or modify any other part of the forms.
 - A sample completed form is included for your reference.
 - All of these resources are available at: **www.emsi.org/programs/emsof**
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1. Open the ***equip-request-form.dot*** file.
2. Complete the FACE SHEET.
3. For each make & model of equipment you are requesting, complete an EQUIPMENT DETAIL SHEET up to the STOP BAR.
 - If you are requesting fewer than 8 makes/models of equipment, leave the extra EQUIPMENT DETAIL SHEETS blank.
 - If you are requesting more than 8 makes/models of equipment:
 1. Open the ***extra-equipment-detail-sheet.dot*** file.
 2. Complete the form as before.
 3. SAVE the form using a NEW name for each new kind of equipment.
4. Complete the SUMMARY SHEET up to the STOP BAR.
 - The SUMMARY SHEET is located at the very end of the file that contains the FACE SHEET.
5. SAVE your work using a filename of your choosing.
6. Email the file(s) you just saved to your County EMS Coordinator.