



## Organizational Profile Account Gatekeeper Instructions

To begin completing an organizational profile, you must first designate a single Organizational Profile Gatekeeper. This person must have an [OATH account](#) to start the process. This type of gatekeeper is responsible for completing and updating an organizational profile and is the primary contact for the organizational profile in OATH. This is not the education program recognition gatekeeper process.

### Become organizational profile gatekeeper in OATH

- 1) [Click here to submit the account gatekeeper request form.](#)

This form allows you to request access to the gatekeeper application in your OATH account. Once submitted, the department will need to review your request and will push the form to your OATH account. Your OATH account username is required to complete this form. See "Creating an OATH account" if you don't have one.

#### Creating an OATH account

An OATH account must be created only if you've never had one. If you don't know your OATH username, visit:

<https://colorado.emsbridge.com/licensure/public/colorado/portal#/login>

Click 'Forgot Username' to search for your username. If no username exists, click 'Create Account'.

An email will be sent from the department with a subject line, "*Account Gatekeeper Application Now Available in OATH*". The email will be sent to the address listed in your OATH account.

- 2) [Log in to your OATH account.](#) To find the gatekeeper application you must:
  - a. Click 'Applications' on the left-side menu.
  - b. Click 'Continue' on the left-side menu.
  - c. Click 'Start' next to "Affiliation Request - Organizational Profile - Account Gatekeeper" to start the application.
- 3) Read the application introduction and click 'Save and Continue' to fill out the application.
- 4) Complete and submit the application. The department will email the external confirmation contact listed in the application. The external confirmation contact must respond to this email for the gatekeeper to be confirmed.

### Gatekeeper confirmation

As a part of the gatekeeper application, you must list a person from your organization to confirm you as the Organizational Profile Gatekeeper. Do not enter your own information in this section. The external confirmation person's name, email address, phone number and role are required. They will receive an email from the department to confirm your role as the Organizational Profile Gatekeeper. They must respond to the email with a statement confirming that you are the appropriate gatekeeper. You should notify this person about the email from the department after submitting your gatekeeper application in OATH. Once confirmed, the gatekeeper will receive an email with the subject line of "*Account Gatekeeper Request Approved - Next Steps*".



## Organizational profile account gatekeeper responsibilities

- Submit an Organizational Profile Information form at least annually and any time profile information changes, including contact information.
- Annually re-apply as the gatekeeper for each organization you are responsible for.
- Designate a replacement gatekeeper and have them [request an Account Gatekeeper application](#) be added to their OATH account.

## Submitting the Organizational Profile Information Form

To submit the organizational profile, you must:

- 1) Log in to your OATH account and click the following links to find the “Organizational Profile Information” form.
- 2) Click ‘Applications’ on the left-side menu.
- 3) Click ‘Service Applications’ under “Available Applications”.
- 4) Under your organization name, click ‘Apply Now’ next to the “Organizational Profile Information”.
  - a. If you are a Gatekeeper for multiple organizations, use the “Filter By Service” dropdown box to find each organization that you are gatekeeper for.
- 5) Select the “Profile Type.” This is the first question on the form and will determine which set of questions you can see throughout the Organizational Profile Information form. Make sure to make the correct selection or you won’t see all pertinent questions.
- 6) Complete all fields and tabs within the form. Fields with a red asterisk are required.
- 7) Enter your password under your username on the “Attestation” tab and click ‘Submit’.
- 8) To update the profile at any time, repeat the steps above. Only one application may be open at a time. If you already started the application you can find it by clicking ‘Continue’ on the left-side menu.

## Assigned roles (Ground EMS only)

The organizational profile form will list any medical directors currently registered with your organization. You can’t edit or add to this list, if the listed medical director is incorrect or missing, you should work with your medical director(s) and the department to correct any errors.

The person in the EMS Data Administrator role must have an active OATH account in order to be selected within your organizational profile form. This person is the primary contact for data related concerns and issues. The organizational profile form cannot be fully submitted until an EMS Data Administrator has been selected. This field is only required for ambulance agencies. Additional guidance can be found in the organizational profile form.

## Contact

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