



NAME/ADDRESS CHANGE INSTRUCTIONS

Loyola EMS System requires that all EMS providers notify the System of changes in NAME or ADDRESS **within 10 days**. **IDPH Administrative Code** requires that the following licensees notify the Department (IDPH) of changes in NAME or ADDRESS **within 30 days**, including:

- EMTs (including Paramedics)
- First Responders (notify IDPH within 10 days)
- Emergency Medical Dispatchers
- Pre-Hospital RNs
- Emergency Communication RNs

Note to ECRNs/PHRNs: Updating your name or address is **NOT** the same as doing so for your nursing license and must be done separately.

ECRN and PHRN licenses are through the Illinois Department of Public Health (IDPH); RN licenses are through the Illinois Department of Financial and Professional Regulation (IDFPR).

NAME CHANGES

STEP 1: Directly contact IDPH (required)

- Name changes must be processed directly with IDPH EMS Division.
 - You must also submit a *legal document* verifying the name change.
 - Contact the IDPH Springfield office at 217.785.2080 or DPH.EMTLIC@illinois.gov.

STEP 2: Contact the LEMSS office

- to notify the System of your name change.
- Complete the *LEMSS EMS Personnel Data Form* (www.loyolaems.com), including **SSN (a state law)**, in its entirety and submit to:
 - Lorraine Fidonik (EMTs, Paramedics, FRs, EMDs)
 - Nicholas Nelson (ECRNs, PHRNs)
 - Christine Chaput or Nicholas Nelson (EMS Lead Instructors)

ADDRESS CHANGES

STEP 1: Online

- Go to <https://emslicensing.dph.illinois.gov/Clients/ILDOHEMS/Private/OnlineServices.aspx> and select "Update Address Information".
- Identify IDPH ID (license) number (on your IDPH license).
- Enter your new address.

STEP 2: Contact the LEMSS office

- to notify the System of your address change.
- Complete the *LEMSS EMS Personnel Data Form* (www.loyolaems.com), including **SSN (a state law)**, with your new address and submit to:
 - Lorraine Fidonik (EMTs, Paramedics, FRs, EMDs)
 - Nicholas Nelson (ECRNs, PHRNs)
 - Christine Chaput or Nicholas Nelson (EMS Lead Instructors)

OR

STEP 1: Contact the LEMSS office

- Complete the *LEMSS EMS Personnel Data Form* (www.loyolaems.com), including **SSN (a state law)**, with your new address and submit to:
 - Lorraine Fidonik (EMTs, Paramedics, FRs, EMDs)
 - Nicholas Nelson (ECRNs, PHRNs)
 - Christine Chaput or Nicholas Nelson (EMS Lead Instructors)
- The Loyola EMS System office will then submit your address change to IDPH.

LOYOLA EMS SYSTEM CONTACT INFORMATION

EMTs, Paramedics, FRs, EMDs:

Lorraine Fidonik

lfidonik@lumc.edu

Phone: 708-327-2545

Fax: 708-327-2548

ECRNs, PHRNs:

Nicholas Nelson

ninelson@lumc.edu

Phone: 708-327-2722

Fax: 708-327-2548

EMS Lead Instructors:

Christine Chaput

cchaput@lumc.edu

Phone: 708-327-2544

Fax: 708-327-2548