Medical Rescue Documentation

- o Copy of Certification Application for Medical Rescue Agencies (Applies to Medical Rescue Agencies & Special Event EMS)
- o Certificate of Insurance
- o Documentation of business license, corporation documentation, or documentation of governmental entity
- o Copy of MOA's or Mutual Aid Agreements
- o Service area maps with GPS coordinates of stations
- o Board of Pharmacy – Clinic license and pharmacy license
- o DEA License, if applicable
- o Consultant Pharmacist Contract or Professional Agreement
- o Medical Director Contract or Professional Agreement
- o Medical Protocols signed by the Medical Director
- o Operation plans and standard operating procedures and guidelines
- o Current roster of employees /volunteers
- o Employee applications
- o Criminal background check documentation per each employee / volunteer
- o Certification & licensure copies for each employee / volunteer
- o Drivers license and driver certification copies for each employee / volunteer
- o Infection Control Policy
- o HIPAA documentation for each employee / volunteer
- o Vehicle titles
- o Vehicle maintenance records
- o Annual safety inspection certificates, per vehicle
- o Patient run report documentation

Documentation for Dispatch Centers doing Emergency Medical Dispatch

- o Copy of Certification Application for Dispatch Agencies doing Emergency Medical Dispatch
- o Certificate of Insurance
- o Documentation of business license, corporation documentation, or documentation of governmental entity
- o Copy of MOA's or Mutual Aid Agreements
- o Service area maps with GPS coordinates of stations
- o Medical Director Contract or Professional Agreement
- o Medical Protocols signed by the Medical Director
- o Operation plans and standard operating procedures and guidelines
- o Current roster of employees /volunteers
- o Employee applications
- o Criminal background check documentation per each employee / volunteer
- o Certification & licensure copies for each employee / volunteer
- o HIPAA documentation for each employee / volunteer
- o Telephone and radio audio files including magnetic tapes and digital file formats (DAT, CD, DVD, etc.)
- o 911 system and call records (printed output, electronic files, etc.)
- o CAD Files
- o Hand-written (manual) reports
- o Quality Assurance documentation
- o Training Records (rosters, course outlines, etc.)
- o E-911 Updates Street Mapping / Maps
- o A Public Safety Answering Points (PSAP) directory