

BASE HOSPITAL ASSIGNMENT/REASSIGNMENT PROCEDURE ADMINISTRATIVE 1.6

EMS personnel and agencies requesting base hospital assignment/reassignment must follow this procedure. Provider may only be assigned to one administrative base hospital. EMS personnel who work for multiple agencies will comply with each departments' operation including on-line medical direction, as well as the respective base hospital policies.

I. PROVIDER ASSIGNMENT PROCESS

- A. The EMS personnel will contact the prospective hospital manager to coordinate the scheduling of base hospital orientation. Providers do not have administrative medical direction under the new administrative base hospital until orientation is complete. The EMS agency will notify the base hospital manager of any personnel practicing with their agency but not administratively based with the base hospital manager. Individuals may not practice without the knowledge of the base hospital manager and approval of any applicable medical direction authority.
- B. The base hospital manager will notify the EMS agency when the individual has completed orientation.

II. PROVIDER REASSIGNMENT PROCESS

- A. The provider will contact their current base hospital manager to initiate the Base Hospital Transfer Form.
- B. The current base hospital manager will forward the base hospital file and form to the new base hospital manager. The file should contain photocopies of current DHS certification documents.
- C. The provider will arrange to meet with the new base hospital manager to complete the reassignment process.
 - 1. The transfer process must be completed within 30 days of initiation.
 - 2. The accepting base hospital manager's signature on the Base Hospital Transfer Form will finalize the reassignment process.

III. AGENCY ASSIGNMENT PROCESS

- A. Agencies seeking assignment will contact the prospective base hospital to initiate a supporting service agreement.
- B. The base hospital will notify the agency when all requirements and documentation are complete and approved.

IV. AGENCY REASSIGNMENT PROCESS

- A. Agencies seeking reassignment to a new base hospital will contact their current base hospital to notify them of the requested change.
- B. The prospective base hospital will be responsible for notifying the current base hospital of such a request prior to accepting that agency.

V. BASE HOSPITAL MANAGER PROCESS

- A. The prospective base hospital manager will contact the existing base hospital manager prior to having any contact or discussion with an agency.
- B. A base hospital manager shall not solicit an agency without prior contact by EMS Supervisor and then the process above will be followed.

BASE HOSPITAL ASSIGNMENT/REASSIGNMENT FORM

Name _____

Mailing Address _____

_____ Phone Number _____

DHS Certification Number _____ Certification Expiration Date _____

Requesting Assignment/Reassignment to _____

Current/Previous Base Hospital _____

Current/Previous Prehospital Manager _____

_____ Date _____
EMS provider signature for release of information to the prehospital manager

BASE HOSPITAL MANAGER'S VERIFICATION

The above named EMS provider has requested a change in base hospital. Please provide the following information:

Date of latest affiliation with your hospital _____

Is this provider eligible to be administratively based at your facility in the future? _____

Other comments _____

Prehospital manager relinquishing assignment

_____ Date _____

Base Hospital Manager accepting assignment

_____ Date _____

Base hospital change effective date _____