

**Genesee County Medical Control Authority**

System Protocols

APPLICATION TO PROVIDE SERVICE/UPGRADE LEVEL OF SERVICE IN GENESSEE COUNTY

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**Application to Provide Service/Upgrade Level of Service in Genesee County**

Agencies desiring to provide emergency medical services in Genesee County or wishing to upgrade their existing licensure level must satisfactorily complete the application process as outlined below.

1. Submit letter of application indicating the specific geographic area to be served, the desired level of licensure, the proposed base location, and type of service (transporting or non-transporting).
2. Submit a completed original of the GCMCA Authorization for Release of Information and Release from Liability.
3. Submit a completed Questionnaire for Provider Applicants.
4. Submit a copy of Articles of Incorporation (if incorporated) or the Genesee County business registration (Doing Business As) DBA (if not incorporated).
5. Submit a personnel roster including the name, address, licensure level, and license expiration date. This information will be kept confidential and not released to the Advisory Committee. The list is to include all the following personnel who will be involved in the Genesee County operation:
  - A. Owner(s), including corporate documents specifying ownership
  - B. President/Chief Executive Officer
  - C. Director of Operations
  - D. Director of Training/Education
  - E. Quality Assurance Coordinator
  - F. Dispatch Supervisor
  - G. All medical personnel
6. Submit communications certificate, list of frequencies used in mobile radios and at the dispatch facility, the primary and secondary dispatch frequencies and the agency's internal dispatch protocols, policies and procedures. Include documentation of dispatch training requirements and records, pre-arrival instructions and computer-aided dispatch capabilities.
7. Submit the completed state application.
8. Submit proof of vehicle, unemployment and medical liability insurance.
9. Submit documentation required within the Agency Vehicle Inventory protocol.

The application packet must be presented in the order stated above and separated by numbered tabs. The applying agency must submit two copies of the application for review by the Genesee County Medical Control Authority Advisory Committee and Authority. The completed applications must be submitted at least one week prior to the next meeting of the Genesee County Medical Control Authority Advisory Committee. Meetings are held on the third Wednesday of January, March, May, July, September and November.

MCA Name: Genesee County  
MCA Board Approval Date: October 12, 2016  
MDCH Approval Date: November 15, 2016  
Implementation Date: December 13, 2016

**Section 6-6**

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The GCMCA Advisory Committee will review the completed application and may direct a reference review and investigation. The Advisory Committee may withhold support of the application based upon adverse findings in the investigation process. The recommendation of the Advisory Committee will be forwarded to the Authority for final action. Once the Advisory Committee and Board have reviewed the application it can then be signed by the Medical Director. If the Medical Director identifies any quality concerns s/he has the ability to reject the application and not sign it.

All new agencies and agencies upgrading their level of licensure will be placed on probation from the first day of operation for a period of 6 months. During that probation period new agencies will have regular run record audits and frequent unannounced base inspections.

Any agency that has been approved to operate in Genesee County or has been approved to upgrade its licensure must begin operation at the level approved within six months of approval or be required to repeat the application process.