Ground Ambulance Service Initial Application
Effective: September 11, 2022

Ground Ambulance Service Initial Application Checklist

Refer to OSDH EMS Regulation (OAC 310:641-2-3) for complete requirements

(Department use only)

Date Application Received: _____

Date Application Completed: _____

Agency Name: _____

Applicant Checklist

Fee: $600.00 initial fee $600.00

Of ambulances _____ (Add $20.00 for each ambulance over 2) $_____

Of substations _____ (add $150.00 for each substation $_____

Total enclosed fee: $_____

Completed Application: _____
Separate sections within application –
Protocol application: _____ Personnel roster: _____
Medical director documentation: Substation list: _____

- Consent letter: _____ Equipment list: _____
- Copy of medical license: _____
- Copy of OBNDD Registration and DEA Certification: _____
- Curriculum Vitae or Resume: ___

Additional required documentation:

- Business Plan: _____
- Communication Policy: _____
- Confidentiality Policy: _____
- Contracts (if applicable): _____
- Coverage Area Map: _____
- Letter of Governmental Support: _____
- Response Plan: _____
- Insurance verification: _____
  (autot liability, general liability, workers compensation)

All sections complete, signed and notarized: ___

Ground Ambulance Service Initial Application
Effective: September 11, 2022

Initial EMS Ground Agency Application Instructions:

Fees: (OAC 310:2-3 (v) (Non-refundable)

Initial application fee: $600.00
Add $20.00 for each unit over 2 units
Add $150.00 for each substation

Section 1- Business Information

- Enter the name of your agency.
- Enter the mailing address of your agency including city, state, and zip code.
- Enter the physical address of your agency including city, state, and zip code.
- Enter the records retention address (address of where the agency records will be kept) including city, state, and zip code.
- Enter the business telephone number and an emergency telephone number.
- Enter the name of the person who will be a point of contact for the Department.
- Enter an email that the point of contact will be able to access to receive correspondence for the Department.
- Enter the days and times of the agencies operations. Please include the days and times that records will be available for an unannounced inspection review.
- Additional points of contact may be included with the application

Section 2 – Level of Care (310:641-1-7 Ground ambulance service) (Staffing requirements are detailed in OAC 310:641-3-15)

- Basic
- Intermediate
- Advanced EMT
- Paramedic

Section 3 – Type of owner (OAC 310:641-2-3 (f) – (g)

Enter the type of ownership for the agency. Essentially, what type of organization will own the license? Examples include:

- Will an Ambulance Service District (522 District or a Title 19) District own the license?
- Will a Fire Protection District (Title 18 or Title 19 District) own the license?
- Will a different type of board or trust own the license?

Section 4 - Type of Operation (OAC 310:641-2-3 (f) – (g)

Enter the type of operation for the agency. For Section 4 and 5 - These are examples of type of owner and type of operation combinations:

- A city (or county) owns the license, and the service is based in the city fire department, then governmental city (or county) and fire-based would be marked.
- A city (or county) owns the license, and the service is based in the police department (or county sheriff's office), then governmental city (or county) and law enforcement would be marked.

- A city (or county) owns a hospital, and the service is based in the hospital, then governmental city (or county) and hospital would be marked.
- A city or county owns a hospital, and then appoints a board for the hospital. The city still owns the hospital.
- If a board owns the hospital, then it will be a board or trust that is marked with hospital.
- If the license will be owned by an Ambulance Service District (522 District or Title 19) or a Fire District (Title 18 or Title 19), then mark either Fire Based or other type of operation.
- Third service means the agency is not fire or law enforcement based but is governmental owned.

Section 5 – Dispatch and communication information (OAC 310:641-2-3 (r)
The agency must maintain a communication policy that addresses how it receives and dispatches both emergency and non-emergency calls. See "Additional Required Information" below.

Section 6 Sole Provider System (OAC 310:641-2-3) (w)

Ground ambulance service applicants are required to show documentation of compliance with any “Sole Source” ordinance or resolution. If an applicant includes part of a sole provider system in their coverage area description or map, documents from the local jurisdiction are required showing the applicant is or will be permitted to operate in the sole provider system.

Section 7 – Ambulance list

- Enter the make, model, and VIN for each ambulance you conduct transports with. This can be done on a separate page.

Section 8 – Medical Director OAC 310:641-2-3 (h)

- Enter the name, address, email, and phone number of your Medical Director
- See application checklist and protocol application for required medical director documentation.

Section 9 – Type of Ownership (OAC 310:641-2-3 (f) – (g)

- Enter the name of the agency owner (You must also complete and submit the ownership supplementary form)
- A business plan is also required. The plan must include a financial disclosure statement showing evidence of the ability to sustain the operation for at least one (1) year.

Section 10 – Indirect ownership (OAC 310:641-2-3 (f) – (g)
List the names and addresses of individuals, organizations or other entities having a direct or indirect ownership interest(s), separately or in combination, amounting to an ownership interest of 5% or more in the DISCLOSING ENTITY.

Section 11 - Mortgage (OAC 310:641-2-3 (f) – (g)
List the names and addresses of individual, organizations or other entities having an interest in the form of the mortgage, or other obligation, secured by disclosing entity (equal to at least 5% of the assets).

Section 12 - Corporation Officers/ Directors (OAC 310:641-2-3 (f) – (g)
If the disclosing entity is a CORPORATION, list the names, titles, and addresses of the officers and directors.

Section 13 - EMS District Board (OAC 310:641-2-3 (f) – (g)
If the disclosing entity is a '522' District Board, or received money from a '522' District Board, list the names, titles, and addresses of the officers and directors.

Section 14 - Other Ownership or Controlling Interests (OAC 310:641-2-3 (f) – (g)
If the disclosing entity is an Ambulance District Board established by Title 19, received money from an Ambulance District Board ("522 or "Title 19"), a city, a county, a council, or any entity list the names, titles, and addresses of the officer, directors, commissioners, council, etc. Give meeting dates, times, and other pertinent information.

Section 15 - Felony Statement (310:641-3-13 (a) (1))
Has any owner, principal, officer, or director been convicted of a felony? If yes, please indicate details on a separate piece of paper. The applicant may also submit court documents detailing the felony conviction.

Section 16- Owner Signature (OAC 310:641-2-3 (e)

- Print the license owner's name in the space provided.
- Print the license owner's title in the space provided.
- Enter the date in the space provided.
- The license owner must sign in the space provided.
- The signature must be verified by a notary public.

SEPARATE FORMS - forms included with this application

- Personnel Roster- List all personnel for your agency who provide patient care.
- Substations - Check "yes" if your agency will maintain substations. Complete and submit the Ambulance Substation form with your application.
- Equipment List - initial or check the box next to each required list item to indicate it is in your agency's possession.
- Protocols Application - work with your Medical Director to complete this application to ensure your agency meets all EMS Protocol requirements.

ADDITIONAL REQUIRED INFORMATION:

1. Communication Policy (OAC 310:641-2-3 (r) -a written policy addressing how you receive and dispatch emergency and non-emergency calls, and stating that you will ensure compliance with State and Local EMS Communication Plans.

2. Response Plan (OAC 310:641- 2-3(t) - must include:
   - How you provide and receive mutual aid with all surrounding, contiguous, or overlapping, licensed service areas,

- How you provide and receive disaster assistance in accordance with local and regional plans and command structures such as an incident command structure using national incident management support models.

3. Confidentiality Policy (OAC 310:641-2-3 (u)) -A policy ensuring confidentiality of all documents and communications regarding protected patient health information.

4. Business Plan (OAC 310:641-2-3 (x)

5. Letter of Governmental Support (OAC 310:641-2-3 (k)) -Documents that support agency licensure from the governmental authority(ies) having jurisdiction over the proposed emergency response area. If the emergency response area encompasses multiple jurisdictions, a written endorsement shall be presented from each; and will be consistent with the County EMS plan as required in 19 O.S. Section 1-1203. Each endorsement shall contain the following:
   - name(s) and title(s) of the person(s) providing approval,
   - any expiration dates
   - name of the service receiving the endorsement.

5 A. Sole Provider System (OAC 310:641-2-3) (w)

Ground ambulance service applicants are required to show documentation of compliance with any "Sole Source" ordinance or resolution. If an applicant includes part of a sole provider system in their coverage area description or map, documents from the local jurisdiction are required showing the applicant is or will be permitted to operate in the sole provider system.

6. Coverage Area Description (OAC 310:641-2-3 (k) - must include:
   - a map defining the licensed service area including location(s) of base station, substations, and posts
   - a description of the level of care to be provided, describing variations in care within the proposed service area

7. Contracts (if applicable) (OAC 310:641 2-3 (i))

8. Insurance proofs (OAC 310:641 2-3 (g) (2) – (4)
- General Liability
- Auto Liability
- Worker's Comp

9. Protocol Application (OAC 310:641-2-3 (j) - in addition to the included Protocols Application, the following must be provided:

- Quality Assurance Policy (Section 6 of the Protocols Application) - a written policy that outlines your QA review policy.

Department Application Procedures:

After submitting your application, it will be reviewed by Department staff for completeness, accuracy, and legibility. You will be contacted if the package is incomplete or additional information is required. Once the application is complete, an EMS Administrator will be assigned to conduct an initial inspection of your files, equipment, and facility. Upon receipt of the EMS Administrator's inspection report, your EMS Agency Certificate will be mailed to the address on record. Information regarding your Ground Ambulance application package may be obtained by calling (405) 426-8480.

Section 1 – Business Information

Service Name: _____

Mailing Address: _____
Street City State Zip code

Physical Address: _____
Street City State Zip code

Record Retention Address: _____
Street City State Zip code

*If record retention location is out of state, describe how will the records be available at the physical address:

_____

_____

Business Telephone: _____ Emergency Telephone: _____

Agency Director: _____ Telephone: _____

Director email: _____

Additional point of contact _____Telephone: _____

PoC email: _____

Business hours (Days and times your office accepts business calls: _____

Section 2 - Level of Care

Basic life support ○

Intermediate life support ○

Advanced EMT life support ○

Paramedic life support ○

Section 3 – Type of Owner

Governmental: City ○

Governmental: County ○

Governmental: Federal ○

Governmental: Tribal ○

Private (For Profit) ○

Private (Not for Profit) ○

522, Title 18 or Title 19 Board ○

Other ○

Section 4 – Type of Operation

Fire-Based ○

Law Enforcement ○

Hospital ○

3rd Service ○
(Government Owned)

Private ○

Other ○

Section 5 – Dispatch and communication information

Dispatch phone number where calls are received: _____

Calls are received by: _____

SECTION 6 -Ambulances List all vehicles that will be used for patient transport. Use a separate sheet if necessary.

Make _____VIN_____

Make _____VIN_____

Make _____VIN_____

Make _____VIN_____

SECTION 7 – Medical Director - See "Additional Required Documentation"

Medical Director Name _____Telephone _____

Address _____

Email address: _____

SECTION 8 – Type of ownership

☐ **Government Ownership (City, County, State or Federal) Describe: _____**
☐ **Sole Proprietorship. List name of owner: _____**
☐ **Partnership. List partners on a separate sheet if necessary: _____**
☐ **Corporation. List name of Corporation: _____**
☐ **Disclosing entity that receives money from or contracts with a 522 District.**
Give 522 District name: _____
☐ **Disclosing entity that receives money from or contracts with an Ambulance service District (Title 19)**
Give Ambulance Service District name: _____
☐ **Other (Specify):**

SECTION 9 -Indirect Ownership (If Applicable)

If disclosing entity is indirectly owned by another individual, agency or other entity with a controlling interest, separately, or in combination amounting to an ownership interest of 5% or more, provide a list of names and addresses of each individual or entity:

If disclosing entity has no indirect ownership, check here: ☐

SECTION 10 -Mortgage (If Applicable)

If disclosing entity has individuals, organizations, or other entities with an interest in the form of the mortgage or other obligation, provide a list of names and addresses of each individual or entity:

If disclosing entity has no such other entities, check here: ☐

SECTION 11 -Corporation Officers/Directors (If Applicable)

If the disclosing entity is a CORPORATION, list the names, addresses and titles of the corporation's officers and directors:

If disclosing entity is not a corporation, check here: ☐

SECTION 12-EMS District Board (If Applicable)

If disclosing entity is a 522 District Board, or receives money from a 522 District Board, list the names, addresses and titles of the board's officers and directors.

If disclosing entity is not a 522 District Board, check here: ☐

SECTION 13 - Other Ownership or Controlling Interests (If Applicable)

If disclosing entity is an established Ambulance District Board established by Title 19 District Board, or receives money from an established Ambulance District Board established by Title 19 District Board, a city, county, council, or other entity, provide a list the names, addresses and titles of the officers, directors, commissioners, council members, etc. Provide meeting times, dates, and other pertinent information.

If disclosing entity is not an established Ambulance District Board established by Title 19 District Board, a city, county, council, or other entity, check here: ☐

SECTION 14 - Felony Statement

Have any of the owners, principals, officers, or directors of the disclosing entity ever been convicted of a felony?

YES◯ NO◯

If yes, please indicate details on a separate piece of paper. The applicant may also submit court documents detailing the felony conviction.

SECTION 15- Owner Signature

This application form must be signed by the party or parties who shall be considered the owner agency (certificate holder) and who are responsible for compliance of the act and rules. The signature must be witnessed by a commissioned Notary Public.

I hereby certify that all information is complete and that all information to this report and supplemental attachments is true and correct to the best of my knowledge.

Print name _____ Title _____

Signature _____ Title _____

Signed before this _____day of _____, _____.
Day Month Year

Notary Signature _____

My commission expires _____

310:641-3-23. Equipment for ground ambulance vehicles

Each ground ambulance service vehicle shall carry:

Airway and breathing equipment and supplies, to include:

- a pulse oximetry device with pediatric and adult capability.
- a functioning portable suction apparatus with wide-bore tubing (1/4"), and rigid and soft suction catheters for adults, children, and infants, as detailed by agency protocols in addition to the vehicle mounted suction unit.
- One (1) bulb syringe, with saline drops, sterile, in addition to any bulb syringes in obstetric kits.
- a minimum of two (2) each, single use adult, pediatric, and infant bag-valve mask resuscitators with an adult, child, and infant clear masks.
- oropharyngeal airways set or a minimum of two (2) of each size for adult, child, and infant individually wrapped for sanitation purposes. Nasopharyngeal airways are optional.
- a portable ventilator as directed by the agency medical director and approved protocols.
- wall mounted oxygen set with variable flow regulators and adequate tubing.
- portable oxygen cylinder and regulator with a spare oxygen cylinder appropriately secured.
- a minimum of two (2) each adult, child, and infant sized oxygen masks.
- a minimum of two (2) adult nasal cannulas.
- a nebulizer; adult and pediatric, sizes per local protocols.

Bandaging materials to include:

- two (2) burn sheets; clean, wrapped, and marked in a plastic bag.
- fifty (50) sterile 4"x4" dressings.
- six (6) sterile 6"x8" or 8"x10" dressings.
- ten (10) roller bandages, 2" or larger, such as kerlix, kling, or equivalent.
- four (4) rolls of tape (minimum of one (1) inch width).
- four (4) sterile occlusive dressings, 3" x 8" or larger.
- four (4) triangular bandages.
- one (1) pair of bandage scissors must be on the ambulance or on the on-duty personnel.

Fracture immobilization devices, to include:

- one (1) adult and one (1) pediatric traction splint or equivalent device capable of adult and pediatric application.
- two (2) upper and two (2) lower extremity splints in adult and pediatric sizes.
- short spine board or vest type immobilizer, including straps and accessories as described within agency protocols.
- two (2) adult and one (1) pediatric size long spine board including straps and head immobilization devices(s), as described within the agency protocols.
- two (2) rigid or adjustable extrication collars in large, medium, small adult sizes, and pediatric sizes for children ages 2 years or older, and one (1) infant collar, as described within the agency protocols. Collars shall not be foam or fiber filled.

Miscellaneous medical equipment, to include:

- one (1) infant, one (1) child, two (2) adult, and one (1) extra-large blood pressure cuffs.
- stethoscope, one (1) adult and one (1) pediatric size.
- obstetrical kit, with towels, 4"x4" dressing, umbilical tape, bulb syringe, cord cutting device, clamps, sterile gloves, aluminum foil, and blanket.
- universal communicable disease precaution equipment including gloves, mask, goggles, gown, and other universal precautions.

- blood-glucose measurement equipment per medical direction.
- CPAP per medical direction.
- Semi-automatic advisory defibrillator (SAAD) with adult and pediatric capability.

Other mandatory equipment, to include:

- Two (2) appropriately labeled or designated waste receptacles for:
- waste that is contaminated by bodily fluids or potentially hazardous or infectious waste, and,
- waste that does not present a biological hazard, such as plastic and paper products that are not contaminated.
- one (1) flexible, portable, soft stretcher for confined space and extrication as approved by medical direction.
- two-way radio communication equipment as detailed in this Chapter and through the Statewide Interoperability Governing Body utilizing VHF frequency 155.3400.
- one (1) sturdy, lightweight, all-level cot for the primary patient and mounting cot fastener and/or anchorage assembly that is compliant with the vehicle manufacturing standards in place at the time of purchase.
- at least three (3) strap type restraining devices (chest, hip, and knee), and compliant shoulder harness shall be provided per stretcher, cot, and litter (not less than two (2") inches wide, nylon, easily removable for cleaning, two (2) piece assembly with quick release buckles).
- electronic or paper patient care reports.
- two (2) fire extinguishers one (1) in the cab of the unit, and one (1) in the patient compartment of the vehicle. Each mounted in a manner that allows for quick release and is compliant with the ambulance manufactures standards. Each extinguisher is to be dry powder, ABC, and a minimum of five (5#) pounds.
- two (2) operable flashlights.
- all ambulance equipment and supplies shall be maintained in accordance with the sanitation requirements in this subchapter. Additionally, sterility shall be maintained on all sterile packaged items.
- digital or strip type thermometer and single use probes.
- six (6) instant cold packs.
- one (1) length/weight-based drug dose chart or tape.
- a minimum of two (2) DOT approved reflective vests.
- one (1) pair of binoculars.
- a current copy of the emergency response guide, electronic or paper format.
- As approved by local medical direction, a child restraint system or equipment for transporting pediatric patients.

Intermediate equipment, in addition to the basic equipment, intermediate licensed service ambulance vehicles shall carry:

- intravenous administration equipment in a sufficient quantity to treat multiple patients requiring this level of care, including intravenous catheters 14 to 24 gauge, six (6) each.
- interosseous needles, two (2) each for adult and pediatric patients, and associated administration equipment if approved by local medical control.
- appropriate quantities of sterile fluid as approved by local medical control.

adequate advanced airway equipment per medical control;

- endotracheal tubes, two (2) sets of cuffed 2.5 to 8.0, as permitted and approved by local medical control. Uncuffed endotracheal tubes are optional, based on medical director approval.
- supraglottic airway devices to be used as a primary or secondary airway intervention, as approved by medical control.
- Laryngoscope handle with extra batteries and bulbs with blade sizes and styles as approved by local medical control.
- blood sampling equipment if approved by medical control.
- one (1) Occupational Safety and Health Administration (OSHA) approved sharps container.
- magill forceps one (1) pediatric and one (1) adult size, individually wrapped.
- continuous waveform capnography required for use in endotracheal intubation and specific supraglottic airway devices.

Advanced Emergency Medical Technician equipment, in addition to the required equipment for the EMT and the Intermediate, will carry:

- medication that is permitted within the AEMT scope of practice and as approved by the medical control physician;
- equipment and supplies that are permitted within the AEMT scope of practice and approved by the medical control physician.

Paramedic equipment, in addition to the required EMT, Intermediate, and AEMT equipment, the Paramedic level ambulance will carry:

- cardiac monitor/defibrillator with printout, and appropriate pads, paddles, leads and/or electrodes (adult and pediatric). Telemetry capability is optional.
- medication with quantities to be carried on each ambulance as detailed in the formulary of agency approved protocols.
- nasogastric tubes; two (2) each 8 french to 16 french, in accordance with medical control authorization.

All ambulance vehicles, regardless of licensure level or level of care provided, shall carry:

- three (3) reflectors (triangular) or battery powered warning lights;
- two (2) OSHA approved hard hats, with goggles or face shield;
- two (2) pair of heavy work gloves; and
- one (1) spring-loaded window punch or other tool that may be used to access a patient through a window.

All ambulance services shall have sufficient and appropriate rescue equipment to gain access to patients either on board the ambulance or provided through an extrication agreement with a rescue department or team.

Ground Ambulance agency personnel roster (OAC 310:641-3-15)

Instructions: List all certified and licensed personnel associated with the application/agency. Please list the names in alphabetical order. Please type or print only.

Volunteer means a person that does not receive compensation or is compensated at less than minimum wage.

Agency Name _____ Date _____

Name (last, first, and MI)	Certification/License level	SSN
Address	Certification/license number	Full/Part time/volunteer
1.		
		Full Time
2.		
		Full Time
3.		
		Full Time
4.		
		Full Time
5.		
		Full Time
6.		
		Full Time
7.		
		Full Time
8.		
		Full Time
9.		
		Full Time
10.		
		Full Time
11.		
		Full Time
12.		
		Full Time
13.		
		Full Time
14.		
		Full Time
15.		
		Full Time
16		
		Full Time

Ground Ambulance Service List of Substations

Do you have units positioned at locations other than the business office or main station? **Yes** ☐ **No** ☐

If yes, list the address and physical location, if different from the address of the units.

Make additional copies of this page if necessary.

Substation Name or Number	Address	City, Zip	Phone number at Substation

AGENCY PROTOCOL APPLICATION

INTRODUCTORY INFORMATION

This protocol application packet applies to the following types of agencies:

- Ground Ambulance Service (310:641 - Subchapter 3)
- Air Ambulance Service (310:641 - Subchapter 13)
- Emergency Medical Response Agency (310:641 - Subchapter 15)

SECTION 1 - TYPE OF APPLICATION

- Initial License Application (An agency not yet licensed)
- Amending or modifying existing protocols (OSDH Certified or Licensed Agency with Department approved protocols.)
- Change in Medical Director (When a new medical director is authorizing care.)

SECTION 2- BUSINESS INFORMATION

- Name of Agency:
- Mailing Address: (Where the agency receives mail)
- Physical Address: (The address of the business office)
- Business Telephone:
- Fax Number:
- Name of Agency Director: (Include phone number and email address.)
- Name of Protocol Contact or Secondary Contact: (The name of the person who is administratively responsible for all communications regarding protocols. Include cell phone number and email address.)

SECTION 3- TYPE OF AGENCY AND LEVEL OF CARE

- Emergency Medical Responder (EMR) (310:641-15-2(k)(2)): Allows for the use of Emergency Medical Responders as their level of care.
- Basic Life Support (BLS) (310:642-3-11(b)(1)): Means the ambulance service vehicles are equipped with the minimum basic equipment, and staffed with at least one EMT-Basic Attendant on each request for emergency medical service
- Intermediate Life Support (310:641-3-11(b)(2)): Means the ambulance service vehicles are equipped with the minimum intermediate equipment, and staffed with at least one EMT-Intermediate Attendant on each request for emergency medical service.
- Advanced Life Support (310:641-3-11(b)(3)): Means the ambulance service vehicles are equipped with the minimum advanced EMT equipment and staffed with at least one Advanced EMT Attendant on each request for service, except as permitted in this subchapter.

- Paramedic Life Support (310:641-3-11(b)(4)): Means the ambulance service vehicles are equipped with the minimum paramedic equipment and staffed with at least one EMT-Paramedic Attendant on each request for emergency medical service, or
- Air Ambulance Paramedic Life Support (310:641-13-8(a)(1)-(3)): Paramedic life support means the air ambulance vehicles are equipped with the minimum Paramedic equipment and staffed with at least one Paramedic on each request for service and may respond to both pre-hospital request and interfacility transfers.

SECTION 4 - MEDICAL DIRECTOR

The information regarding the physician licensed in the State of Oklahoma, providing medical direction for the agency. The Department must be notified by the next business day of any change in medical direction has occurred.

SECTION 5 - DESTINATION PROTOCOLS - Complete Enclosed Table (O.A.C.310:641-3-61 or 13-20 Transfer Protocols)

SECTION 6 - QUALITY ASSURANCE PLAN

The **Medical Director shall** be accessible, knowledgeable, and actively involved in quality assurance and the educational activities of the agency's personnel and supervise a quality assurance (QA) program. The appointment of a designee to assist in QA and education activities does not absolve the medical director of their responsibility for providing oversight.

The Agency must submit a clearly defined Quality Assurance Plan/Policy that meets or exceeds the following requirements:

Medical Director's Active Involvement in the review of:

- Patient refusals;
- Air Ambulance Utilization;
- Airway Management;
- Cardiac Arrest interventions;
- Time sensitive medical and trauma cases;
- Review other selected patient care reports not specifically included;
- Provide internal and external feedback of findings determined through reviews;
- Documentation of the feedback will be maintained as part of the quality assurance documentation by the agency for three (3) years.

SECTION 7 - DECLARE PROTOCOL OPTION

- **Option #1:** The Agency is adopting the state protocol updates as written. Units must carry all equipment listed at the level of care selected when in service.

- **Option #2:** The agency is adopting state protocols with modifications. The agency must supply the an electronic copy of the modifications. Additionally, Option 2 is to be used when an agency has Department approved protocols and is requesting a change to the existing protocols.
- **Option #3:** The Agency is **rejecting** the state protocols and will use their own medical treatment protocols. The agency must submit an electronic copy of the agency protocols.

SECTION 8 - LIST OF EACH PROTOCOL ALTERATION/ DELETION (Use form provided)

SECTION 9 - AUTHORIZED PROCEDURE LIST (APL) (Attached)
Complete and accurate with Medical Director and EMS Director signatures.

- Agency authorized procedure list is a summary of all activities, skill, and medications being utilized at the agency. Mark each box with an "X" being authorized and black out any box being denied, deleted, or **unauthorized**.
- A copy of the individual's authorized procedure list, with signatures and dates will need to be filled out for any personnel authorized by the agency medical director operating at the agency and maintained within the individual's credentialing/training/licensure files.

Section 10 – AGENCY DIRECTOR AND MEDICAL DIRECTOR SIGNATURES.

SECTION 11 – ATTESTATION
Medical Director and Agency Director (Include dates)
The Signature also includes an attestation that the protocol that is submitted meets one or more the following Criteria:

- 310:641-5-20 Scope of Practice authorized by certification or licensure;
- 310:641 Scope of License for the Agency Certification or Licensure (See Subchapters 3, 9, 13, and 15)
- The 2011 EMR Oklahoma Instructor Guidelines;
- The 2011 EMT Oklahoma Instructor Guidelines;
- The Intermediate (I-85) Transitions Syllabus;
- The 2011 AEMT Oklahoma Instructor Guidelines; and/or
- The 2011 Paramedic Oklahoma Instructor Guidelines.

Return the application and any supporting documentation to:

OSDH – EMS Division
123 Robert S. Kerr – Suite 1702
Oklahoma City, OK 73102-6460

Fax: 405-900-7560
Email: esystems@health.ok.gov

AGENCY PROTOCOL APPLICATION

SECTION 1 – TYPE OF APPLICATION (Print or Type)

Date of Application: _____ **Agency Number:** _____

Purpose:

Initial Application ☐ **Protocol Amendment** ☐ **Change in Medical Director** ☐

SECTION 2 – BUSINESS INFORMATION

Agency Name: _____

Mailing Address: _____

Physical Address: _____

Business Telephone: _____ **Email:** _____

Agency Director / Administrator Name: _____

Secondary Contact: _____ **Email:** _____

SECTION 3: TYPE OF AGENCY

EMRA ☐

Ground Ambulance ☐

Air Ambulance ☐

LEVEL OF CARE (CHECK HIGHEST LEVEL PROVIDED)

EMR ☐

EMT ☐

Intermediate ☐

AEMT ☐

PARAMEDIC ☐

SECTION 4: MEDICAL DIRECTOR

Name: _____ **MD DO** **SPECIALTY:** _____

Address: _____

Phone Number: _____ **Email:** _____

State License No.: _____ **OBNDD No.:** _____

If your medical director has changed, please submit the required documents from the checklist.

Each agency or service will have a plan or policy that will address a sudden lapse of medical direction, such as a back-up or reserve medical director, which is used to ensure coverage when a medical director is not available. Include your policy or plan with this application.

Oklahoma State Department of Health – EMS Division
123 Robert S. Kerr – Suite 1702 - OKLAHOMA CITY, OK 73102-6460
OFFICE: 405-426-8480
FAX: 405-900-7560
EMS Division (oklahoma.gov)

SECTION 5 – DESTINATION PROTOCOLS (See Page 3)

SECTION 6 – QUALITY ASSURANCE PLAN

(If this is an initial application or if your plan has changed, please Attach a copy of the Quality Assurance Plan)

The Agency must submit a clearly defined Quality Assurance Plan/Policy that meets or exceeds the following requirements:

- **o Review patient refusals;**
- **o Review air ambulance utilization;**
- **o Review airway management;**
- **o Review cardiac arrest interventions;**
- **o Review time sensitive medical and trauma cases;**
- **o Review other selected patient care reports not specifically included; and**
- **o Provide internal and external feedback of findings determined through reviews;**

Documentation of the feedback will be maintained as part of the quality assurance documentation by the agency for three (3) years.

SECTION 7 – PROTOCOL OPTIONS (Select one of the three options)

☐ **Option 1: Agency is adopting the 2018 state protocol as written.**

☐ **Option 2: Agency is modifying the 2018 state protocol (Detail modification or amendments on page 4)**

☐ **Option 3: Agency is not adopting the 2018 state protocols and will submit their own agency specific protocols.**

SECTION 8 – DEFINE EACH PROTOCOL MODIFICATION (Use additional pages if needed)

Agency must attach scientific data or evidence for protocol requests that are not within the state protocols or existing scope of practice. (See Page 4)

SECTION 9 – SUMMARY OF AGENCY PROTOCOLS or LIST OF AUTHORIZED PROCEDURES (SEE PROTOCOL APPLICATION INSTRUCTIONS)

SECTTION 10 – AGENCY AND MEDICAL DIRECTOR SIGNATURES

By signing the application, the agency director and the medical director approve the protocols submitted to the Department for review and approval.

Agency Director Signature: _____ Date: _____

Medical Director Signature: _____ Date: _____

SECTION 4 – CHANGE OF MEDICAL DIRECTOR CHECKLIST

Medical Director's Consent Letter	
Medical Director's State Medical License	
Medical Director's OBNDD or DEA Certificate	
Curriculum Vitae	
Completed Protocols Application with new medical director information, signature and attestation.	

Oklahoma State Department of Health – EMS Division
123 Robert S. Kerr – Suite 1702 - OKLAHOMA CITY, OK 73102-6460
OFFICE: 405-426-8480
FAX: 405-900-7560
EMS Division (oklahoma.gov)

SECTION 5 – DESTINATION PROTOCOLS
(See OAC 310:641-3-61 (ground agencies) or 13-20 (air agencies)

Regulations	List facilities within a reasonable range
3-61 (c) or 13-20 (f)	

3-61 (d) or 13-20 (g)	(1) medical and trauma non-emergency transports shall be transported to facility of patient's choice, if within reasonable service range (see list above)
3-61 (d) or 13-20 (g) (2)	(2) emergency, non-injury related, non-life threating transports shall be transported to the facility of the patient's choice if within reasonable service range (see list above)
3-61 (d) or 13-20 (g)	(3) emergency, injury related transports shall adhere to the OK Triage, Transport, and Transfer Guidelines… and ensure that patients are delivered to the most appropriate hospital, either within their region or contiguous regions.
List facilities that your agency would transport to:	A.
	B.
	C.
3-61 (d) or 13-20 (g)	(4) severely injured patients as described in the OK Triage, Transport and Transfer Guidelines…shall be transported to a hospital classified at Level I or II…unless a Level III facility identified in a regional plan is capable of providing definitive care. If time and distance are detrimental to the patient, then transport to the closest appropriate hospital identified in the regional plan
List facilities that your agency would transport to:	A.
	B.
	C.
3-61 (d) or 13-20 (g)	(5) Stable patients at risk for severe injury or with minor to moderate injury as described in the OK Triage, Transport, and Transfer Guidelines shall be transported to the closest appropriate facility, or by patient choice consistent with regional guidelines.
List facilities that your agency would transport to:	A.
	B.
	C.

Oklahoma State Department of Health – EMS Division
123 Robert S. Kerr – Suite 1702 - OKLAHOMA CITY, OK 73102-6460
OFFICE: 405-426-8480
FAX: 405-900-7560
EMS Division (oklahoma.gov)

SECTION 8 – PROTOCOL MODIFICATIONS
(e.g., additions, deletions, or alterations)

Protocol Name	Protocol page #	Modified item	Supporting evidence provided

Oklahoma State Department of Health – EMS Division
123 Robert S. Kerr – Suite 1702 - OKLAHOMA CITY, OK 73102-6460
OFFICE: 405-426-8480
FAX: 405-900-7560
EMS Division (oklahoma.gov)

Section 11: Attestation

Agency Name: _____ **Agency No.:**_____
Agency Director: _____
Medical Director: _____

By completing and signing this attestation, the agency director and the medical director attests the contents of this application are in compliance with the following requirements:

Requirement	Agency Director Initials	Date	Medical Director Initials	Date
Certified and Licensed Emergency Medical Personnel Scope of Practice (OAC 310:641-5-20)				
Certified and Licensed Emergency Medical Personnel Educational Guidelines (EMR, EMT, Intermediate, AEMT, and Paramedic)				
Certified and Licensed Agency Scope of Licensure (OAC 310:641 Subchapters 3, 11, 13, and 15)				
Patient Safety (OAC 310:641 Subchapters 3, 11, 13, and 15)				
Destination Protocols (OAC 310:641 – 3 – 61 and 13-20)				
Quality Assurance (OAC 310:641-3-10, 11-2, 13-2, 15-2, and 15-3)				
Medical Director Approval (63 O.S. 1-2506)				

Agency Director Signature: _____ **Date:** _____

Medical Director Signature: _____ **Date:** _____

Oklahoma State Department of Health – EMS Division
123 Robert S. Kerr – Suite 1702 - OKLAHOMA CITY, OK 73102-6460
OFFICE: 405-426-8480
FAX: 405-900-7560
EMS Division (oklahoma.gov)