



**East Central (4) Regional Trauma Advisory Board**

[HTTPS://TEAMS.MICROSOFT.COM/L/MEETUP-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_nmu0yjm3mgetmda2zi00ztniltgwzgitmmqwyyw1n2iymtji%40thread.v2/0?context=%7b%22tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d)

[JOIN/19%3AMEETING\\_NMU0YJM3MGETMDA2ZIO0ZTNILTGWZGITMMQWYWY1N2IYMTJI%40THREAD.V2/0?CONTEXT=%7B%22TID%22%3A%229A307864-3E98-4F08-B90A-728B62CF32C5%22%2C%22OID%22%3A%22463C8334-E408-4D1D-B4EB-52F4B934EFE4%22%7D](https://teams.microsoft.com/l/meetup-join/19%3ameeting_nmu0yjm3mgetmda2zi00ztniltgwzgitmmqwyyw1n2iymtji%40thread.v2/0?context=%7b%22tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d)

**Optional Ways to Join**

+1 405-898-0717

Conference ID: 673 679 382#

**August 20<sup>th</sup>, 2020 @ 1:00 pm**

**The following Board Members are participating remotely using the Microsoft Teams teleconferencing platform:**

Air-Evac Muskogee  
Bristow Medical Center  
Cherokee Nation EMS  
Dr. James Campbell  
Haskell County Hospital  
Hillcrest Hospital Henryetta  
Memorial Hospital of Stilwell  
Muskogee County EMS

Northeastern Health - Sequoyah  
Northeastern Health System  
Northeastern Health System EMS  
Okmulgee County EMS  
Saint Francis Muskogee  
Wagoner Community Hospital  
Wagoner EMS

**The following General Members are participating remotely using the Microsoft Teams teleconferencing platform:**

Air-Evac Lifeteam – Henryetta  
Checotah EMS  
Coweta Fire Department EMS  
Cornerstone Hospital of Oklahoma  
Cherokee Nation W.W. Hasting Hospital  
Drumright Regional Hospital  
First Flight Tahlequah

Mannford Ambulance Service  
Muscogee (Creek) Nation L.T.A.C  
Muscogee (Creek) Nation Medical Center  
Muscogee (Creek) Nation Rehabilitation  
Pafford EMS of OK – Sequoyah County  
Pafford EMS of OK - Stilwell

**AGENDA**

- I. Call to Order**
- II. Welcome and Introductions**
- III. Roll Call**
- IV. Approval of Minutes –February 20<sup>th</sup>, 2020**
- V. Reports/Updates**
  - A. Emergency Systems quarterly activity report – Lori Strider
  - B. Regional Planning Committee quarterly activity report – Mark Forrest
  - C. Quality Improvement Committee quarterly activity report – Dr. James Campbell
  - D. Regional Medical Response System quarterly activity report – Henrietta Dreadfulwater
  - E. EMS for Children quarterly activity report – Delores Welch



- VI. Business:**
- A. Discussion and possible vote to add Mercy Life Line #4 as a General Member
  - B. 2021 Board Rotation Discussion
  - C. 2021 Committee Membership Discussion
  - D. 2021 Board Officer Nominations
    - 1. Chair
    - 2. Vice-Chair
    - 3. Secretary/Treasurer
  - E. 2021 Board Meeting Dates, Times, and Venue Discussion
    - 1. February 18<sup>th</sup>, 2021 at Saint Francis Hospital Muskogee at 1:00 pm
    - 2. May 20<sup>th</sup>, 2010 at Saint Francis Hospital Muskogee at 1:00 pm
    - 3. August 19<sup>th</sup>, 2021 at Saint Francis Hospital Muskogee at 1:00 pm
    - 4. November 18<sup>th</sup>, 2021 at Saint Francis Hospital Muskogee at 1:00 pm
- VII. New Business** (for matters not reasonably anticipated 48 hours prior to the meeting)
- VIII. Next Meeting**
- A. **Oklahoma Trauma and Emergency Response Advisory Council**  
October 7<sup>th</sup>, 2020 – 1:00 pm
  - B. **Quality Improvement Committee**  
October 20<sup>th</sup>, 2020 – 10:00 am
  - C. **Regional Planning Committee**  
November 19<sup>th</sup>, 2020 @ 10:00 am
  - D. **Regional Trauma Advisory Board**  
November 19<sup>th</sup>, 2020 @ 1:00 pm
- IX. Adjournment**



**East Central (4) Regional  
Trauma Advisory Board  
Saint Francis Hospital Muskogee  
300 Rockefeller Drive  
Muskogee, OK 74401  
February 20<sup>th</sup>, 2020 @ 1:00 pm**

**MINUTES**

**I. Call to Order**

The meeting was called to order by Vice-Chairperson Stacey Jarrard at 1:03 pm.

**II. Welcome and Introductions**

None at this time

**III. Roll Call**

Roll call was taken with quorum of Board members met. See attached sheet for complete attendance.

**IV. Approval of Minutes –November 21<sup>st</sup>, 2019**

A motion to approve the minutes as written was made by Stacey Jarrard and seconded by Dr. James Campbell. There was no discussion and the motion passed after a unanimous roll call.

**V. Reports/Updates**

**A. Emergency Systems quarterly activity report**

Lori Strider provided the Emergency Systems report and began with staffing updates. We are in the process of hiring an EMS Administrator for the Trauma Division, and the EMResource Administrator position has been posted this week. Dr. LaTrina Frazier is the new Medical Facilities Service Director. Veronica Palacio-Reed is our newest Administrative Assistant, and Atul Abraham is a Masters of Health Administration student who is starting with us as an intern. Trainings for the Oklahoma EMS Information System (OKEMISIS) are scheduled with a session in Sapulpa on March 19<sup>th</sup> and Oklahoma City on May 28<sup>th</sup>. Please contact Mr. Martin Lansdale if you would like to attend. Trauma Registry trainings are being scheduled for March 4<sup>th</sup> at Moore/Norman Vo-Tech, September 16<sup>th</sup> in Lawton, and November 18<sup>th</sup> in Woodward. Please contact Dr. Yang Wan for any questions regarding the Trauma Registry or to schedule training. Trauma Care Assistance Revolving Fund deadlines have been announced with the hospital application deadline being June 1<sup>st</sup> and ambulance service and physician applications are due June 15<sup>th</sup>. OSDH is hosting an EMS Director class on March 31<sup>st</sup>. The course is designed to introduce new or aspiring EMS service directors or for those who would like to review the latest information we can share with you to make your jobs easier. Oklahoma Trauma Education Program (OTEP) trainings are being scheduled around the state. OTEP classes will be provided in Region 2 on March 26<sup>th</sup>, Region 5 on June 23<sup>rd</sup>, Region 3 on September 22<sup>nd</sup>, and Region 1 on December 8<sup>th</sup>. Please reach out



to our office if you are interested in attending one of these classes. Oklahoma Trauma and Emergency Response Advisory Council report from previous meeting. Mr. Eddie Sims, OTERAC Chair, stated that the October 2019 meeting was busy. The Council reviewed draft rules pertaining to ambulance services and approved them for public comment. Progress has been made regarding the Good Samaritan Law updates and rules to implement those amendments are forthcoming. The next meeting is February 12<sup>th</sup>, 2020 at OSDH at 1:00 pm. New committees and work groups such as the Education and Training Subcommittee, Protocol Subcommittee, and Medical Direction and Coordination Subcommittee have recently had meetings. Stroke Registry is still working on the data points. TRC's goal is to be up and running by March 1<sup>st</sup>, 2020.

- B.** Regional Planning Committee quarterly activity report  
Lori Strider had no update. RPC has not met in the last two quarters. Lori pressed the need for the committee to meet.
- C.** Quality Improvement Committee quarterly activity report  
Dr. James Campbell talked about the cases that the Quality Improvement Committee meeting was held in December with all the other Regions. There were 10 cases they reviewed and what the committee is seeing is; we are under triaging patients that are older than 55 years old. Prioritization is still an area to work in for our Region. Dr. Campbell asked for more participation in the CQI process by sending cases to the CQI committee to review. In the letters that are sent to the agencies greater than 50% are going unanswered.
- D.** Regional Medical Response System quarterly activity report
- E.** EMS for Children quarterly activity report

**VI. Business:**

- A.** Discussion of presentation "Trauma Systems Toolbox" and identification of need to include in regional planning and possible vote to send to Regional Planning Committee  
No action was taken at this time.
- B.** Discussion and vote to approve 2021 trauma system goals to send to the Regional Planning Committee for planning and implementation by October 2020.  
A motion to send the goals to RPC was made by Stacey Jarrard and seconded by Alan Adams. There was no discussion and the motion was passed after unanimous roll call vote.
- C.** Discussion, consideration, possible action, and vote to recommend to the Oklahoma State Stroke System Advisory Council amendments to the Rural EMS Stroke Triage Algorithm.  
No action was taken at this time
- D.** Vote to approve Dr. James Campbell as secretary/treasurer  
A motion to approve Dr. James Campbell as secretary/treasurer was made by Stacey Jarrard and seconded by Alan Adams. There was no discussion and the motion was passed after unanimous roll call vote.

**VII. Presentation: Process Improvement – Oklahoma State Department of Health**



Lori Strider spoke of process improvement steps based upon Lean Processing and Six Sigma methodologies. She began by reviewing the OSDH Emergency Systems mission statement of getting the right patient to right place getting the right treatment in the right amount of time. The main goals of Lean processing are to eliminate or reduce waste by improving process flow. This accomplished by using five principles that include: defining the expectation from the customer's perspective and removing process steps that detract from achieving that expectation; identifying all steps in the process and removing areas that incorporate waste; making the process meet the customer's needs; empowering employees; and creating a culture of continuous improvement. Six Sigma utilizes a mnemonic to assist with process changes: DMAIC. First, an issue must be defined; then the current state is measured; opportunities for improvement are analyzed; the process is improved by implementing those opportunities; and quality control process is used to ensure its success. Lori Strider then reviewed 2018 data pertaining to the number of Priority 1 patients that EMS delivered to Level III and IV Trauma Centers and the number of patients with Injury Severity Scores (ISS) of  $\geq 16$  that were transferred within Region 8. Unfortunately, Region 8 accounts for almost 20% of all transfers of patients with ISS  $\geq 16$  within Oklahoma and has the highest average length of stay at the initial facility of any region in the state. Lori Strider expressed her desire for the region to use the tools discussed today to decrease the number of P-1 patients transported to Level III and IV Trauma Centers and to decrease the length of stay for transferred ISS  $\geq 16$  patients by 3% by the end of 2021. She emphasized that this goal is attainable and will help set the stage to make larger changes in those numbers in the future.

**VIII. New Business**

**IX. Next Meeting**

**A. Quality Improvement Committee**

EMSA – East  
1417 North Lansing Avenue  
Tulsa, OK 74160  
April 21<sup>st</sup>, 2020 @ 10:00 am

**B. Regional Planning Committee**

Saint Francis Hospital Muskogee  
300 Rockefeller Drive  
Muskogee, OK 74401  
May 21<sup>st</sup>, 2020 @ 10:00 am

**C. Regional Trauma Advisory Board**

Saint Francis Hospital Muskogee  
300 Rockefeller Drive  
Muskogee, OK 74401  
May 21<sup>st</sup>, 2020 @ 1:00 pm

**D. Oklahoma Trauma and Emergency Response Advisory Council**

Oklahoma State Department of Health



**OKLAHOMA**  
State Department  
of Health

1000 North East 10<sup>th</sup> Street  
Oklahoma City, OK 73117  
June 10<sup>th</sup>, 2020 @ 1:00 pm

**X. Adjournment**

A motion to adjourn the meeting was made by Stacey Jarrard and seconded by Alan Adams. The meeting was adjourned at 1:56 pm.

DRAFT

# Region 4 RTAB Board Members Attendance - 2020

	Representative	1Q	2Q	3Q	4Q
<b>Air-Evac Lifeteam 83 - Muskogee</b>	Mark Forrest	X			
<b>Bristow Medical Center</b>	Francine Eastin	X			
<b>Cherokee Nation EMS</b>	Matthew Bonnell	X			
	Chris Russell				
<b>Haskell County Community Hospital</b>	Judy Hall	A			
	Stuart Turner				
<b>Hillcrest Hospital Henryetta</b>	Andrea Dawson	X			
	Mary Fisher				
<b>James Campbell, DO</b>	James Campbell, DO	X			
<b>Memorial Hospital of Stilwell</b>	Alan Adams	X			
	Maria McGrew				
<b>Muskogee County EMS</b>	Laurel Havens	X			
	Ron Morris				
<b>Northeastern Health - Sequoyah</b>	Ozalena Martinez	X			
	Eric Carter				
<b>Northeastern Health System</b>	Stephanie Collins	X			
	Mike Cates				
<b>Northeastern Health System EMS</b>	Mike Cates	X			
	Matt Young				
<b>Okmulgee County EMS</b>	Jeremy Shatswell	A			
	Irma Walker				
<b>Saint Francis Hospital Muskogee</b>	Stacey Jarrard	X			
	Kim Walton				
<b>Wagoner Community Hospital</b>	Jim Roberts	X			
	Cindy Jarett				
<b>Wagoner EMS</b>	Jim Roberts	X			
	Jeff Patterson				







## 2021 Board Rotation

60% Hospital representatives' / 40% EMS representatives'			
1	Bristow Medical Center	IV	100%
2	Cherokee Nation- W.W. Hasting	N/A	75%
3	Dr. James Campbell	IV	100%
4	Hillcrest Hospital Henryetta	IV	100%
5	Memorial Hospital of Stilwell	IV	100%
6	Northeastern Health System	III	100%
7	Saint Francis Muskogee	III	100%
8	Northeastern Health - Sequoyah	IV	100%
10	Muskogee Co. EMS	21,559	100%
11	Cherokee Nation EMS	5,228	75%
12	Wagoner EMS	2,823	75%
13	Pafford EMS - Stillwell	2,599	100%
14	First Flight Tahlequah	259	100%

## **RPC Committee Members**

Laurel Havens  
Stacey Jarrard  
Mike Cates  
Stephanie Collins  
Mark Forrest  
Dr. James Campbell  
Alan Adams

## **CQI Committee Members**

Dr. James Campbell  
Jim Roberts  
Matt Young  
Mike Ford

**TRAUMA FUND 2021 APRIL (Claims July 1, 2019 to December 31, 2019)**

**Projected Timelines and Activities (Updated 07/28//2020)**

The processes and/or timelines listed below are subject to change.  
Refer to the Application Notification Letter for final instructions and deadline dates.

**HOSPITALS**

July 24, 2020	Data Error Report and Transfer Feedback Report identifying incomplete Trauma Registry data submitted, available for all Trauma Registrars via Box. For inquiries, please email <a href="mailto:esystems@health.ok.gov">esystems@health.ok.gov</a> .
August 21, 2020	All incomplete/corrections in the Data Error Report must be submitted to the Trauma Registry by this deadline. (Incomplete cases are NOT eligible for Trauma Fund reimbursement.)
<p>↑            ↑            ↑</p> <p><b>- Above are MANDATORY TRAUMA REGISTRY ACTIVITIES -</b></p> <p>~~~~~</p> <p><b>- For interested providers only TRAUMA FUND APPLICATION ACTIVITIES BEGINS -</b></p> <p>↓            ↓            ↓</p>	
Sept 14, 2020	Notification sent to Trauma Registrars from Emergency Systems with instructions for downloading your facility-specific Major Trauma Case List from Box. The MAJOR TRAUMA CASE LIST identifies clinically qualified major trauma cases as reported to the Trauma Registry. It is the responsibility of Trauma Registrars to review this in order to confirm/refute the List. Detailed instructions are provided by email.
October 2, 2020	5:00 PM: Deadline to respond to OSDH Emergency Systems office for Major Trauma Case List. No changes to the Major Trauma Case List are allowed after this deadline. Any cases with data errors that were not corrected are not eligible for reimbursement. However, <u>it is still the Registrar's responsibility to complete the corrections as required for your Hospital's licensure.</u>
Oct 12, 2020	Notification Letter with instructions emailed from OSDH to Hospital Administrator. <i>Trauma Registrars will receive a copy of the letter with additional instructions by email.</i>
<b>November 30, 2020</b>	<b><u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission</u></b>
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers – <i>Installment 1 through 6.</i>

**EMS PROVIDERS**

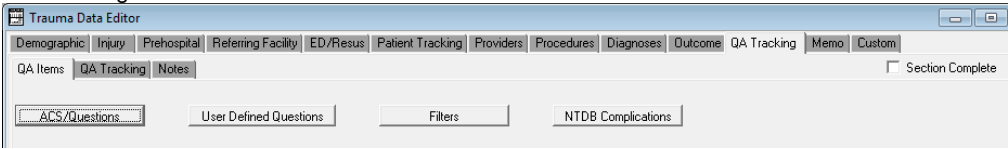
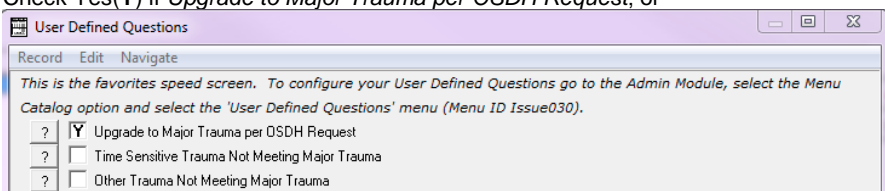
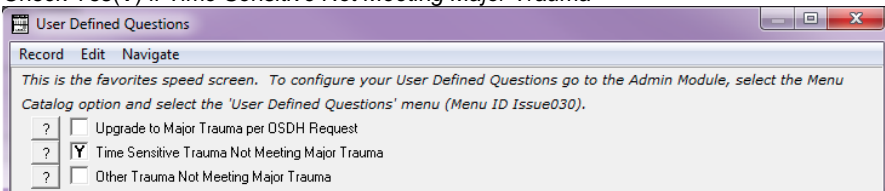
Aug 31 2020	EMS OKEMSIS and Box users receive email notification that Trauma Data Case Lists from will be available for download from OKEMSIS via Box. The email will be sent to the staff of agencies who have Trauma Cases in OKEMSIS. They will also be sent a Response Form to be uploaded by September 18, 2020. <i>All EMS cases must be entered into OKEMSIS in accordance with OAC 310: 641-3-160 by this week.</i>
Sept 18, 2020	The EMS Trauma Data Case List identifies trauma cases as reported to OKEMSIS. It is the responsibility of EMS staff to review all submission data for the designated time period; complete/correct all cases, then complete and upload the Response Form by 5:00 pm on the deadline date.,
Oct 12, 2020	Notification Letter with instructions will be emailed from OSDH to EMS Director .OKEMSIS users will receive a copy of the letter by email- with additional instructions. The approved Major Trauma Data List available through Box. Download the list for your agency to use for your Trauma Fund application.
<b>Dec 15, 2020</b>	<b><u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission.</u></b>
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers – <i>Installments 1 through 6.</i>

**PHYSICIANS**

Oct 12, 2020	Notification Letter with instructions available on the Trauma Fund webpage for download.
Dec 15, 2021	<b>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission</b>
Apr 2021	Anticipated date for distribution of reimbursement checks to eligible providers.

## TRAUMA FUND UPDATE (Updated 07/13/2020)

Subject	Updates on current issues							
<b>Distributions</b>  <b>2020 April</b> <i>(Claims July 1, 2018 to Dec 31, 2018)</i>	<b>Monthly Fund disbursement: Beginning December April 2020 through September 2020</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Installment 1: June 2020</td> <td style="width: 50%;">Installment 4:</td> </tr> <tr> <td>Installment 2: June 2020</td> <td>Installment 5:</td> </tr> <tr> <td>Installment 3: July 2020</td> <td>Installment 6:</td> </tr> </table>		Installment 1: June 2020	Installment 4:	Installment 2: June 2020	Installment 5:	Installment 3: July 2020	Installment 6:
	Installment 1: June 2020	Installment 4:						
Installment 2: June 2020	Installment 5:							
Installment 3: July 2020	Installment 6:							
Eligible recipients should receive notification of electronic fund transfer (EFT). Recipient payment listing is available for download from <a href="http://www.ok.gov/health/Protective_Health/Emergency_Systems/Trauma_Division/Trauma_Care_Assistance_Revolving_Fund/Reports/index.html">http://www.ok.gov/health/Protective Health/Emergency Systems/Trauma Division/Trauma_Care_Assistance_Revolving_Fund/Reports/index.html</a>								
<b>2020 Oct</b> <i>(Claims Jan 1 2019 to Jun 30 2019)</i>	The application period for Hospitals closed on June 1, 2020 with EMS & Physicians closing on June 15, 2020 at 5:00 pm. Completed applications are now processing.							
<b>2021 April</b> <i>(Claims July 1 2019 to Dec 31, 2019)</i>	<b>Trauma Fund Webinars:</b> will be held at 10:30 am and repeat at 3:30 pm on the following dates: October 14, Hospitals; October 21- EMS; October 28- Physicians Groups. Application period for Hospitals closes on November 30 2020 @ 5:00, with EMS & Physician Groups closing on Monday, December 15, 2020 at 5:00 pm.  <i>The two deadlines to submit your completed application package for Trauma Fund reimbursement are set on the same dates every year. Weekend or holiday deadline dates are moved to the following work day or Monday at 5:00 pm.</i>							

1. OSDH Points of Contact	<ul style="list-style-type: none"> <li>• <b>TRAUMA FUND</b> Linda Dockery, <a href="mailto:lindald@health.ok.gov">lindald@health.ok.gov</a> Marva Williamson, Trauma Fund Coordinator, <a href="mailto:marvaw@health.ok.gov">marvaw@health.ok.gov</a>; Grace Pelley, Trauma &amp; Systems Development APM, <a href="mailto:gracep@health.ok.gov">gracep@health.ok.gov</a>;</li> <li>• <b>TRAUMA REGISTRY</b> = Yang Wan, Ph.D., <a href="mailto:YangW@health.ok.gov">YangW@health.ok.gov</a>; <a href="mailto:esystems@health.ok.gov">esystems@health.ok.gov</a></li> <li>• <b>OKEMIS</b> (EMS Database) Xana Howard, <a href="mailto:xanah@health.ok.gov">xanah@health.ok.gov</a></li> </ul>
2. TIME SENSITIVE CASES REPORTING in Trauma Registry (CollectorV5)	<p>An email is sent to all Registrars in early September (or March) to provide guidance to locate the checkboxes for "Upgrade Major Trauma" and "Time Sensitive Cases". To be considered for reimbursement, all major cases and time-sensitive cases must be clearly marked:</p> <ol style="list-style-type: none"> <li>1) QA Tracking/User Defined Questions                             <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  </div> </li> <li>2) Check Yes(Y) if <i>Upgrade to Major Trauma per OSDH Request</i>; or                             <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  </div> </li> <li>3) Check Yes(Y) if <i>Time Sensitive Not Meeting Major Trauma</i> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;">  </div> </li> </ol>
3. EFT PAYMENTS	<p>HB 1086 (2011) requires Oklahoma state agencies to disburse payments electronically. Providers are encouraged to provide information that would allow for EFT (Electronic Fund Transfer). If you are still receiving paper checks, please send an email to <a href="mailto:esystems@health.ok.gov">esystems@health.ok.gov</a> . Additional information and instructions will be provided. If you have changes to your <u>business name, address, or Tax ID</u>, you must submit a Vendor Payee form to receive payment. Email completed forms to <a href="mailto:esystems@health.ok.gov">esystems@health.ok.gov</a>.</p>

**REGIONAL TRAUMA ADVISORY BOARD**  
**Authorized Representative Form**

DATE: \_\_\_\_\_

- NEW APPOINTMENT  
 UPDATED APPOINTMENT

**TRAUMA REGION:**

- |                                   |  |                                      |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> NW REG-1 | <input type="checkbox"/> EC REG-4      | <input type="checkbox"/> TULSA REG-7 |
| <input type="checkbox"/> NE REG-2 | <input type="checkbox"/> SE REG-5      | <input type="checkbox"/> OKC REG-8   |
| <input type="checkbox"/> SW REG-3 | <input type="checkbox"/> CENTRAL REG-6 |                                      |

**ORGANIZATION NAME:** \_\_\_\_\_

**INDIVIDUAL AUTHORIZING APPOINTMENT OF RTAB REPRESENTATIVES:**

Name: \_\_\_\_\_  
Job Title:  Hosp Admin. /or \_\_\_\_\_  EMS Director /or \_\_\_\_\_  
Signature: \_\_\_\_\_

**DESIGNATED REPRESENTATIVE: (please print legibly)**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

**ALTERNATE REPRESENTATIVE: (please print legibly)**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

**ALTERNATE REPRESENTATIVE: (please print legibly)**

Name: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

**\*\*\* Please fax to the Emergency Systems at (405) 271-4240\*\*\* Update Annually\*\*\***

Oklahoma State Department of Health  
Emergency Systems  
1000 Northeast 10<sup>th</sup> Street, Oklahoma City, Oklahoma 73117-1207

Office Use Only:	
___ Distribution List	___ Attendance Roster
___ Sign in Form	___ Vote Call Form
(If new facility/agency – update rotation – trauma plans)	



Oklahoma State Department of Health  
 Creating a State of Health

## OKLAHOMA TRAUMA SYSTEM QUALITY IMPROVEMENT PROCESS REFERRAL FORM

**Please complete this form and attach related records.**

<b>Reporting individual contact information</b>		<input type="checkbox"/> I wish to remain anonymous
<i>Date</i>		
<i>Full name and title</i>		
<i>Organization</i>		
<i>Telephone number</i>		
<i>Email address</i>		

<b>Patient information for review</b>	
<i>Date of incident</i>	
<i>Name of patient</i>	
<i>Patient date of birth</i>	
<i>Your medical record#</i>	
<i>Name of any other involved agency/facility</i>	

<b>Reason for requesting review:</b> <i>(Check all applicable boxes and include a brief narrative)</i>
<input type="checkbox"/> <i>Good Job!</i>
<input type="checkbox"/> <i>Incorrect application of the Trauma Triage, Transport, and Transport Algorithm</i>
<input type="checkbox"/> <i>Deviation from Regional Trauma Plan</i>
<input type="checkbox"/> <i>Delay in care</i>
<input type="checkbox"/> <i>Communication problems</i>
<input type="checkbox"/> <i>Refusal</i>
<input type="checkbox"/> <i>Other( please specify)</i>
Additional information:

Mail, fax, or email to:  
 OKLAHOMA STATE DEPT. OF HEALTH  
 EMERGENCY SYSTEMS: Attn. CQI  
 1000 NE 10<sup>TH</sup> STREET, OKLAHOMA CITY, OK 73117-1299  
 Phone: (405) 271-4027 Fax (405) 271-1045  
 Email: [esystems@health.ok.gov](mailto:esystems@health.ok.gov)