

**CRITICAL CARE TRANSPORT PARAMEDIC - APPLICATION PROCESS (# 4605)**

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**Introduction:** Agencies who are interested in providing scheduled interfacility transports with paramedic personnel must enter into a contractual agreement with the Alameda County EMS Agency.

**1. Application Process:**

- 1.1 Applicants will submit the following application packet to the Alameda County EMS office:
  - 1.1.1 a letter of intent;
  - 1.1.2 a copy of the agency's interfacility transport process to include:
    - ✓ name(s) and qualification(s) of the program director;
    - ✓ paramedic personnel requirements and processing procedure
    - ✓ quality assurance procedure(s)
    - ✓ application fee (to be refunded if the application is denied)
    - ✓ procedure for submitting information on all interfacility transports
    - ✓ mechanism for submitting required fees on all interfacility transports after the 200th transport
- 1.2 The application packet will be reviewed for completeness. If any required documentation is missing, the applicant will be notified, in writing, within 14 working days. The missing information should be submitted within 30 days. Failure to submit the missing information within 30 days will require the applicant to reapply.
- 1.3 The applicant will receive written notification within 60 days of receipt of the **completed application** regarding the decision to approve or disapprove. If an application is disapproved the reason(s) will be clearly stated. An applicant may reapply if the reason(s) for disapproval are corrected.
- 1.4 Approval is continuous with periodic monitoring by EMS. It is the responsibility of the approved agency to notify the Alameda County EMS agency, in writing of any intent to discontinue the program.
- 1.5 All Scheduled Interfacility Transfer providers must follow all Alameda County EMS policies and procedures.