General Policy and Procedure

**MFR, Basic, Limited Advanced and Advanced Life Support Units and Services**

All services and vehicles must be approved to function in the Washtenaw/Livingston Medical Control Authority. Approval may be granted by the Washtenaw/Livingston Medical Control Authority only after completion and submission of the necessary documentation, licensure and executed agreements as deemed necessary by the Washtenaw/Livingston Medical Control Authority. All services and vehicles must be approved and licensed by the Michigan Department of Consumer and Industry Services-EMS Section. Failure to comply with the requirements as written will result in denial or revocation of approval to function within the Washtenaw/Livingston Medical Control Authority.

**Procedure:**

**Vehicles:**

A. All approved vehicles within the Washtenaw/Livingston Medical Control Authority will carry the required equipment and supplies as listed on the MDCIS-EMS Division lists unless waived by the medical control authority with MDCIS approval. The supplies and equipment shall be consistent with the license level of the unit. Additional supplies and equipment as deemed necessary by the Washtenaw/Livingston Medical Control Authority and reflected within the protocols shall also be carried on the units and shall be consistent with the license level of the unit.

B. Ambulance services authorized to operate within the Washtenaw/Livingston Medical Control Authority will be based within the geographic area on a 24 hour a day seven (7) day a week basis.

C. If any approved BLS, LALS, or ALS unit becomes mechanically inoperative and a backup unit is not available, the EMS Medical Director must be notified. This notification is necessary to assure consistent coverage and availability of Emergency Medical Services within the Medical Control Authority. Notification should be made to the Washtenaw/Livingston Medical Control Authority Staff Office. An estimate of the downtime should also be provided. When the unit is returned to service, appropriate notification should again be made as above.

**Services:**

A. Any service intending to provide MFR, BLS, LALS, or ALS services within the Washtenaw/Livingston Medical Control Authority will be required to submit the appropriate application form(s) to the Washtenaw/Livingston Medical Control Authority for review and approval. Form(s) are available in the Medical Control Authority office and must be requested in writing. In addition to the necessary forms, a checklist of criteria relative to local certification procedures will be included. Services upgrading within the system must follow procedures approved by the Medical Control Board.

B. The applying agency will complete and forward to the Washtenaw/Livingston Medical Control Authority office all forms required. A non-refundable application fee approved by the Medical Control Authority. The application fee will accompany application to the Washtenaw/Livingston Medical Control Authority for new and upgrading services. The application fee will be in the form of a certified check payable to the Washtenaw/Livingston Medical Control Authority.

C. Prior to submitting an application for implementation of service, the requesting agency will be required to meet with the Washtenaw/Livingston Medical Control EMS Medical Director or designee to review all necessary application procedures.

D. Once necessary forms and criteria checklist have been received by the requesting agency, the requesting agency has 60 days to complete the application process and return all forms for review. Failure to do so will require the agency to obtain new criteria and application rationale before applying.
Washtenaw/Livingston MCA

**Basic, Limited Advanced, and Advanced Life Support Units and Services**

E. Not less than sixty (60) days after receiving all completed forms and applications, the Washtenaw/Livingston Medical Control Authority will decide on local provisional approval. Provisional approval allows field personnel to participate in Washtenaw/Livingston County MCA procedure clearance and testing. Applicant agencies will have 6 months from notification of provisional approval by the MCA to complete minimum requirements for unit staffing as required by the MCA. Applicant licensure will be signed once the applicant agency has met minimum staffing requirements as required by the MCA. Applicant agencies will have 120 days from notification by the MCA to rectify discrepancies in their application. Applications which are not completed within the above time frames to the satisfaction of the Washtenaw/Livingston Medical Control Authority will be denied.

F. All correspondence relating to a new service application should be sent by certified mail.
<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCA Approved</td>
<td>11/96</td>
<td>0600</td>
</tr>
<tr>
<td>Implement</td>
<td>11/97</td>
<td>0800</td>
</tr>
</tbody>
</table>