



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: EMS PROGRAM PLAN

SECTION: SYSTEM OPERATIONS

POLICY NUMBER: H-1

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JANUARY 2024

NUMBER OF PAGES: 2

PURPOSE:

To ensure accurate record keeping in compliance with the Illinois EMS Act and EMS JCAR.

POLICY:

Central DuPage Hospital Emergency Medical Services System (CDHEMSS) shall maintain, either paper or electronic records of the following items which will be made available to the Illinois Department of Public Health (IDPH) upon request:

1. Emergency Medical Services (EMS) System Staff information including:
 - a. Names
 - b. Resumes
 - c. Contact Information
 - d. Work Address
 - e. Phone
 - i. Work
 - ii. Cellular
 - f. Email Address
2. A signed "Medical Director Letter of Commitment" for current EMS Medical Director
3. A signed "Resource Hospital Letter of Commitment" containing
 - a. Resumes for:
 - i. EMD Medical Director
 - ii. Alternate EMS Medical Director
 - iii. EMS Administrative Director
 - iv. EMS System Coordinator
 - b. Map of the service area indication the location of all hospitals and ambulance providers participating in the EMS System
 - c. Copy of current FCC license
4. Signed "Letter of Commitment" page, with signatures from:
 - a. Chief Executive Officer (CEO)
 - b. Chief of Medical Officer (CMO)
 - c. Director of Nursing (CNO)
5. Signed "Letters of Commitment(s)" with all IDPH required supporting materials from:
 - a. Participating Hospital(s)
 - b. Ambulance Providers

- c. Alternate Response Providers
- d. Specialized Emergency Medical Services Providers
- e. Emergency Medical Dispatch Agency

Effective Date:	01 January 2024				
Review Date(s):					
Revision Date(S):					