



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: PERSONNEL CHANGES

SECTION: RECORDS

POLICY NUMBER: L-5

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

NUMBER OF PAGES: 1

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services System (CDHEMSS) process for updating personnel records maintained by the CDHEMSS

POLICY:

EMS providers must ensure up to date records are on file with the CDHEMSS. When any of the following occur, a "Personnel Information Form (PIF) shall be submitted to the CDHEMSS office.

1. Contact changes
 - a. Phone
 - b. Email
 - c. Address
2. Status change
 - a. Primary to secondary
 - b. Secondary to primary
3. System Entry
4. Initial License Requests
5. Name Changes

EMS agency must submit the Personnel Information form when a provider is removed from their agency.

Effective Date:	01 July 2018				
Review Date(s):	01 July 2019	01 Oct 2021	01 Feb 2023	01 Nov 2023	
Revision Date(S):	01 May 2019				