

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES</p>	
<p>TITLE: PROGRAM PLAN</p>		
<p>SECTION: ADMINISTRATION</p>	<p>POLICY NUMBER: A-5.0</p>	
<p>APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>		
<p>EFFECTIVE DATE: 09/01/2023</p>		<p>PAGE NUMBER: 1 OF 1</p>

PURPOSE:

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

POLICY:

- 1) Southern Fox Valley EMS System (SFVEMSS) 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:
 - a) Emergency Medical Services (EMS) System Staff information including:
 - i) Names
 - ii) Resumes
 - iii) Contact Information
 - (1) Work Address
 - (2) Phone
 - (3) Work
 - (4) Cellular
 - (5) 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
 - d) Signed "Letter of Commitment" page, with signatures from:

Chief Executive Officer (CEO)
Chief of Medical Officer (CMO)
Director of Nursing (CNO)
 - 4) Signed "Letters of Commitment(s)" with all IDPH required supporting materials from:
 - a) Associate Hospital(s)
 - b) Participating Hospital(s)
 - c) Ambulance Providers
 - d) Alternate Response Providers
 - e) Specialized Emergency Medical Services Providers
 - f) Emergency Medical Dispatch Agency

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