

Subject: Administration - Provider
**Application for Emergency Medical Dispatch Center Provider
Designation**

Associated Policies: 2201.1

- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. North Coast EMS Policies and Procedures
 - C. California EMS Authority's EMS Systems Standards and Guidelines
 - D. California EMS Authority Emergency Medical Services Dispatch Program Guidelines
- II. Purpose
To establish a standardized procedure for dispatch agencies to apply for designation as an Emergency Medical Dispatch (EMD) Provider.
- III. Procedure for agency application for designation.
 - A. Agency applying for EMD Provider designation shall provide North Coast EMS with the following documentation:
 1. Letter of interest indicating commitment to implement and maintain the North Coast EMS EMD Program 24 hours per day 365 days per year and pay the initial and ongoing fee to North Coast EMS when implemented.
 2. Agency EMD policies and procedures.
 3. Agency Continuous Quality Improvement (CQI) Plan and related policies required in Policy 2201.1.
 4. Copies of certification records of employees who are currently EMD users. Only Priority Dispatch certified dispatchers affiliated with a North Coast EMS designated EMD Provider are authorized to use the Priority Dispatch System.
 5. Two (2) copies of the signed contract.
 - B. North Coast EMS shall review documentation submitted per III(A) above and upon approval and when implemented, request payment of the initial fee and upon receipt, of payment, issue a letter of designation.
 1. Designation shall be valid for four (4) years from the date of the letter.
 2. To re-apply for designation the agency should provide North Coast EMS with the documentation described in III(A) above and a report outlining findings of their CQI program.
 3. Re-applications must be provided no less than ninety (90) days prior to designation expiration.
- IV. North Coast EMS will invoice designated EMD Providers annually the EMD fee when approved by the Joint Powers Governing Board. Failure to pay the fee within the prescribed period will result in immediate probation, suspension, or withdrawal of EMD designation.

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- V. North Coast EMS reserves the right to request verification of continuous compliance with EMD standards and may conduct a site survey with or without notice.
- VI. North Coast EMS reserves the right to probate, suspend or withdraw EMD Provider designation for verified non-compliance with EMD standards.

Approved By	Larry Karsteadt (Signature on File at EMS Agency)	Revision
EMS Director		2/14/2021
EMS Medical Director	Matthew Karp, MD (Signature on File at EMS Agency)	

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