



TO: All Agencies

FROM: Carl L. Moen, Executive Director 

DATE: January 23, 2017

SUBJECT: EMS Licensure Update

The information contained below relates to the completion of the current EMS Agency Licensure application under the Pennsylvania EMS Rules and Regulations. There have been some recent changes to the registration (licensure) process and guidance as provided by the Pennsylvania Department of Health, Bureau of EMS. We are providing this information to assist your EMS agency in the registration process

1. Triennial registration of EMS Agency License

- a. *§1027.2. License and registration applications* requires that an EMS agency shall submit a completed electronic registration application to the regional EMS council office at least 120 days prior to the expiration of the current registration. Our office will send written reminder notifications to licensed EMS agencies beginning 180 days prior to the expiration date of the current license. Additional reminder notifications will be sent until an accurate and complete application has been received. There is no guarantee that application will be processed by the expiration date if it is received after the required due date. However, both an on-site inspection of vehicles and supplies without deficiencies and the accurate and complete electronic application are required before the Bureau of EMS can make an informed decision on the re-registration of the EMS agency license. The Bureau of EMS then has up to 90 days to act on the application. Registration periods of an EMS Agency license cannot be extended beyond the expiration date. There are no grace periods.

2. Name of Ambulance Service

- a. Section #2 of the licensure application requires the ***"Name of Ambulance Service"***. This must exactly match the name on file with the Pennsylvania Department of State. If the name of the EMS Agency exceeds the space allocated, insert the name without any abbreviations until the maximum space allocation is reached.
- b. The following link can be utilized to confirm the name under which your agency is registered with the Department of State:
<https://www.corporations.pa.gov/Search/CorpSearch>

3. Name Under Which Applicant Will Conduct Business

- a. Section #3 of the licensure application requires the “*Name Under Which Applicant Will Conduct Business as an Ambulance Service*”. If the EMS Agency is operating under a “Fictitious Name or Doing Business As (dba)”, or if the vehicle lettering does not exactly match the registered name then place that name in this section.
- b. All Fictitious Names and DBA’s must be registered with the Pennsylvania Department of State as below:
<http://www.dos.pa.gov/BusinessCharities/Business/Resources/Pages/Fictitious-Names.aspx>

4. EMS Vehicle Lettering

- a. The lettering on the licensed EMS Vehicle(s) must exactly match the names provided in Section #2 (or Section #3 if operating under a fictitious name) of the licensure application. The names cannot be abbreviated in any way and must exactly match the name on the Department of State website.
- b. Lettering on currently licensed EMS vehicles that do not match the requirements above will not be required to be changed prior to the current registration--However:
 - i. EMS Agencies operating licensed vehicles with lettering that does not match Section #2 or Section #3 of the EMS Agency application will need to submit a corrective action plan to re-letter their vehicles as they are replaced OR the agency may file for a *Fictitious Name* with the Pennsylvania Department of State. This filing shall match the name that is currently displayed on the vehicle(s).
 - ii. Agencies that wish to file for a Fictitious Name can use the link below to complete the process directly with the Pennsylvania Department of State.
<http://www.dos.pa.gov/BusinessCharities/Business/RegistrationForms/Documents/RegForms/54-311%20App%20for%20Reg%20of%20Fict%20Name.pdf>

5. Vehicle Ownership

- a. In Pennsylvania vehicles used to generate revenue by a commercial business must be owned directly by the corporation or obtained from an authorized leasing agent.
- b. EMS agencies that are operating vehicles that are not registered to the EMS agency through the Pennsylvania Department of Transportation must provide a letter agreement for use between the vehicle owner and the licensed EMS agency.

6. Section 16. Staffing Plan

- a. The goal of a staffing/response plan is to identify that an EMS agency is available to initiate an immediate response to a 9-1-1 call through pre-planned/identified staffing (volunteer or career). This section should contain the agency’s process for scheduling on-duty and call-in crews, who the agency notifies in advance when they will have inadequate staffing and their identified mutual aid agencies. Plans that state the calls for service will be sent to a mutual aid agency after the initial agency fails to initiate a response from a dispatch will not be accepted. Agencies that have a primary response area but are not able to staff 24 hours-a-day 7 days-a-week must participate in the county-wide response plan. Our office is working with the county PSAP’s to develop county-

wide plans. Plans of this type are required to be approved by the Department per **§1027.6 Statewide EMS response plan.**

- b. EMS Agencies that do not have a primary response area and staff less than 24 hours a day 7 days' a week must provide the following:
 - i. List operational/staffed hours
 - ii. List of contracted medical facilities
 - iii. Written correspondence from the EMS Agency to the contracted facilities listing their hours of operations and provisions for incidents that may occur during non-operational hours.

7. Emergency Medical Service Vehicle Operator (EMSVO)

- a. Emergency Medical Service Vehicle Operator (EMSVO) certification is required to operate any licensed EMS vehicle in the Commonwealth. Personnel who are only operating a QRS vehicle on EMS responses are still required to be certified as an EMSVO however, they are not required to complete the annual EMSVO continuing education. The EMSVO certification process for all providers includes submitting a completed EMSVO application along with copies of approved EVOC training, a valid driver's license and any additional required supporting documentation to the regional EMS council office.
- b. During all reviews of an EMS agency's electronic licensure application the regional EMS council will provide to the EMS agency director a list of any provider(s) who are not certified as an EMSVO and are not permitted to operate a licensed EMS vehicle.

8. Vehicle Additions/Replacements

- a. When a licensed EMS Vehicle is being added to an EMS agency license a **"Modification of Ambulance Fleet Form"** must be completed and submitted to the regional EMS council office.
- b. The submission of this form is required prior to filing an application with PennDOT for emergency vehicle license plates. PennDOT will reject all applications that have not first notified the Bureau of EMS through the regional EMS council office via the "Modification of Ambulance Fleet Form".
- c. The completion of this form can take place as soon as the EMS agency has obtained the vehicle identification number (VIN) of the vehicle that will be added to the EMS agency licensure application.
- d. Additionally, the EMS agency electronic application will need to be amended and submitted prior to the onsite inspection of the EMS vehicle.

9. Agency Policies

- a. There are several new written policies that each licensed EMS agency must maintain and be available for inspection by the regional EMS council representative. A summary title of each required policy is shown below. The entire policy requirements can be found in the Pennsylvania Rules and Regulations under section **§1027.3. Licensure and general operating standards.**

b. <http://www.pacode.com/secure/data/028/chapter1027/chap1027toc.html#1027.3>.

- i. EMS vehicles, equip and supplies
- ii. Use of persons under 18 years of age
- iii. EMS Data collection
- iv. Dissemination of information
- v. Cooperation
- vi. Responsible staff
- vii. Communicate unavailability
- viii. Communicate with PSAP
- ix. Dispatch by PSAP
- x. Patient Management
- xi. Use of lights and other warning devices
- xii. Weapons and explosives
- xiii. Accident, injury and fatality reporting
- xiv. Safety Committee minutes
- xv. Quality Improvement minutes
- xvi. EMS Provider credentialing
- xvii. Monitoring compliance
- xviii. Out of Hospital DNR
- xix. Infection Control
- xx. Management of personnel safety
- xxi. Safe operation of EMS vehicles
- xxii. Storage of medications
- xxiii. Substance abuse in the workplace
- xxiv. Placement and operation of its resources

10. Ownership Changes and Mergers

- a. *Act 37 of 2009 Chapter §8129. Emergency Medical Services Agencies* does not allow for the transfer of an EMS agency License. A new EMS agency application with an on-site inspection is required anytime there is an ownership change in equity of stock or profits equal to 5% or more of the value of the property or assets of the EMS agency. The existing EMS agency licensure number will be invalid at the time of the transfer of greater than 5% of equity in stocks or profits. EMS agencies must contact the regional office well in advance of a final closing date(s) of any acquisitions, mergers or change in ownership as defined above in order that the EMS agency license process can be coordinated to avoid any interruption in service of the EMS agency.

Questions regarding this document or any portion of the licensure program can be directed to Lori Driscoll at our office or by email at ldriscoll@saems.com.