

Policy Title: **SYSTEM PLAN AMENDMENTS: Providers**

No. P - 6

Board approval: EMS Rules

Effective: 7/1/05

Supersedes: 4/1/98

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I. Changes necessitating a plan amendment

- A. Modification of response area
- B. Modification of dispatch procedures and mechanisms
- C. Adding AEDs
- D. Adding and/or replacing vehicles
- E. Upgrading or downgrading the level of service of a vehicle (ambulance and MedEngine)
- F. Adding a new ambulance housing location (station)

II. PROCESS

- A. Complete the IDPH Request to Modify/Amend Previously Approved EMS System Plan form (Sysmod 1-97). Forward to the EMS Administrative Director for approval and processing with IDPH prior to the Regional EMS Coordinator's inspection.
- B. **If adding/replacing an ambulance**
 - 1. Contact the Region IX IDPH Regional EMS Coordinator to conduct an ambulance inspection.
 - 2. If an ALS vehicle, contact your assigned System Hospital EMS Coordinator/Educator to conduct the System ALS inspection and to provide the non-disposable ambulance supplies. If possible, schedule the IDPH and System inspections to occur on the same day.
- C. **If adding/replacing a MedEngine (Non-transport vehicle) – See System Policy M-9**
 - 1. Contact the Region IX IDPH Regional EMS Coordinator to conduct the vehicle inspection.
 - 2. If an ALS vehicle, contact your assigned System Hospital EMS Coordinator to conduct the System ALS inspection and to provide the non-disposable patient supplies.
- D. The Resource Hospital will forward two copies of the approved plan amendment form to the Regional EMS Coordinator for processing.
- E. **New EMS vehicles can not be placed into service until a plan amendment has been approved by IDPH.**