



Northwest Community EMS System

Date: April 16, 2014
 To: Chiefs, administrators
 Provider and Hospital EMS Coordinators
 EMS personnel

System Memo: # 347
 Please post

From: Connie J. Mattera, M.S., R.N., EMT-P
 EMS Administrative Director

RE: **Order form for new SOPs – full and reduced size**

We will again be placing the print order for the reduced size SOPs centrally to gain economies of scale and to ensure the consistency of the document. **However, pick up, shipping, and billing will be arranged directly between each EMS agency/hospital and the printer.**

In order to place the order, I need to plan for the type and number needed. They will have heavy laminated covers, colored pages that match the full size SOPs and contain exactly the same appendix and reference pages as the full-size SOPs. All forms of the protocols will have 3 blank pages at the back.

Indicate below the number you wish to purchase AND the type of binding (top or side) you prefer for the reduced size (pocket) copies. Please ask your personnel for their preference, as we were criticized by some medics for the way their edition was bound last time and they were surprised to learn that a choice had been given. The binding location does not change the cost.

The final cost per booklet has been quoted at slightly less than \$4 each.

Also indicate the number of full size SOPs you will need. They will be provided at no charge to you.

For full size SOPs we suggest that you order at least one for each EMT, paramedic, ECRN, plus one for each station, ambulance, MedEngine, Base station, and EMS coordinator.

The SOPs will also be posted to the System website and can be downloaded to electronic devices, so there are many options for making them available to those who need to have them for ready reference.

Name of EMS Agency/Hospital:	
Person completing this form:	
Contact information: Phone:	e-mail:
# Reduced size SOPs:	<input type="checkbox"/> Top bound Number: <input type="checkbox"/> Side bound Number:
# Full size SOPs:	

Please e-mail (cmattera@nch.org) or fax (847.618.4489) me this form before April 21, 2014 as we will have boxes of the full size SOPs for the Provider Coordinators to pick up at their meeting on April 24th and the hospital EMSCs at their meeting on April 25th. These copies must be made available to all who attend the May mandatory review introducing the SOP changes. **Thanks!**

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