

SAEMS PREHOSPITAL PROTOCOLS

Base Hospital Assignment / Reassignment Procedure

EMS personnel and agencies requesting base hospital assignment/reassignment must follow this procedure. A Provider may only be assigned to one administrative base hospital during a shift. EMS personnel who work for multiple agencies will comply with each department's operation including on-line medical direction, as well as the respective base hospital policies.

I. Provider Assignment Process

- A. A designated agency/representative will contact the prospective base hospital manager to coordinate the scheduling of base hospital orientation. Orientation is based on the individual base hospital. Contact your base hospital manager regarding specific policies for orientation.

II. Agency Assignment / Reassignment Process

- A. Agencies seeking to initiate or change assignment will contact the prospective base hospital to initiate a supporting service agreement.
- B. Agencies seeking reassignment to a new base hospital will contact their current base hospital to notify them of the requested change.
- C. The base hospital will notify the agency when all requirements and documentation are complete and approved.
- D. A base hospital/base hospital manager shall not solicit an agency.
- E. Notification must be made to the Arizona Department of Health Services Bureau of EMS and Trauma within 10 days to notify them of a change in Base Hospital/Medical Director per R9-25-204(A)(1)(f).