



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: PERSONNEL CHANGES

SECTION: RECORDS

POLICY NUMBER: J-2

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

NUMBER OF PAGES: 1

**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services System (CDHEMSS) process for updating personnel records maintained by the CDHEMSS

**POLICY:**

EMS providers must ensure up to date records are on file with the CDHEMSS. When any of the following occur, a "Personnel Record" form shall be submitted to the CDHEMSS office.

1. Contact changes
  - a. Phone
  - b. Email
  - c. Address
2. Status change
  - a. Primary to secondary
  - b. Secondary to primary
3. System Entry
4. Initial License Requests
5. Name Changes

EMS agency must submit the form when a provider is removed from their agency.

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