



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: LOCATION OF LIBRARY / RESOURCE MATERIALS / FORMS	
SECTION: GENERAL	POLICY NUMBER: A-4
APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR	
EFFECTIVE DATE: 01 JULY 2018	NUMBER OF PAGES: 1

**PURPOSE:**

To ensure that all EMS personal have knowledge of where to find Central DuPage Hospital Emergency Medical Services System (CDHEMSS) resources and forms.

**POLICY:**

CDHEMSS will make available to all providers, including those who work with our providers, the forms necessary and indicated by the CDHEMSS policies and procedures. The following items can be located on the CDHEMSS website, [www.cdhems.com](http://www.cdhems.com):

1. Required equipment and medication checklist
2. Personnel demographic sheet
3. System entry packet
4. Medication loss form
5. Call of the month nomination form
6. Request for clarification form
7. Non-disposable equipment receipt form
8. Exposure reporting form
9. Commendation request form
10. CDHEMSS policies and procedures

All the above are also available as printed copies in the EMS work room. Additionally, the following paper forms may be found or available at Central DuPage Hospital:

1. EMS Run Report paper back-ups (EMS work room)
2. EMS Refusal paper back-ups (EMS work room)
3. ECRN printed backups (above carepoint radio)
4. MVI/MCI forms (above carepoint radio)

Training equipment may be available to CDHEMSS agencies; however, these are not guaranteed or always available. Requests for training equipment shall be made to CDHEMSS staff in writing (email).

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