



Central DuPage Hospital
Emergency Medical Services System
System Policy and Procedures

Title: Personnel Record Change(s)	
Section: Records	Number: G-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.

POLICY HISTORY:

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)						