



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: LETTER OF GOOD STANDING REQUEST

SECTION: RECORDS

POLICY NUMBER: J-1

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 EMS providers to obtain a letter of good standing (LOGS).

POLICY:

CDHEMSS office will release letters of good standing upon receipt of the “Letter of Good Standing Request” form. This form can only be completed by the EMS provider requesting the letter of good standing, and not an EMS agency on their behalf.

1. If the provider who is requesting a letter of good standing meets all the requirements a letter will be sent within 10 business days to the EMS System the EMS provider has requested. Letters will not be given directly to the provider or an EMS agency.
2. Should the provider not be considered in good standing per EMS Provider Good Standing policy, he or she will be notified that the letter cannot be sent and the reason why.

Effective Date:	01 July 2018				
Review Date(s):	01 July 2019				
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