

EMS Agency Name: _____ Agency No. _____

Date of Inspection: _____ Approved Yes No

Follow Up Yes No

Rep Sign: _____



1041 Technology Park Drive
Glen Allen, VA 23059-4500
(800) 523-6019

APPLICATION FOR EMS AGENCY LICENSE

PLEASE COMPLETE APPLICATION FORM IN ITS ENTIRETY PRIOR TO TIME OF INSPECTION. IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR PROGRAM REPRESENTATIVE.

PLEASE COMPLETE ENTIRE APPLICATION

Agency Name: _____ FIN # _____

Agency Number: _____ NPI # _____

Physical location of agency and directions from major route:

Number of stations: _____ (Please attach a list of each station number, name, complete address and phone number)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Shipping Address: _____
(Street Address)

(City) (State) (Zip Code)

Business Phone: _____ Fax: _____

Agency FIPS #: _____ Agency Web Site: _____

Type of Application:

Please Select the Organizational Status and Type. all Classifications. and Description of Agency

Organizational Status: _____ Description: _____

Organizational Type: _____ If Other describe: _____

Classification:

| | | |
|---------------------|----------------------------------|--------------------|
| Non-Transport – BLS | Emergency Ground Transport – BLS | Neonatal Ambulance |
| Non-Transport – ALS | Emergency Ground Transport – ALS | Air Ambulance |

Does agency utilize career EMS Personnel?

If so, who are they employed by:

| | | |
|---------------------------|--------------------------|--------------------------|
| Types and # of personnel: | _____ First Responder | _____ EMT-Paramedic |
| | _____ EMT – Basic | _____ Driver Only (EVOC) |
| | _____ EMT – Enhanced | _____ Support Personnel |
| | _____ EMT – Intermediate | _____ MD _____ RN |

Hours of Operation: 24 Hours Other _____

Month/Year Agency Established: _____

Month/Year Agency Began EMS Operations: _____

Agency is a member of: _____
Virginia Association of Volunteer Rescue Squads
Virginia Ambulance Association
Virginia Governmental EMS Administrators

EMS TRANSPORTS:

Total # of 911 calls/calendar year: _____ EMS dispatch volume/calendar year: _____
EMS Transport volume/calendar year: _____ EMS contact volume/calendar year: _____
Total service area (square miles): _____ Total service area population: _____
Are agency vehicles used by any other licensed agency?
If yes, total number of calls other agencies utilize vehicles permitted to you EMS agency? _____

EXTRICATION EQUIPMENT:

Is required equipment supplied by applicant agency? _____
If no, who is supplying the required equipment? _____

OTHER EQUIPMENT: (check all that apply)

- | | |
|----------------------------------|---|
| Rescue/Crash Truck | Technical Rescue Vehicle/Trailer |
| Water Rescue Capability | Disaster/Mass Casualty Trailer |
| Haz-Mat Response Vehicle/Trailer | Emergency Back-up Generator (on location) |
| Command/Communications Vehicle | |

VEHICLE INSURER:

(Underwriter) (Policy Number) (Expiration Date)
of defibrillators: _____ Manual _____ Automated _____ Combination

AGENCY OFFICIAL REPRESENTATIVE(S) OR OWNER(S)

REPRESENTATIVE/OWNER #1:

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____ SSN: _____

EMS Certification #: _____

REPRESENTATIVE/OWNER #2:

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____ SSN: _____

EMS Certification #: _____

AGENCY PORTAL SUPERUSER:

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____ EMS Certification #: _____

AGENCY DESIGNATED INFECTION CONTROL OFFICER:

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____ EMS Certification #: _____

Name of Formal Infection Control Program: _____ Date Obtained: _____

EMS Certification #: _____

TRAINING OFFICER:

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____ EMS Certification #: _____

OPERATIONAL MEDICAL DIRECTORS:

| | NAME | PRIMARY/SECONDARY |
|----|-------|-------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

COMMUNICATIONS:

Dispatch facilities: Agency _____ Central Dispatch (Specify) _____
Other (Specify) _____

Dispatch business telephone number: _____

FREQUENCIES:

Dispatch Frequencies: 1) TX _____ PL _____ RC _____ PL _____
Other Frequencies: 1) TX _____ PL _____ RC _____ PL _____
2) TX _____ PL _____ RC _____ PL _____
3) TX _____ PL _____ RC _____ PL _____

Agency notified by: _____

Number of radios: Mobile _____ Portable _____ Paging _____

Emergency telephone number: 911 Other _____

Emergency telephone number listed for public: _____

Does dispatch prioritize or provide pre-arrival instructions? _____
FCC license holder: Agency _____ Local Government _____ Other _____
If local government or other, written permission for use?: _____
FCC license expiration date: _____ Call Sign: _____ Narrowband Compliant: _____
Permission for Office of EMS to operate on frequencies: _____

AGENCY BILLING:

Does agency bill for service? _____
If yes, what year did agency begin billing? _____
Who is responsible for billing? _____ Specify Vendor: _____
Does agency have a billing Subscription Service? _____

VACCINE ADMINISTRATION PROGRAM: (Only if EMS Personnel administer vaccines)

Do you have a vaccination program? _____ If Yes: _____
List Virginia Immunization Information System (VIIS) number: _____

PROGRAM ADMINISTRATION:

Authorized Prescriber: _____

Name: _____ Title: _____
(Last Name) (First Name) (Middle Name)

Mailing Address: _____
(Street Address)

(City) (State) (Zip Code)

Daytime Phone Number: _____ Evening Phone Number: _____

E-mail Address: _____

AGENCY REPRESENTATIVE/OWNER SIGNATURE:

Name: _____ Date: _____

I hereby affirm that the information on this application is true and correct and I realize that any fraudulent entry may be considered sufficient cause for rejection of agency application, and/or enforcement action.

(Please sign name) Date: _____

AGENCY OPERATIONAL MEDICAL DIRECTOR SIGNATURE:

Name: _____ Date: _____

I hereby affirm that I am the primary Operational Medical Director for the above listed agency and have signed a current list of authorized provider form/roster as outlined in §12VAC5-31-1040.

(Please sign name) Date: _____

LOCAL GOVERNMENT SIGNATURE: (County Administrator, Emergency Coordinator, etc.)

Name: _____ Date: _____

I acknowledge the above listed agency is compliant with the local emergency response plan

(Please sign name) Date: _____