



COMMONWEALTH OF VIRGINIA
Department of Health

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October 3, 2012

Re: Audit of "Trauma Center" and "Four for Life" Fund Recipients

Dear Trauma Center Administrators,
Grantees,
County/City Administrators,
Regional EMS Councils and,
EMS Instructors/Training Programs:

The Office of Emergency Medical Services (OEMS) provides more than \$30.2 million annually under the Code of Virginia, § 18.2-270.01, § 46.2-411 and § 46.2-694 to your organizations, collectively. Recommendations from Joint Legislative Audit and Review Committee and best business practice necessitates that OEMS ensure funds are being utilized for its intended purpose.

OEMS does not have the professional staff necessary to conduct audits on the use of these funds or risk assessment/evaluation of internal controls. Therefore, this office sought Request for Proposals (RFP) from professional audit services and through competitive negotiations entered into a contract with PHBV Partners, LLP to conduct a limited, "agreed upon procedures" to review fund recipients' use of these funds.

This is to advise you that PHBV Partners, LLP may be contacting you and requesting information and supporting documentation as part of the audit of these program funds. If you have any questions concerning these audits you may contact Brenda Carroll, Contract Administrator by email: brenda.carroll@vdh.virginia.gov or by phone, 804-888-9102 or Dennis Molnar, OEMS Business Manager by email: dennis.molnar@vdh.virginia.gov or by phone, 804-888-9101.