



COMMONWEALTH of VIRGINIA
Department of Health

M. Norman Oliver, MD, MA
State Health Commissioner

Gary R. Brown
Director

P. Scott Winston
Assistant Director

Office of Emergency Medical Services
1041 Technology park Drive
Richmond, VA 23059-4500

1-800-523-6019 (VA only)
804-888-9100 (Main Office)
804-888-9120 (Training Office)
FAX: 804-371-3108

June 10, 2022

TO: Virginia Emergency Medical Services (EMS) agencies
Regional EMS Councils

FROM: Ronald D. Passmore, NRP
Manager – Regulation & Compliance Division

SUBJECT: Guideline for “Who must affiliate and complete OEMS background checks”

Guideline for EMS Agency affiliates (members) that require background checks

The purpose of this document is to provide guidance to EMS agencies as to which members are required by regulation to affiliate with the EMS agency and submit a fingerprint based criminal background check record to the Office of EMS.

The following new members of a licensed EMS agency **must** affiliate with the EMS agency in the OEMS portal and submit a fingerprint based background check through the Virginia Office of EMS (OEMS) process. An EMS agency must receive an OEMS eligibility determination status within 60 days of the new member’s affiliation.

Certified EMS Provider – means any person who holds a valid certificate as an emergency medical services provider issued by the Virginia Office of EMS.

Endorsed Operational Medical Director – means any Physician who holds a valid endorsement as an EMS Physician issued by the Virginia Office of EMS.

Non-Certified Provider – means any person who applies to be affiliated with a licensed EMS Agency that does not hold a valid certificate as an EMS provider and will be responding to calls for service, operating agency owned or OEMS permitted vehicles, or responding on-board an OEMS permitted vehicle (*examples – driver or firefighter*); or any agency member who will not be responding to calls, but serves in an EMS agency administrative or leadership role; or has access to Protected Health Information (PHI) or Protected Individual Information (PII) of patients treated and/or transported by the licensed EMS agency (*examples – agency administration, QA/QI staff, billing staff, or fire suppression members of a combined Fire & EMS agency*).

Any agency member whose involvement is not included in the above definitions are not required to affiliate or submit fingerprints for background checks, (*examples – grounds keepers, custodial staff, culinary crew, or fundraisers*).

Any fees associated with either certified or non-certified providers, as defined above, will be billed to and paid for by the Virginia Office of EMS.

