

TO: HEMS Licensed EMS Agencies

FROM: Robert E. Miljan

Date: January 10, 2020

RE: **Annual License Renewal Procedure for 2020-21**  
**Annual & Supplemental Letter of Compliance due by:**  
**Period 1 (March 31) Due March 4**  
**Period 2 (June 30) Due by June 3**  
**Period 3 (September 30) Due by September 2**  
**Period 4 (December 31) Due December 2, no**  
**December MCAB meeting**

**The 2020-21 license renewal application will be submitted electronically to MDHHS, reviewed electronically by HEMS and signed electronically by HEMS Medical Director.**

**The Annual & Supplemental Letter of Compliance, Roster, Pharmacy Memo of Understanding and/or application for supplemental programs (EMD, 12 Lead, etc.) can be uploaded (See application section “MCA specific: Document upload”) and submitted with the application electronically or submit the listed paper documents directly to HEMS.**

#### **THE EMS CQI REPORT SCHEDULE REMAINS UNCHANGED**

Under the EMS Act (P.A. 368 of 1978 as amended) the signature of the HEMS System Medical Director on your application (Part 1) is a required part of the process to indicate to the Department that the Life Support Agency operates under HEMS Medical Control Authority.

Only agencies meeting the requirements of both the EMS Act and the HEMS Facility and Service Participation (Annual Letter of Compliance) will receive the endorsement of the HEMS System Medical Director to operate in the HEMS MCA. (Documents attached).

Questions concerning EMS Agency license requirements under the EMS Act (P.A. 368 of 1978 as amended) should be directed to Michigan Department of Public Health, EMS and Trauma System Section.

#### **Dates for Electronic Submission of Application**

To allow the Operations Committee time to review applications for completeness for Medical Director Signature applications should be submitted per the Application review dates as follows:

#### **PERIOD 1**

##### **MCAB Meeting Dates:**

February 13, 2020

March 12, 2020

##### **Operations Comm. Application Review Dates:**

February 5, 2020

March 4, 2020

#### **PERIOD 2**

##### **MCAB Meeting Dates:**

April 9, 2020

May 14, 2020

June 11, 2020

##### **Operations Comm. Application Review Dates:**

April 1, 2020

May 6, 2020

June 3, 2020

**PERIOD 3**

MCAB Meeting Dates:

July – No MCAB Meeting\*  
August – No MCAB Meeting\*  
September 10, 2020

Operations Comm. Application Review Dates:

July 1, 2020  
August 5, 2020  
September 2, 2020

**PERIOD 4**

MCAB Meeting Dates:

October 8, 2020  
November 12, 2020  
December – No MCAB Meeting\*

Operations Comm. Application Review Dates:

October 7, 2020  
November 4, 2020  
December 2, 2020

**\*\* Application for new ancillary skills program approval (AED, Medical Dispatch, etc.) must still be submitted, to HEMS, on the HEMS application with all required documentation, for review and approval.**

The Medical Director will electronically sign applications approved by the MCAB.

**Service representatives are welcome to attend the Operations Committee meeting/ MCAB meeting at which their license renewal application is scheduled for review and approval as outlined, as well as any Operations Committee/MCAB meeting.**

**THANK YOU FOR YOUR COOPERATION**