



Non-Emergency Ambulance Provider Permit Application Checklist

- Complete application
- Submit statement and supporting factual documentation asserting that the public health, safety, welfare, convenience and necessity warrant granting a permit
- Submit resume documenting company's experience in transportation and care of patients
- Submit color photo and description of color scheme, insignia, name, monogram and other distinguishing characteristics of ambulance vehicles
- Complete enclosed spreadsheet with description of each vehicle to include:
 - Make
 - Model
 - Year of manufacture
 - Vehicle ID/VIN number
 - Current California license number
 - Date vehicle was placed in service
- Submit copies of currently valid California Highway Patrol inspection reports for each vehicle
- Submit description of company's vehicle maintenance program
- Submit description of vehicle radios
 - Company dispatch radio
 - Contra Costa EBRCS radio
- Complete enclosed spreadsheet of field employee (EMT, Paramedic, RN) information, to include:
 - First/last name
 - Level of certification/licensure
 - Certification/Licensure number
 - Expiration date of certification/license
 - Date of hire
- Submit evidence of current certification/licensure for each employee (EMT, Paramedic, RN)
- Submit a description of company's training and orientation program for ambulance personnel
- Submit a description of company's training and orientation program for dispatchers
- Submit most recent financial statement stating total assets and liabilities
- Submit evidence of insurance:
 - Minimum \$1,000,000 comprehensive liability, including vehicular and professional liability
 - Workman's Compensation insurance

- Submit copy of current service charges and rate structure
- Submit copy of current employee manual
- Submit copy of training regarding encounters with patients that may benefit from ALS care, including requesting 9-1-1 response, consistent with Contra Costa EMS policy #39.
 - Submit documentation showing training is incorporated into new hire orientation program and provided to all employees on an annual basis
- Submit copies of the following plans and/or policies:
 - a written continuous quality improvement (CQI) plan to review employee performance
 - a written training program for documentation of patient care on all transports
 - a policy regarding transport destination and notification in compliance with EMS Policy #9
 - a policy regarding PCR completion and distribution, consistent with Contra Costa EMS Policy #27
 - a policy regarding Do Not Resuscitate(DNR)/Physician Orders For Life-Sustaining Treatment (POLST) in compliance with EMS Policy #20
 - a policy regarding infectious disease precautions and exposure management, consistent with EMS Policy #22
 - a policy regarding reporting of abuse and/or assault, consistent with EMS Policy #23
 - a policy regarding patient restraint consistent with EMS Policy #30
 - a policy regarding EMS Event Reporting (unusual incidents/accidents), consistent with Contra Costa EMS Policy #32
- Submit a statement verifying compliance with the EMS Agency *Ambulance Equipment and Supply Requirements*
- Submit disaster response plan, including a personnel call-back plan
- Submit check for applicable fees (see Policy 4 – Contra Costa County EMS Fee Structure for current fees)

EMS Policies are available at: <http://cchealth.org/ems/policies.php>

EMS Prehospital Care Manual is available at: <http://cchealth.org/ems/phc-manual.php>

Contra Costa Multi-Casualty Incident Plan (MCI Plan) is available at: <http://cchealth.org/ems/mci-plan.php>

Ambulance Equipment List is available at: <http://cchealth.org/ems/pdf/ambulance-equipment-list.pdf>