

EMS ADMINISTRATION

Ambulance Service Provider's Permit Application Process

POLICY #1600

I. **Authority:**

A. California Vehicle Code, Section 2512(c); Health and Safety Code, Division 2.5

II. **Purpose:**

A. To establish the process by which companies or agencies desiring to provide ambulance service in Imperial County would obtain a permit to provide services.

III. **Procedures:**

A. **Process to Apply for a Permit to Provide Ambulance Service in Imperial County:**

1. Each application for an Ambulance Service Provider's Permit shall be made upon forms prescribed by the County.
2. Submit a completed application, for the fiscal year you are applying, with all appropriate attachments for the level of service applied for to the Imperial County EMS Agency. Current applications may be obtained from the Imperial County EMS Agency.
3. Applicable permit fees shall be submitted to the Imperial County EMS Agency at the time of application.
4. Within thirty (30) days of receipt of an application, Imperial County Emergency Medical Services Agency shall review all materials submitted and make a determination of whether the application meets all the requirements of this policy, pending required inspections.
5. Once the determination is made by the EMS Agency that an application is complete and the applicant meets the necessary requirements an Ambulance Service Provider Agreement will be forwarded to the applicant for review. An Ambulance Service Provider Permit will only be issued upon the execution of an agreement with the County of Imperial to provide the designated level of ambulance service.
6. An applicant/application will be deemed non-responsive if at any time during the application process, the applicant fails to provide information and/or documentation requested by the Imperial County EMS Agency within thirty (30) calendar days from the date first requested. Incomplete responses to requested information within the thirty day period will not nullify the thirty day period. Once an applicant/application has been deemed non-responsive, all processing of the application will be discontinued. Any unused portion of the application deposit will be returned, and the applicant/application will not be eligible for reconsideration without first reapplying and resubmitting the appropriate application deposit.
7. Successfully complete an Imperial County EMS Agency inspection of ambulance equipment and supplies contained in each ambulance.
8. Ambulance service provider permits issued pursuant to this policy shall be valid for a period of one year unless earlier suspended, revoked or terminated.

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9. Each applicant and permit holder shall report to the EMS Agency any change in the data required in this section within ten days of the effective dates of the change.

B. Renewal of Permit

1. Renewal applicants shall submit a completed renewal application by the 15th of the month prior to the month of expiration of a provider permit. Failure to submit a renewal application within the designated timeframe will result in the applicant being required to submit an application for a new permit.
2. Upon approval of the renewal application, the EMS Agency shall schedule an inspection of all company or agency Imperial County service units.

C. Denial/Revocation of Permit

1. Any false or misleading statements made by the principals, in the application, reports or other documents filed with the EMS Agency.
2. The applicant is not the legal owner or operator of the services.
3. The applicant was previously the holder of an ambulance permit or an agreement authorizing the provision of ambulance services that has been revoked or terminated.
4. The applicant is excluded from participation in federally funded health care programs.
5. The applicant acted in the capacity of an authorized person or firm under this Division without having a valid permit or agreement authorizing the provision of ambulance services.
6. The applicant pled guilty or no contest, or was convicted of a felony or crime involving moral turpitude.
7. The applicant violated any provisions of this administrative process or failed to comply with applicable ambulance service provider requirements and ground ambulance vehicle requirements.

D. Revocation of Permit

1. Any false or misleading statements made by the principals, in the application, reports or other documents filed with the EMS Agency.
2. The ambulance service provider is found to be in violation of applicable local, state, or federal regulations.
3. The applicant is excluded from participation in federally funded health care programs.
4. The applicant pleads guilty or no contest, or is convicted of a felony or crime involving moral turpitude.

E. Appeal Process

1. The EMS Agency shall notify the applicant in writing of the denial within ninety (90) days of the receipt of the application.

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2. The denial shall be written and sent to the last known address of the applicant, or hand delivered to the applicant, and shall set forth the reasons for the denial or revocation.
3. The applicant may request a hearing for reconsideration from the EMS Agency by:
 - 1) Submitting a written request for a hearing for reconsideration.
 - 2) The request must be filed with the EMS Manager within ten (10) days of denial date if delivered by hand, or fifteen (15) days of the denial date if delivered by mail.
4. The EMS Manager shall schedule the hearing no later than twenty (20) days after the receipt of the request for a hearing and the applicant shall be notified of the time and place of such hearing.
5. The decision rendered through the hearing is final unless an appeal is filed with the Clerk of the Board of Supervisors within ten (10) days of the hearing for reconsideration. Failure to file an appeal with the Clerk of the Board of Supervisors within ten (10) days will result in the applicant being required to submit a new application.

APPROVED:



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EMS Medical Director