MORRIS HOSPITAL & HEALTHCARE CENTERS

People You Know. Extraordinary Care.

POLICY:	PERSONNEL FILE INFORMATION UPDATE – 200.4		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 9/1/2016	CURRENT REVIEW/REVISION DATE: 8/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. PURPOSE:

To insure each personnel file is complete and up to date with current necessary information. This will assure that the Morris Hospital Emergency Medical Services (EMS) System can complete State paperwork appropriately and accurately and stay in compliance with Illinois Administrative Code Title 77.

II. POLICY:

When a System-approved pre-hospital provider has had any changes in vital information, including but not limited to name, Illinois Department of Public Health (IDPH) ID number, mailing address or employment, he/she must notify the Morris Hospital EMS System office within 10 working days of the change. The mailing address on file will be used for sending routine and certified mail.

The changes must be documented in writing via the EMS Personnel Data Form and will require a photo ID and the legal name change document, such as a marriage license, and placed on file in the Morris Hospital EMS System office.

NOTE: It is the responsibility of the provider to contact IDPH within 30 days with any with name and address changes per 77 Ill. Adm. Code § 515.540 (EMT Licensure).

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, RN **Date**
Manager of EMS