



People You Know.  
Extraordinary Care.

<b>POLICY:</b>	<b>400.14 INACTIVE STATUS OR CHANGE IN STATUS</b>		
<b>OWNER:</b>	MANAGER OF EMS		
<b>EFFECTIVE DATE: 2/16/2024</b>			<b>ORIGINAL EFFECTIVE DATE: 08/16</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MEDICAL SERVICES</b>	

**I. PURPOSE:**

To assure that changes can be properly made and approved in a timely fashion.

**II. POLICY:**

Consistent with Illinois Department of Public Health (IDPH) regulations, requests for inactive status and or change in status must be made to the Morris Hospital Emergency Medical Services (EMS) System to be approved by the EMS Medical Director before being sent to IDPH for Department approval.

**III. PROCEDURE:**

The following is required when applying for inactive status or change of status.

**A.** Written requests must be completed by the individual and submitted to the Morris Hospital EMS System office. Official forms must be utilized and are available from the Morris Hospital EMS System office and online at [www.mhemss.org](http://www.mhemss.org). No verbal requests will be honored except in the event of military activation, although a copy of the written activation orders is preferred.

**B.** Request for Change in Status or Inactive Status

1. Obtain the appropriate IDPH form from the Morris Hospital EMS System office
2. Type in requested information
3. Surrender current original license/certification (copy not acceptable)
4. Submit written letter requesting the specific change in status desired. This letter must include the following:
  - a. Name of individual
  - b. Circumstances requiring change in status
  - c. IDPH identification number
  - d. Current mailing street address, city, zip and county
  - e. Current level of licensure/certification held and desired change of status
  - f. Current date of licensure/certification expiration
5. Evidence that relicensure requirements have been met by the date of the application for change of status

**C.** Morris Hospital EMS System office will review paperwork submitted and complete the necessary documentation for submission to the Department for final approval within 21 days upon receipt of requests for inactive status or change of status.

The EMS Medical Director will receive written notification of approval or denial of requests for inactive status by IDPH.

