

Instructions and Process of Application for Levels I, II & III Initial Provisional Trauma Center Designation

- Step 1** CEO of facility sends formal letter of request to OEMS Medical Director expressing interest in applying as a WV designated trauma center (7.1).
- Step 2** STECS/OEMS sends Initial Provisional Designation packet to facility.
- Step 3** Facility begins process of completing application materials and notifies the American College of Surgeons, Committee on Trauma (ACS-COT) of intentions of becoming a (Level I, II, III) trauma center and follows their guidelines for the completion of the Pre-review Questionnaire (PRQ) (7.2.a.1). **See contact list.**
- Step 4** Facility completes the Initial Provisional Application and Letter of Commitment and submits them to STECS/OEMS with the Initial Provisional non-refundable designation fee (7.1). Facility needs to request access to the trauma registry. **See contact list.**
- Step 5** Facility collects trauma registry data and performs Performance Improvement and Patient Safety (PIPS) activities for six months.
- Step 6** After six months of data has been collected, facility completes the PRQ online with the ACS-COT. Facility also completes the Hospital Resources Checklist and submits it to STECS/OEMS. **See contact list.**
- Step 7** STECS/OEMS performs preliminary review* and confirms potential level of designation of facility. STECS/OEMS may then notify the facility of intent to grant Initial Provisional Designation, pending scheduling of consultation site visit with the ACS-COT (7.3.a,b).
- Step 8** Facility provides evidence to STECS/OEMS of a scheduled** consultation site visit with ACS-COT. (7.3.c).
- Step 9** After the Consultation Site Visit has been scheduled, the facility will be granted Initial Provisional Designation status and will be sent an Initial Provisional Designation letter (7.3.d).
- Step 10** ACS-COT consultation site visit is conducted.
- Step 11** Upon receipt of an ACS-COT consultation site visit report, the facility will need to send a copy of the report within 10 days to: **William D. Ramsey, MD, State EMS Medical Director, State Trauma & Emergency Care System, Designation Unit, 350 Capitol Street, Room 425, Charleston, WV 25301-3714.** After the consultation site visit report is received, then a Permanent Designation packet will be sent to the facility (7.3.f).
- Step 12** Facility has one (1) year to complete the Permanent Designation process as outlined in Permanent Designation guidelines (7.3.g).

* As outlined in Legislative Rule §64 CSR 27-7.3.b, if STECS/OEMS determines that the facility does not have the ability to substantially meet the requirements for Initial Provisional Designation at the requested level, STECS/OEMS shall deny the application and may recommend that the facility seek Initial Provisional Designation at a different level and/or suggest to the facility additional modifications before re-applying for Initial Provisional Designation status.

** Facilities should coordinate the ACS-COT site visit with STECS/OEMS since the fee for the visit may be reduced if multiple facilities are reviewed by the same site visit team on successive days.

Note: References in parenthesis after the steps refers to the applicable section of Legislative Rule §64 CSR 27.