



Department of Human Services
 EMS and Trauma Systems Program
 Ambulance Service Facilities and Records Inspection Form



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|---|--|
| <input type="checkbox"/> INITIAL INSPECTION | <input type="checkbox"/> RE-INSPECTION |
| <input type="checkbox"/> ANNOUNCED INSPECTION | <input type="checkbox"/> SELF INSPECTION |

Agency Name:

Contact person:

Phone(s):

Fax:

Email:

Business address:

Description	Pass	Fail	Notes
ADMINISTRATORS OFFICES:			
location			
building in good repair			
free from fire/safety hazards			
facilities have clean floors, walls, and ceiling			
MAIN BUSINESS OFFICE:			
location			
building in good repair			
free from fire/safety hazards			
facilities have clean floors, walls, and ceiling			
BUSINESS LICENSES AND RECORDS			
DHS-EMS ambulance service license is conspicuously displayed			
CLIA laboratory license to conduct blood glucose testing is conspicuously displayed			
other city, county, state ambulance service licenses are displayed or on file.			
all business records are reasonably safe from water and fire damage			
completed prehospital care report forms are stored in locked cabinets or separate locked room with limited access			
maintains a current list of ambulance			

	service rates and makes them available to the public			
	Medicare and Medicaid provider/vendor numbers			Medicare # Medicaid #
	Secretary of State Corporation Division documents listing the business name and all ambulance service trade names			
	signed power of attorney documents			
	copies of any variance granted by DHS-EMS			
	signed mutual aid agreements with all adjoining ambulance services			
	signed contracts with teaching institution(s) if service provides paramedic internships			
	maintains current copies of all applicable rules and documents referred to in rule and makes them available to employees/volunteers			
	copies of registration for all vehicles, aircraft and watercraft			
	copy of DHS-EMS ambulance license			
	certificates of insurance name of insurance and expiration date			company policy expiration automobile liability
	certificates of insurance name of insurance and expiration date			company policy expiration aircraft liability
	professional liability insurance EMT, RN, PA			company policy expiration
	air carrier operating certificate			
	FAA forms 337			
	US Coast Guard certificate			
POLICIES AND PROCEDURES				
	initial employee orientation program which addresses at a minimum ambulance service policies, information on how to access state, county and local standards as they pertain to ambulances and EMT's, patient's rights, driving expectations, and equipment orientation.			
	signed in-date standing orders for each level of service provider			
	bloodborne pathogens			
	Storage, handling, and disposal of both controlled and non-controlled substances.			
	destruction of outdated medications			
	if employee is unable to continue working due to illness, injury or fatigue.			
	reporting of suspected child or elderly abuse			

	procedure to allow for taking ambulance out of service when unreliable			
	procedure for ambulance crash includes reporting requirements			
PCR REQUIREMENTS:				
	securely stored with limited access to non-critical personnel			
	stored in a clean and organized manner			
	have procedure for releasing PCR to appropriate requesting parties			
	reasonably protects confidentiality of patient information at all times			
	procedure outlining method and verification of destruction of PCR			
	PCR records maintained for at least 10 years			
	records for minors must be kept until the patient reaches the age of 21 or for at least 10 years.			
COMMUNICATIONS AND DISPATCHING				
	have valid license from FCC to operate and EMS radio on assigned frequencies, or authorization from the agency holding the license for that frequency.			
	have 24 hour phone answering and dispatching capabilities, or have a signed and current contract with a recognized PSAP			
	reliable means of communicating with ambulance crew			
	if a patient calls the ambulance agencies ten digit number, will refer to call 911 if not always answered in person			
	dispatch records are available for at least seven years			
	if the licensee employs dispatchers for the purposes of dispatching ambulances they must have:			
	DPSST EMD course certificate or equivalent			
	four hours of annual refresher training			
SUPERVISING PHYSICIAN:				
	has one supervising physician			
	has a written and signed set of protocols for each level of service provided			
	has a signed and dated contract with the supervising physician			
	DEA license listing the location of any controlled substances when not stored on an ambulance			
	proof that a schedule or procedure is in place to ensure adequate response to ems calls if primary agency			

AMBULANCE SERVICE HOUSING OF PERSONNEL, AMBULANCE, EQUIPMENT:			
	if on duty 24 hours at a time must have an area for sleeping		
	toilet, hand washing and showering facilities with hot and cold running water and antiseptic soap, clean towels.		
	if agency does not have shower, must have signed agreement with other facility to provide shower facilities for personnel after coming in contact with medical or biohazard waste.		
	separate areas for clean and soiled linen		
	designated area for outdated or otherwise unfit for use medications		
	separate area for out of service equipment		
	reasonable inventory of patient care equipment, supplies, medications and shall be securely stored or have a signed agreement with a medical facility that can replenish supplies when needed.		
	no expired medications, supplies or equipment in use and clearly marked with expiration dates		
	ambulances must be clean, well maintained and allow for immediate starting.		
	ambulances must function properly and prevent the environmental degradation of medications and equipment, or cause temperatures that could be dangerous to patients.		
ADVERTISING AS AN AMBULANCE SERVICE:			
	advertises accurately the level of service provided		
	911 must be the number for emergency ambulance service		
	must say "FOR EMERGENCIES CALL-911"		
	name as listed on state issued license		
	days and hours of operation		
	must maintain copies of all advertisements for one year after the advertisement expires		

NOTES: