EMS Information Bulletin- #16

DATE: April 30, 2004

SUBJECT: Electronic Ambulance Licensure Application Amendment Procedure

TO: Ambulance Services

FROM: Emergency Medical Services Office
Pa Department of Health
(717) 787-8740

Electronic amendments to existing ambulance service licenses is now possible. A service can amend an ambulance licensure application when changes are necessary, e.g., adding additional vehicles, aircraft, or replacing vehicles that were included on the application currently on file. ***The applicant must already have an approved license through the electronic process.***

Procedure Overview

- The applicant must log onto the Department's website www.health.state.pa.us/emso and follow the procedures for accessing their application.
- When the application is accessed, the applicant makes the necessary changes and submits the application to the regional EMS council.
- The regional EMS council reviews it for completeness and accuracy and then submits it to the EMS Office. Any application that is incomplete is returned to the applicant for corrections.
- The EMS Office reviews the application and approves it if complete, or return it to the applicant if not complete. The applicant makes any required corrections and resubmits it to the regional EMS council.
- Both the applicant and the regional EMS council will receive an e-mail message regarding the application.
- The applicant will be instructed to print out an approved application, sign it and mail it to the regional EMS council.

- If the applicant is adding new or replacement vehicles, the regional EMS council will conduct an inspection of the vehicle(s) and submit the inspection sheets and the signed application to the EMS Office.
- The EMS Office reviews the inspection results and prepares two decals for each new or replacement vehicle.
- If the amendment involves other than a change in vehicles, e.g., change in level of service, change in administrative headquarters location or the addition of station locations, the EMS Office will prepare an amended license.
- All materials will be sent to the regional EMS council for distribution to the applicant.

Any questions regarding this amendment process should be directed to Mr. Robert H. Gaumer at (717) 787-8740 or through e-mail at rgaumer@state.pa.us.