



CONTRA COSTA
HEALTH SERVICES
Ambulance Provider Permit
Application Checklist

- “ 1 - Complete application (submit in pdf format to emscerts@hsd.cccounty.us)
- “ 2 - Submit statement and supporting factual documentation asserting that the public health, safety, welfare, convenience and necessity warrant granting a permit
- “ 3 - Submit resume documenting company’s experience in transportation and care of patients
- “ 4 - Submit color photo and description of color scheme, insignia, name, monogram and other distinguishing characteristics of ambulance vehicles
- “ 5 - Complete and submit enclosed spreadsheet with description of each vehicle to include:
 - “ Make
 - “ Model
 - “ Year of manufacture
 - “ Vehicle ID/VIN number
 - “ Current California license number
 - “ Date vehicle was placed in service
- “ 6 - Submit copies of currently valid California Highway Patrol inspection reports for each vehicle
- “ 7 - Submit description of company’s vehicle maintenance program
- “ 8 - Submit description of vehicle radios
 - “ Company dispatch radio
 - “ Contra Costa EBRCs radio
- “ 9 - Complete and submit enclosed spreadsheet of field employee (EMT, Paramedic, RN) information, to include:
 - “ First/last name
 - “ Level of certification/licensure
 - “ Certification/Licensure number
 - “ Expiration date of certification/license
 - “ Date of hire
- “ 10 - Submit evidence of current certification/licensure for each employee (EMT, Paramedic, RN)
- “ 11 - Submit a description of company’s training and orientation program for ambulance personnel
- “ 12 - Submit a description of company’s training and orientation program for dispatchers
- “ 13 - Submit most recent financial statement stating total assets and liabilities
- “ 14 - Submit evidence of insurance:
 - “ Minimum \$1,000,000 comprehensive liability, including vehicular and professional liability
 - “ Workman’s Compensation insurance
- “ 15 - Submit copy of current service charges and rate structure
- “ 16 - Submit copy of current employee manual

- “ 17 - Submit copy of training regarding encounters with patients that may benefit from ALS care, including requesting 9-1-1 response, consistent with Contra Costa EMS policy #4006.
 - “ Submit documentation showing training is incorporated into new hire orientation program and provided to all employees on an annual basis
- “ 18 - Submit copies of the following plans and/or policies:
 - “ a written continuous quality improvement (CQI) plan to review employee performance
 - “ a written training program for documentation of patient care on all transports
 - “ a policy regarding transport destination and notification in compliance with EMS Policy #4002
 - “ a policy regarding PCR completion and distribution, consistent with Contra Costa EMS Policy #6001
 - “ a policy regarding Do Not Resuscitate(DNR)/Physician Orders For Life-Sustaining Treatment (POLST) in compliance with EMS Policy #1003
 - “ a policy regarding infectious disease precautions and exposure management, consistent with EMS Policy #4008
 - “ a policy regarding reporting of abuse and/or assault, consistent with EMS Policy #1007
 - “ a policy regarding patient restraint consistent with EMS Policy #1008
 - “ a policy regarding EMS Event Reporting (unusual incidents/accidents), consistent with Contra Costa EMS Policy #6002
 - “ a policy for Code 3 response and transport in compliance with California law and EMS Agency guidance
 - “ EMS QI Plan (EMSQIP) in compliance with the EMS Agency’s QI plan and QI objectives
 - “ Policy for ensuring prehospital personnel complete County’s mandatory annual EMS training
 - “ Child/Elder Abuse Mandatory Reporting Training
 - “ Training curriculum compliant with Labor Code § 883 for active shooter and mass casualty incidents, responding to natural disasters, preventing violence against emergency ambulance employees and patients.
 - “ Training curriculum compliant with Labor Code § 884 for mental health and wellness education and EAP plan.
- “ 19 - FirstWatch Connection Agreement
- “ 20 - ReddiNet Agreement and ReddiNet policy
- “ 21 - EHR access for EMS Agency
- “ 22 - Submit a statement verifying compliance with the EMS Agency *Ambulance Equipment and Supply Requirements*
- “ 23 - Submit disaster response plan, including a personnel call-back plan
- “ 24 – Submit a copy of your ambulance permit/ambulance authorization for each city that requires an ambulance permit in which you will operate
- “ 25 - Submit check for applicable fees (see Policy 1010 – Contra Costa County EMS Fee Structure for current fees). You may also pay by Visa or Mastercard in person or by phone

EMS Policies are available at: <http://cchealth.org/ems/policies.php>

EMS Prehospital Care Manual is available at: <http://cchealth.org/ems/phc-manual.php>

Contra Costa Multi-Casualty Incident Plan (MCI Plan) is available at: <http://cchealth.org/ems/mci-plan.php>

Ambulance Equipment List is available at: <http://cchealth.org/ems/pdf/ambulance-equipment-list.pdf>