

Instructions and Process of Application for Level IV Initial Provisional Trauma Center Designation

- Step 1** Chief Executive Officer (CEO) of facility sends formal letter of request to Office of Emergency Services (OEMS) Medical Director expressing interest in applying as a WV Level IV designated trauma center (7.1.).
- Step 2** Facility will receive an Initial Provisional Designation packet and Facility Designation Criteria Minimum Critical Elements Summary from OEMS, Division of Trauma Designation and Categorization.
- Step 3** Initial Provisional Application, Letter of Commitment and appropriate non-refundable designation fee is submitted to OEMS, Division of Trauma Designation and Categorization (7.1.).
- Step 4** Facility requests WV Trauma Registry access for designated Trauma Program Manager/Trauma Coordinator and Trauma Registrar (10.2.b.)
- Step 5** Facility demonstrates six (6) consecutive months of compliance with Critical Elements Two (Performance Improvement Process), Three (Trauma Registry) and Five (Utilization of Resources) (10.2.b., 10.3.a.).
- Step 6** After receipt of completed application and other required materials, OEMS, Division of Trauma Designation and Categorization shall make a preliminary assessment of facility's ability to meet requested Trauma Center designation. If facility appears to substantially meet requirements and shows commitment toward permanent designation, facility will be notified of intent to grant Initial Provisional Designation (7.3.a.).
- Step 7** Within ninety (90) days of intent to grant Initial Provisional designation notification, facility shall schedule a Consultation site visit with OEMS, Division of Trauma Designation and Categorization (7.3.c.).
- Step 8** After Consultation Site Visit has been scheduled; facility will be granted official Provisional Designation status and will be sent a Provisional Designation letter (7.3.d.).
- Step 9** Pre-Review Questionnaire (PRQ) must be submitted to OEMS, Division of Trauma Designation and Categorization within thirty (30) days of scheduled Consultation Visit.
- Step10** 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 OEMS determines facility does not have ability to substantially meet requirements for Initial Provisional Designation at requested level, OEMS shall deny application and may recommend facility seek Initial Provisional Designation at a different level and/or suggest to facility additional modifications before re-applying for Initial Provisional Designation status.

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