

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

- Step 1** After obtaining Initial Provisional Designation status as a West Virginia trauma center, the facility has one (1) year to complete the Permanent Designation process (7.4).
- Step 2** Facility receives permanent designation packet at time of granting of initial provisional designation.
- Step 3** Facility uses information gathered during consultation site visit to prepare for verification site visit (7.3.f).
- Step 4** **Levels I, II, III** facilities must follow ACS guidelines. The ACS will provide you the PRQ online. A copy of your completed Pre-Review Questionnaire (PRQ) must be sent to OEMS **before** submitting it to the ACS. **All facilities** must complete the Permanent Designation Application*, Letter of Commitment, and submit with the permanent designation fees at least 90 days prior to initial provisional expiration date. Please return all materials to OEMS with permanent designation fee (7.4.a). **See contact list.**
- Step 5** **Level IV** must complete the PRQ 45 days prior to the date of the verification site visit and submit to OEMS. **See step 6.**
- Step 6** Facility schedules verification site visit**. If Level I, II, or III, the verification site visit is conducted by an ACS-COT site visit team. If Level IV or V, the verification site visit is conducted by a state site visit team (7.4.b,c).
- Step 7** Verification site visit is conducted and report sent to OEMS within ten (10) days of receipt of report by the facility (7.4.d). **See contact list.**
- Step 8** OEMS reviews verification site visit report and any other information available to determine the final Permanent Designation status of the facility (7.4.e).
- Step 9** Final Permanent Designation status letter is issued within thirty (30) days to the facility (7.5.b).

*If two facilities are filing for joint designation, both facilities need to complete an application individually and then complete the joint supplement application together.

**Levels I, II, III facilities should coordinate the ACS site visit with 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.