

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

- Step 1** Facility **must** follow all American College of Surgeon-Committee on Trauma (ACS-COT) Reverification guidelines.
- Step 2** Facility **must** apply for Trauma Center Reverification with ACS-COT.
- Step 3** Facility schedules a Trauma Center Reverification Visit with ACS-COT. Facility notifies Trauma Designation Unit of West Virginia Office of Emergency Medical Services (OEMS) of Reverification Visit date once confirmed.
- Step 4** Facility submits copy of completed Pre-Review Questionnaire (PRQ) to Trauma Designation Unit of OEMS [within thirty (30) days of Reverification Visit].
- Step 5** Facility **must** submit completed Recertification Application, signed Letter of Commitment **and** Recertification fee to Trauma Designation Unit of OEMS at least ninety (90) days prior to their WV Trauma Center Designation expiration date.
- Step 6** Facility **must** forward a copy of ACS-COT Reverification Site Visit report **and** Reverification letter upon receipt.
- Step 7** Trauma Designation Unit of OEMS reviews ACS-COT Reverification Site Visit report, Reverification letter and any additional information to determine Re-certification of Designation Status.
- Step 8** Final Recertification of Designation Status letter is issued from the Trauma Designation Unit of OEMS within thirty (30) days.

*If two facilities are filing for joint designation, each facility needs to complete a Recertification Application and jointly complete the Joint Center Supplement Recertification Application.