

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

- Step 1** Facility CEO sends formal letter of request to WV Office of Emergency Medical Services (OEMS) Medical Director : **Michael Mills, DO, FACEP State OEMS Medical Director, WV Office of Emergency Medical Services, Designation Unit, 190 Hart Field Road, Morgantown, WV 26505** expressing interest in applying as a WV designated trauma center (7.1).
- Step 2** WV OEMS Trauma Designation Unit sends Initial Provisional Designation packet to facility CEO.
- Step 3** Facility completes the Initial Provisional Application and Letter of Commitment and submits them to WV OEMS Trauma Designation Unit: **WV Office of Emergency Medical Services, Designation Unit, 190 Hart Field Road, Morgantown, WV 26505** with the Initial Provisional non-refundable designation fee (7.1). Facility requests access to the WV Trauma Registry.
- Step 4** Facility collects trauma registry data and demonstrates six (6) consecutive months of compliance with all WV OEMS Critical Elements (See Critical Element attachment).
- Step 5** After six (6) consecutive months of compliance with all WV OEMS Critical Elements, the facility completes the WV Pre-Review Questionnaire (PRQ) and submits it to the WV OEMS Trauma Designation Unit.
- Step 6** WV OEMS performs preliminary review and confirms potential level of designation of facility. WV OEMS notifies the facility of intent to grant Initial Provisional Designation as requested level of designation **or** denies the application and recommend the facility seek provisional designation at a different level **and/or** suggest additional modifications before re-applying for provisional designation status (7.3.a & 7.3.b).
- Step 7** Facility receives notification from WV OEMS of the intent to grant provisional status of a Level I, II or III WV Trauma Center Designation. Facility schedules a consultation site visit with American College of Surgeons Committee on Trauma (ACS-COT) (7.2.a & 7.2.a.1). **See contact list**
- Step 8** Facility provides evidence to WV OEMS of scheduled ACS-COT consultation site visit (7.3.c).
- Step 9** Facility is granted Initial Provisional Designation status and will be sent an Initial Provisional Designation letter (7.3.d).
- Step 10** ACS-COT consultation site visit is conducted.
- Step 11** Upon receipt of an ACS-COT consultation site visit report, the facility will provide a copy of the report within 10 days to WV OEMS Trauma Designation Unit. After the consultation site visit report is received, a Permanent Designation packet will be sent to the facility (7.3.f).
- Step 12** Facility has one (1) year to complete the Permanent Designation process as outlined in Permanent Designation guidelines (7.3.g).

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