

**BAY COUNTY MEDICAL CONTROL AUTHORITY**

**#0.05 – APPLICATION TO PROVIDE SERVICE IN BAY COUNTY  
APPLICATION TO UPGRADE LEVEL OF SERVICE IN BAY COUNTY**

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Agencies desiring to provide emergency medical services in Bay County or wishing to upgrade their existing licensure level must satisfactorily complete the application process as outline below:

1. Submit letter of application indicating the desired level of licensure, the proposed base location, and type of service (transporting or non-transporting).
2. Submit a completed original Bay County Authorization for Release of Information and Release from Liability.
3. Submit a Complete Questionnaire for Provider Applicants.
4. Submit the most recent financial statement from the company along with any additional information sufficient to demonstrate the financial stability of the company.
5. Submit a copy of Articles of Incorporation or Bay County registration.
6. Submit a personnel roster including the name, address, licensure level, licensure number and license expiration date. The list is to include all the following personnel who will be involved in the Bay County operation:
  - A. President/Chief Executive Officer
  - B. Director of Operations
  - C. Director of Training/Education
  - D. Quality Assurance Coordinator
  - E. Dispatch Supervisor
  - F. All medical personnel
7. Submit communications certificate, list of frequencies used in mobile radios and at the dispatch facility, (the primary and secondary dispatch frequencies).
8. Submit the agency's internal dispatch protocols, policies and procedures. Include documentation of dispatch training requirements and records, pre-arrival instructions and computer-aided dispatch capabilities.
9. Submit the completed Michigan Department of Public Health application.
10. Submit proof of vehicle, unemployment and medical liability insurance.

The application packet must be presented in the order stated above and separated by numbered tabs. The applying agency must submit five copies of the application for review by the Bay County Medical Board and Authority.

The Medical Board will review the completed application. The may direct a reference review and investigation. The Board may withhold support of the applicant agency based upon adverse findings in the investigation process. The recommendation of the Board will be communicated to the Authority for final action.