



McLean County Area EMS System

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MEMORANDUM

To: EMS System Agencies
ECRN Facilities

From: Dylan Ferguson BS, EMT-P, LI
Director

Date: June 5, 2017

Subject: Call for Current Rosters

In an effort to keep our provider database current, the EMS office is in need of a current roster from all system-affiliated agencies. Rosters must be received in the EMS office by July 3, 2017. This annual process not only ensures the EMS office remains in compliance with state regulations, but also helps agencies limit the liability of unlicensed and/or unapproved providers performing patient care.

This roster should:

- State the date the roster was generated
- List ALL individuals currently affiliated with the agency in an EMS role and/or who provide patient care
- Level of each provider (First Responder, EMT-Basic, etc.) in their capacity with the agency
- Be signed by the agency chief or designated representative

Rosters should be emailed (salsman@mcleancountyems.org) or faxed (309-808-4235). As a reminder, the EMS office must be informed of any personnel changes (additions or subtractions) as they occur. If you hire an individual who is already functioning within the system, you must still inform the EMS office that the individual is being added to your roster.