



# McLean County Area EMS System

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**TO:** All EMS System Member Agencies

**FROM:** Gregory Scott, R.N., M.S., EMT-P  
EMS System Coordinator

**DATE:** January 9, 2007

**SUBJECT:** EMT Training Processing/Administrative Oversight Fee

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Please be advised that effective **March 01, 2007** there will be a processing/administrative oversight fee assessed per student enrolled in any Emergency Medical Technician training program being conducted by any organization other than the EMS System office. These fees are critical to support the volume of work that the EMS System office is required to conduct associated with EMT students. Some examples of these tasks include: filing various paperwork with the Illinois Department of Public Health, ensuring compliance with the Illinois Administrative Code and EMS Act, conducting investigations and taking any actions deemed necessary and assisting with clinical area issues.

The following fee structure will be implemented:

- EMT-Basic: \$100/each student
- EMT-Intermediate: \$150/each student
- EMT-Paramedic: \$200/each student

Within 10 days after the first day of the EMT training program, the training organization will be required to submit a class roster indicating the total number of students enrolled in the program. Once the EMS System office receives the roster, an invoice will be sent and payment should be made within 30 days.

It is critical that the EMS System office begins to evaluate how our operations may be improved and more resources be provided in order to better serve the EMS System members.

If you should have any questions or comments pertaining to this matter, please do not hesitate to contact the EMS System office.

Cc: Deb Smith, OSF St. Joseph  
Dr. James Szudera, EMS Medical Director  
Pat Thornton, Bromenn Regional Medical Center  
Dr. Doug Ward, Alternate EMS Medical Director  
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