PURPOSE

To define the procedure of transaction card activity.

MISSION / VALUES RATIONALE

This policy is aligned with the Mission and Values for Amita Health. Our mission calls us to provide compassionate, holistic care with a spirit of healing and hope for all persons in the communities we serve. Our ministry is an enduring sign of our Core Values of HOPE, to instill us with integrity, inspire us to interconnect with each other, encourage us to honor diversity and dignity of each individual and empower us to always strive for exceptional performance to our patients/residents and to best serve those in need.

SPECIAL INSTRUCTIONS/FORMS TO BE USED

N/A

PROCEDURE

I. The licensee will submit documentation of CE hours for renewal with PSMH EMS office at least 60 days prior to the license expiration date.

II. If all requirements have been met in accordance to IDPH laws and regulations, (see IDPH administrative code 515.590) including the child care form, the EMS medical Director shall authorize the EMS System Coordinator to enter the renewal onto the IDPH electronic licensing database.

III. A licensee who has not been recommended for re-licensure by the EMS MD must independently submit to the Department an application for renewal.

IV. The Department of Public Health requires the licensee to certify on the renewal application form, under penalty of perjury, that he or she is not more than 30 days delinquent in complying with a child support order. (Child Care Form).

V. An EMT/PHRN whose license has expired may, within 60 days after licensure expiration, submit all re-licensure material required and a fee of $50.00 in the form of a certified check or money order (cash or personal check will no be accepted.) If all material is in order and there is
not disciplinary action pending against the EMT/PHRN, the Department will re-license the EMT/PHRN.

VI. Any EMT/PHRN whose license has expired for a period of more than 60 days may be required by IDPH to reapply for licensure, complete the training program and pass the test, and pay the fees as required for initial licensure.

Kevin Bernard
Department Leader

DATE: 03/29/2019

NOTE: Policies with original signatures are on file in Administration.