


Standard Work

 BJC Operational Excellence				
Department: Emergency Management Services		Area: EMS		Process: Credentialing
Prod/Serv family:	Created by:	Theresa Sieber	Date created:	11/8/2022
	Approved by:	Mike Gilbert	Date approved:	

What is important, and why:	The Emergency Management Services standard work is important to ensure consistent practices are utilized for EMS providers to obtain credentialing, education and testing as well as licensure.
Tools:	Policy No: EMS 302, Forms: Transaction Card & EMS Renewal Notice Child Support / Personal History Statement

Steps:

1. IL License	National CPR cards and complete 2 forms for submission to the IL IDPH.
a. Complete Forms: Transaction Card & EMS Renewal Notice Child Support / Personal History Statement	
2. Credentialed into system/onboarding	
a. IL License b. Qualifier pre level c. Application for credentialing d. Onsite testing once education completed e. Obtain fingerprints when onsite for UCapIT and Operative IQ (change pending) f. Email EMS Employer (HR or lead) notice of completion	Application sent in advance to help with getting individual into Vaikko System which will send education for completion No standard email template currently utilized Both EMT's and Paramedics need to complete testing (changed July) Limit trips to MHB campus by combining test and finger printing *Requires application for credentialing and education to be completed
3. Fingerprints are completed by Karyn or Mike in office	
4. Tests are scheduled in advance	Given by Karyn or Mike
5. Internal log updated for individuals that are done	