



Department of Health

ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

Revised: October 16, 2019

DAL: 19-12

RE: Identification of Trauma Station Coordinator

Dear Chief Executive Officer:

The New York State Department of Health (Department) is issuing this guidance to provide **clarification** regarding the requirement in the Trauma Regulations, Title 10 Section 405.45, that non-trauma center hospitals submit data to the New York State (NYS) Trauma Registry (Registry) as stated.

Title 10 Section 405.45 (f) states, “Each designated trauma center, and **every hospital that treats trauma patients prior to transferring them to a designated trauma center**, shall submit information to the New York State Trauma Registry. The data elements that are required to be reported to the New York State Trauma Registry are set forth in the New York State Trauma Registry’s data dictionary. Hospitals must submit data to the New York State Trauma Registry at least quarterly and at such other times as the Department may require. The hospital shall have in place appropriate measures to ensure the confidentiality of all information provided to the Registry”.

Every hospital not currently designated as a Trauma Center must designate a Trauma Station Coordinator (TSC) that will serve as the primary point of contact for the NYS Trauma Program. The contact information for the TSC should be submitted to the Department, by email at Health.sm.TraumaProgram@health.ny.gov or by completing the [online form](#), no later than November 15, 2019. It is required that each TSC identify two additional staff members that will be provided with account access and receive training on data submission.

The Department, together with the State Trauma Advisory Committee (STAC), will identify the subset of data fields that are required for submission to the registry. Submission of these fields will be done directly within the online registry portal and will not require any direct connections to the Health commerce System or the hospital EMR system. The Department will provide the TSC with account access information and schedule future training to occur no later than January 1, 2020.

Should you have any questions regarding this, please contact Catherine Burns, Program Manager, Trauma Systems, at catherine.burns@health.ny.gov or (518) 402-0996.

Sincerely,

Ryan Greenberg, Director
Bureau of Emergency Medical Services
and Trauma Systems

Deirdre Astin, Director
Division of Hospitals
and Diagnostic & Treatment Centers