

# BLSFR APPLICATION FOR AGENCY CODE NUMBER CHECK LIST

Did you remember to include the following in your application packet?

- Completed and Signed BLSFR Agency Information Application / Update Form.
- A cover letter signed by the executive officer of your agency, and on your agency letterhead requesting the issuance of a DOH EMS Agency Code number.
- A letter from your municipality stating that your agency has authority to provide EMS  
As defined in Article 30 of Public Health Law.
- Proof of public dispatch to respond to EMS incidents, for the purpose of providing emergency medical care, within your service area, on a “regular and ongoing” basis.
- A description of the BLS First Response activities which you provide.
- A statement that the patient care provided by your agency complies with all State and Regional BLS patient care protocols.
- A description of the communications method and frequency used to dispatch your agency and communicate when necessary with local EMS / transporting services regarding patient information / location.
- The number and type of response vehicles used to provide your EMS response.
- A description of the equipment carried by your response vehicles / personnel to provide EMS.
- The number of personnel providing EMS detailed to show the number of personnel by level of care.
- Identification of the transporting ambulance service(s) by name and DOH agency code # which are dispatched to the EMS incidents to which you respond.
- A copy of the written EMS participation agreement(s) with the ambulance service(s) dispatched to the EMS incidents to which you respond.
- Evidence of or copy of an agreement with an appropriate EMS agency indicating your agency participates in QA/QI activities. (May be with ambulance service or county / regional QA/QI program)
- A description, using municipal boundaries, or a map, of the geographical area served by your agency.
- If your BLSFR activities are for a volunteer college or university medical team, obtain a letter of endorsement and support from your Regional Emergency Medical Services Council, identifying the integration of your BLSFR response with the local EMS system. The letter must specifically state that the REMSCO recommends issuance of an EMS Agency Code Number.

Please Note: If your agency is not publicly dispatched, or you respond primarily to private property / premises or within an industrial facility, then your agency is not eligible for a DOH EMS agency ID number.