



February 1, 2018

Greetings EMS Agency,

We at Lake Plains are creating this quick reference guide in the hopes of making annual credentialing easier going forward. The hope is to answer any questions, with in this guide that might come up. If for some reason something is not addressed that you have a question on, then feel free to call us here at the office. While we cannot cover every little detail, you will find any additional information with in WREMAC Policy 2013-1 Provider Privilege and Continuing Medical Education.

## Credentialing

1. Complete the skills required as early as possible. This can be done any time from July 1 to June 30<sup>th</sup> in the credentialing year. A best practice is working together with other agencies.
2. While you are required to document on the skills sheets provided by WREMAC, this is for your records in house. When submitting your reports to Lake Plains, please either use the WREMAC annual skills reporting form, found on Lake Plains EMS website, or submit using your own form, if you have one. I am not opposed to agency created forms if it contains all the information from the WREMAC reporting form.
3. Whatever form of submission you chose make sure all providers on your roster are listed. If for some reason you have a person not currently active, such as an LOA, still include them, but note the reason they have not completed the credentialing process. People that are listed in Lake Plains' database that are not on your agency's form will be removed from the database as being part of your agency.
4. You are required to ensure that your providers are properly credentialed at your agency. **DO NOT** assume that if the provider belongs to another agency that the other agency has verified their skills. You must have documentation of completion at your agency. The provider can provide a copy of the skills they completed at another agency and be accepted as long as they meet the minimum skills provided at your agency. They do not have to repeat the skills unless something has not been completed that your agency provides. A CLI, CIC or an approved WREMAC Preceptor must validate the skills.

## PPA's

1. You are required to ensure every provider at your agency has a PPA (Provider Privilege Application) on file with a copy sent to Lake Plains EMS. The following is reasons to send a PPA to us going forward (unless WREMAC requires otherwise):
  - a. Lake Plains EMS does not have one on file for a provider.
  - b. You have a brand new EMT, whether by certification or new to the agency.



- c. A change in name has occurred (primarily females)
- d. There is a change in level of care, whether up or down from their last documented LOC.
- e. ALL PPA's going forward must contain a valid email address. If this is going to be a problem, please contact us and we can discuss options.

### Miscellaneous information

1. ALL new providers must still complete the Collaborative protocol test before going "Online". A copy of the certificate must be sent to Lake Plains for verification.
2. ALL providers must have a CPR card to be "Online".
3. The following is specific to LOC: Expiration dates for all cards must be provided on the forms that are given to Lake Plains.
  - a. AEMT and above must have a trauma course (ITLS, PHTLS)
  - b. EMT-CC and above must have a pediatric course (PALS, PEPP, EPC)
  - c. EMT-CC and above must have ACLS

If the provider has an expired CPR card, then they must be placed on "full" restriction. If an Advanced provider is missing any one of the other cards but still have a CPR card then they are to be placed on "ALS" restriction, which means they can only provide BLS level care. A letter must be sent to them with a copy sent to Lake Plains indicating this.
4. A list of WREMAC approved preceptors is on both WREMAC and Lake Plains EMS website. Ensure that the preceptor is at the same level or higher then then the provider testing. This means that an EMT-CC cannot sign off on EMT-P's skills. The only exception to this is that you are only required to validate skills at the highest level of the agency. So, if you are a BLS agency with an advanced level provider, **for your agency only**, they are only required to verify at the BLS level. However, they can provide the higher level of care credentialing as well.
5. Try not to wait till the last minute to submit skills; this is when you are most likely to get jammed up. WREMAC has made it clear that if you do not have skills submitted to this office on or before June 30<sup>th</sup>, Lake Plains is required to contact your medical director and inform all the councils for appropriate action. This could include your agency being pulled "offline".

While we have attempted to address every concern from previous years, it is simply not possible to cover everything. If we have not clarified something that you still have a question on then feel free to contact the office and speak with one of us, as we are happy to clear up any misinformation.

Robert McCartin  
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