



HVREMSCO and HVREMAC Policy and Procedures Manual

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| Policy Name: Credentialing Disciplinary Action & Notification | |
| Policy Number: CR-P-9 | |
| Approved by: REMAC | Effective Date: 6/5/2017 |
| Revision Date(s): 4/26/2016 | Page 1 of 2 |

Disciplinary action against an agency knowingly using non-credentialed or suspended individuals to provide ALS care:

- Any agency found to be using non-credentialed or suspended individuals to provide ALS level care; will be immediately reported to the HVREMSCO Executive Director, HVREMSCO Medical Director and to the HVREMAC Chair.
- The HVREMSCO Medical Director will ensure that the service immediately ceases to utilize the non-credentialed or suspended individual, and a mandatory meeting will be scheduled for no more than five (5) business days after the reported violation is received by the HVREMSCO.
 - The meeting must involve the HVREMSCO Medical Director, the HVREMSCO Executive Director, the Agency Medical Director of the Service in question, the Chief Operating Officer of the agency in question, the HVREMAC Chair and two additional HVREMAC members appointed by the HVREMAC Chair and are not affiliated with the agency and/or the agency's primary county of operation.
 - At this meeting, the involved service must provide a written plan of corrective action for review by the HVREMSCO and the HVREMAC. The HVREMAC Chair, in consultation with the HVREMSCO and HVREMAC representatives present, will decide if any further action is indicated, or if the matter is to be remanded to the full HVREMAC for possible revocation of the service's qualification to provide ALS level care.

Notification of the suspension or revocation of an individual's ALS privileges.

- Any individual, who has had a suspension or a mandatory revocation of their privileges, will have their status changed in the Hudson Valley Portal a notification will go out to all affiliated agencies and the provider.
- A letter will be sent to all primary and secondary agencies and their announcing his/her suspension. Upon successful re-qualification, including the correction of the reason for suspension, the status of the individual will be updated on the Hudson Valley Portal. Notification will be sent to all primary and secondary agencies announcing his/her status change.

Re-instatement following suspension / revocation:

- Correct the reason for suspension / revocation.
- Any penalties pertaining to the suspension / revocation must be met.



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- There will be no pro-rated Medical Control Contact Hours during a period of suspension / revocation
- The provider must hold and provide proof of required certifications. Proof of certification may include current copies in HVREMSCO files.

The HVREMSCO Executive Director in concert with the HVREMSCO Medical Director or HVREMAC Chair will have the authority to issue or temporarily suspend HVREMAC credentials. Should the HVREMSCO Executive Director, HVREMSCO Medical Director or HVREMAC Chair suspend credentials, they will immediately refer the issue to the Evaluation Sub-Committee.