



Basic Receiving Emergency Department Designation Process

Rev. 1-29-2013

Purpose

1. To describe the minimum criteria for an Emergency Department to receive patients from the Austin/Travis County EMS (A/TCEMS) System.
2. To define different levels of basic receiving emergency departments for A/TCEMS System
3. To establish the minimum standard for receiving facilities wanting to pursue Specialty Receiving Center (SRC) designation status.

Standard

In accordance with the Texas Medical Board, the Office of The Medical Director (OMD) establishes the destination criteria for all patients treated and transported by A/TCEMS. For the purpose of this standard, an emergency department (ED) is a properly licensed and identified medical treatment facility that operates 24 hours a day and provides acute care for patients who present without prior appointment, either by their own means or by ambulance transport. The ED must be able to diagnose, treat and/or stabilize a patient with an emergency medical condition. This standard applies to both hospital-based ED and Free Standing EDs.

Key Principles

1. Receiving facilities are classified into Level 1 or Level 2 status depending on their availability of services and resources.
2. SRC must be recognized as an OMD Level 1 status designation for a minimum of 6 months before applying for specialty designation status.
3. The EMS Medical Director or his designee may waive all or some of these requirements in the event of declared a mass casualty incident or declared disasters.

Any facility that receives patients from the Austin/Travis County EMS System must demonstrate the ability to consistently and reliably meet the following requirements:

Minimum Criteria to Receive A/TCEMS System Patients

Level 2: This facility meets the minimum capabilities required to be considered a 911 receiving center and be included in the EMS destination hospital matrix. Level 2 facilities are not eligible to receive EMS patients who meet criteria for transport to a specialty care center.

1. The ED remains open 24/7/365. Free standing ED must share a provider number with a designated Level 1 hospital-based ED.
2. The ED has the physical capabilities to provide initial treatment to EMS Alpha/Bravo/Charlie patients of any age.
 - a. Free Standing EDs will not receive the following patients:
 - i. *patients with obvious open fractures,*
 - ii. *OB patients >20 weeks (if known) or obviously gravid.*
3. The ED has at least one on-site physician dedicated to the Emergency Department at all times.
4. The ED has an appropriate number of dedicated on-site Emergency Nursing staff.
5. The ED has on-site standard radiological services that include X-ray, CT Scan and ultrasound services
6. The ED has on-site comprehensive laboratory services
7. The ED will immediately notify the Austin/Travis County EMS Communications Center when the ED experiences an internal disaster preventing the safe care of patients.
8. The ED is able to provide care for pregnant patients (< 20 weeks of gestation)
9. The ED has the ability to communicate with EMS using radio communication authorized by the Austin/Travis County 911 Communications Center.
10. For a hospital-based ED, the hospital must have the capabilities to provide in-hospital care to a variety of patients.
11. For a hospital-based ED, the hospital has the capability to perform emergency general surgery.
12. The facility has access to physician specialty coverage (on-call or in-house):
 - a. Cardiology
 - b. Hospitalist (Internal Medicine, Family Medicine, Pediatrics)
 - c. Radiology
 - d. Anesthesiology
 - e. General Surgery
 - f. Orthopedics
 - g. Obstetrics/Gynecology

- *Free standing ED access to specialty coverage should be commensurate with the affiliated admission facility -*
13. The facility agrees to adhere to a non-diversion policy except in situations of hospital internal disasters. (e.g. loss of a vital utility, hazardous material emergency, fire, facility lockdown, etc.)
14. The facility has identified a primary point of contact (may include alternate contacts) for ED related topics and to assist the EMS System with obtaining patient outcome information for the purposes of performance improvement.
15. The Hospital and Emergency Department agree to provide clinical outcome data to the Office of The Medical Director for the purpose of Performance Improvement. *[Note: If a signed agreement is required to meet this requirement, the designation will not take effect until all required agreements are completed.]*
16. The facility's administration is committed to consistently meeting the criteria outlined in this document as well as updated criteria that may be developed in the future.

Basic Receiving ED Designation Process

17. The receiving facility agrees to notify the Office of the Medical Director within 2 business days of any changes to the hospital's ability to meet any of the criteria outlined in this document.
18. The Chief Executive Officer (or his/her designee) will demonstrate commitment to the above by providing a letter agreeing to meet the criteria outlined in this document.

Level 1: This facility is capable of receiving patients of all acuity levels in accordance with the OMD destination criteria. This level represents the minimum qualifications to be eligible to apply for Specialty Receiving Center. This facility will satisfy all the requirements for a Level 2 receiving emergency department in addition to the following:

1. The ED has the physical capabilities to provide initial treatment to EMS alpha-echo patients of any age.
2. The Hospital has dedicated ICU services including nursing and support staff and is able to provide comprehensive critical care services

The attached checklist should be used by facilities seeking designation status as a Basic Receiving Emergency Department to ensure all criteria are met. Documentation of specific criteria (other than the Chief Executive Officer letter) may require submission of additional documentation.

Checklist for Designation Criteria for Basic Receiving Emergency Departments

No.	Criteria	Documentation Provided ¹	Meets Criteria
1	ED is open 24/7/365. Free Standing ED shares provider number with hospital-based ED ¹		
2	ED has physical capabilities to treat adult and pediatric patients – Level 2 (Alpha-Charlie), Level 1 -(Alpha-Echo) ²		
3	ED has one or more on-site dedicated to the Emergency Department at all times ¹		
4	ED has appropriate number of dedicated on-site emergency nursing staff ¹		
5	ED has on-site standard radiological services		
6	ED has on-site comprehensive laboratory services		
7	ED will notify A/TCEMS when the ED experiences an internal disaster		
8	ED has ability to communicate with EMS via radio		
9	Hospital has capabilities to provide in-hospital care to a variety of patients ²		
10	Hospital has dedicated comprehensive ICU services and staff ^{1, 2}		
11	Hospital has capability to perform emergency general surgery ^{1,2}		
12	Facility has all listed physician specialty coverage ¹		
13	Facility has identified primary and alternate points of contact ¹		
14	Hospital agrees to a non-diversion policy (excluding situations involving internal disasters)		
15	Hospital and ED agree to provide clinical outcome data to the OMD		

Basic Receiving ED Designation Process

16	Hospital Administration is committed to consistently meet the listed and updated criteria		
17	Hospital agrees to notify the OMD when the hospital is unable to meet any of the listed criteria		
19	Hospital's Chief Executive Officer or designee will provide a letter of agreement to meet the listed criteria in order to maintain this designation ¹		

¹ Provide supporting documentation describing how the facility meets this criteria

² Not Applicable to Free Standing Emergency Departments

Documentation should also include:

- ED Primary Point of Contact (Name, Position, Phone, Email)
- ED Alternate Point of Contact (Name, Position, Phone, Email)
- Hospital Primary Point of Contact (if different than ED Primary POC)