

TRAUMA CARE ASSISTANCE REVOLVING FUND

Checklist For Submission - EMS

It is imperative that your application be received correctly to ensure that it qualifies for Trauma Fund reimbursement. Several steps have been taken to facilitate accurate submission:

1. The OSDH has programmed the financial calculations into the Excel spreadsheet so that you do not have to manually perform the financial calculations.
2. Detailed financial calculation instructions have been provided to help you correctly identify the amount to enter into your spreadsheet.

This checklist has been developed to further ensure your ability to submit an accurate application within the necessary timeline.

When submitting your application package, have you included the following:

- Original signed notarized copy of the Memorandum of Agreement. This must be signed by the incorporator, partner, member or authorized member of management.**
- Electronic copy of the Claim Form in the supplied MS Excel format, saved on CD-ROM. Please LABEL the disk with your organization name and application period.**
- Signed and dated paper copy of the Claim Form data in the supplied MS Excel format. Sign and date on the top right hand corner of your Form.**
- Paper copy of the run report on each case you submit. Run reports must be legible and packaged in the order in which they are listed on the Claim Form.**
- Paper copy of your EMS service's Medicare Explanation of Benefits for the time frame that corresponds with your dates of service in the Trauma Fund application (showing your Medicare allowable for an emergency ambulance run and mileage).**
- Each provider that never applied and/or received disbursement from the Trauma Fund must sign and return an original copy of the Office of State Finance (OSF)-Vendor/Payee Form. This form is required to process disbursement from a State Agency. If you have any ownership or address change within the last 6 months, you must resubmit a new Vendor/Payee Form to reflect your current status.**

Do NOT submit any documentation individually. Any submission that does not have all the above documents in their application is considered INCOMPLETE, and may be disqualified from reimbursement.

Your application that includes all of the above documentation is due in the OSDH Emergency Systems Office by 5:00 P.M. on the DEADLINE DATE identified in the EMS Letter of Invitation.