TITLE 9. HEALTH SERVICES
CHAPTER 25. DEPARTMENT OF HEALTH SERVICES - EMERGENCY MEDICAL SERVICES

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This Chapter contains rules that were filed to be codified in the Arizona Administrative Code between the dates of April 1, 2022 through June 30, 2022.

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R9-25-807. Repealed

R9-25-1201. Time-frames (Authorized by A.R.S. §§ 41-1072 through 41-1079)

Table 12.1. Time-frames (in days)

Questions about these rules? Contact:
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The release of this Chapter in Supp. 22-2 replaces Supp. 21-3, 1-116 pages
Please note that the Chapter you are about to replace may have rules still in effect after the publication date of this supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.
PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), Administrative Rules Division, accepts state agency rule notice and other legal filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director
ADMINISTRATIVE RULES DIVISION

RULES
The definition for a rule is provided for under A.R.S. § 41-1001. “‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

THE ADMINISTRATIVE CODE
The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions.

The Code is separated by subject into Titles. Titles are divided into Chapters. A Chapter includes state agency rules. Rules in Chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering outline separated into subsections.

Rules are codified quarterly in the Code. Supplement release dates are printed on the footers of each Chapter.

First Quarter: January 1 - March 31
Second Quarter: April 1 - June 30
Third Quarter: July 1 - September 30
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2022 is cited as Supp. 22-1. Supplements are traditionally released three to four weeks after the end of the quarter because filings are accepted until the last day of the quarter.

Please note: The Office publishes by Chapter, not by individual rule Section. Therefore there might be only a few Sections codified in each Chapter released in a supplement. This is why the Office lists only updated codified Sections on the previous page.

RULE HISTORY
Refer to the HISTORICAL NOTE at the end of each Section for the effective date of a rule. The note also includes the Register volume and page number in which the notice was published (A.A.R.) and beginning in supplement 21-4, the date the notice was published in the Register.

AUTHENTICATION OF PDF CODE CHAPTERS
The Office began to authenticate Chapters of the Code in Supp. 18-1 to comply with A.R.S. § 41-1012(B) and A.R.S. § 5302(1), (2)(d) through (e), and (3)(d) through (e).

A certification verifies the authenticity of each Code Chapter posted as it is released by the Office of the Secretary of State. The authenticated pdf of the Code includes an integrity mark with a certificate ID. Users should check the validity of the signature, especially if the pdf has been downloaded. If the digital signature is invalid it means the document’s content has been compromised.

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Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

ARIZONA REVISED STATUTE REFERENCES
The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, www.azleg.gov. An agency’s authority note to make rules is often included at the beginning of a Chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

SESSION LAW REFERENCES
Arizona Session Law references in a Chapter can be found at the Secretary of State’s website, www.azsos.gov under Services-> Legislative Filings.

EXEMPTIONS FROM THE APA
It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, Chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Register online at www.azsos.gov/rules, click on the Administrative Register link.

Editor’s notes at the beginning of a Chapter provide information about rulemaking Sections made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

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Rhonda Paschal, rules managing editor, assisted with the editing of this Chapter.
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Article 8, consisting of Section R9-25-805 and Exhibits 1 through 3, adopted effective May 19, 1997, under an exemption from the provisions of A.R.S. Title 41, Chapter 6; filed in the Office of the Secretary of State May 21, 1997 (Supp. 97-2).
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ARTICLE 1. GENERAL


In addition to the definitions in A.R.S. § 36-2201, the following definitions apply in this Chapter, unless otherwise specified:

1. “Administer” or “administration” means to directly apply or the direct application of an agent to the body of a patient by injection, inhalation, ingestion, or any other means and includes adjusting the administration rate of an agent.
2. “AEMT” has the same meaning as “advanced emergency medical technician” in A.R.S. § 36-2201.
3. “Agent” means a chemical or biological substance that is administered to a patient to treat or prevent a medical condition.
4. “ALS” has the same meaning as “advanced life support” in A.R.S. § 36-2201.
5. “ALS base hospital” has the same meaning as “advanced life support base hospital” in A.R.S. § 36-2201.
6. “Applicant” means a person requesting certification, licensure, approval, or designation from the Department under this Chapter.
7. “Chain of custody” means the transfer of physical control and accountability for an item from one individual to another individual, documented to indicate the:
   a. Date and time of the transfer,
   b. Integrity of the item transferred, and
   c. Signatures of the individual relinquishing and the individual accepting physical control of and accountability for the item.
8. “Chief administrative officer” means:
   a. For a hospital, the same as in A.A.C. R9-10-101; and
   b. For a training program, an individual assigned to act on behalf of the training program by the body organized to govern and manage the training program.
10. “Controlled substance” has the same meaning as in A.R.S. § 32-1901.
11. “Course” means didactic instruction and, if applicable, hands-on practical skills training, clinical training, or field training provided by a training program to prepare an individual to become or remain an EMCT.
12. “Course session” means an offering of a course, during a period of time designated by a training program certificate holder, for a specific group of students.
13. “Current” means up-to-date and extending to the present time.
15. “Document” or “documentation” means signed and dated information in written, photographic, electronic, or other permanent form.
16. “Drug” has the same meaning as in A.R.S. § 32-1901.
17. “Electronic signature” has the same meaning as in A.R.S. § 44-7002.
18. “EMCT” has the same meaning as “emergency medical care technician” in A.R.S. § 36-2201.
19. “EMT” has the same meaning as “emergency medical technician” in A.R.S. § 36-2201.
20. “EMT-I(99)” means an individual, other than a Paramedic, who:
   a. Was certified as an EMCT by the Department before January 28, 2013 to perform ALS; and
   b. Has continuously maintained the certification.
21. “EMS” has the same meaning as “emergency medical services” subsections (17)(a) through (d) in A.R.S. § 36-2201.
22. “Field training” means emergency medical services experience and training outside of a health care institution or a training program facility.
23. “General hospital” has the same meaning as in A.A.C. R9-10-101.
24. “Health care institution” has the same meaning as in A.R.S. § 36-401.
25. “Hospital” has the same meaning as in A.A.C. R9-10-101.
26. “In use” means in the immediate physical possession of an EMCT and readily accessible for potential imminent administration to a patient.
27. “Infusion pump” means a device approved by the U.S. Food and Drug Administration that, when operated mechanically, electrically, or osmotically, releases a measured amount of an agent into a patient’s circulatory system in a specific period of time.
28. “Interfacility transport” means an ambulance transport of a patient from one health care institution to another health care institution.
29. “IV” means intravenous.
30. “Locked” means secured with a key, including a magnetic, electronic, or remote key, or combination so that opening is not possible except by using the key or entering the combination.
31. “Medical direction” means administrative medical direction or on-line medical direction.
32. “Medical record” has the same meaning as in A.R.S. § 36-2201.
33. “Minor” means an individual younger than 18 years of age who is not emancipated.
34. “Monitor” means to observe the administration rate of an agent and the patient’s response to the agent and may include discontinuing administration of the agent.
35. “On-line medical direction” means emergency medical services guidance or information provided to an EMCT by a physician through two-way voice communication.
36. “Patient” means an individual who is sick, injured, or wounded and who requires medical monitoring, medical treatment, or transport.
37. “Pediatric” means pertaining to a child.
38. “Person” has the same meaning as in A.R.S. § 1-215 and includes governmental agencies.
39. “Physician assistant” has the same meaning as in A.R.S. § 32-2501.
40. “Practical nurse” has the same meaning as in A.R.S. § 32-1601.
41. “Practicing emergency medicine” means acting as an emergency medicine physician in a hospital emergency department.
42. “Prehospital incident history report” has the same meaning as in A.R.S. § 36-2220.
43. “Refresher challenge examination” means a test given to an individual to assess the individual’s knowledge, skills, and competencies compared with the national education standards established for the applicable EMCT classification level.
44. “Refresher course” means a course intended to reinforce and update the knowledge, skills, and competencies of an individual who has previously met the national educational standards for a specific level of EMS personnel.
45. “Registered nurse” has the same meaning as in A.R.S. § 32-1601.
46. “Registered nurse practitioner” has the same meaning as in A.R.S. § 32-1601.
47. “Scene” means the location of the patient to be transported or the closest point to the patient at which an ambulance can arrive.
48. “Special hospital” has the same meaning as in A.A.C. R9-10-101.
49. “STR skill” means “Special Training Requirement skill,” a medical treatment, procedure, or technique or administration of a medication for which an EMCT needs specific training beyond the training required in 9 A.A.C. 25, Article 4 in order to perform or administer.
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51. “Transport agent” means an agent that an EMCT at a specified level of certification is authorized to administer only during interfacility transport of a patient for whom the agent’s administration was started at the sending health care institution.

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4).

R9-25-102. Individuals to Act for a Person Regulated Under This Chapter (Authorized by A.R.S. § 36-2202)
When a person regulated under this Chapter is required by this Chapter to provide information on or sign an application form or other document, the following individual shall satisfy the requirement on behalf of the person regulated under this Chapter:

1. If the person regulated under this Chapter is an individual, the individual; or
2. If the person regulated under this Chapter is a business organization, political subdivision, government agency, or tribal government, the individual who the business organization, political subdivision, government agency, or tribal government has designated to act on behalf of the business organization, political subdivision, government agency, or tribal government and who:
   a. Is a U.S. citizen or legal resident, and
   b. Has an Arizona address.

Historical Note
New Section made by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

ARTICLE 2. MEDICAL DIRECTION; ALS BASE HOSPITAL CERTIFICATION

R9-25-201. Administrative Medical Direction (Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (A)(4), 36-2204(5), (6), and (7), 36-2204.01, and 36-2205(A) and (D))
A. An emergency medical services provider or ambulance service shall:
   1. Except as specified in subsection (B) or (C), designate a physician as administrative medical director who meets one of the following:
      a. Has emergency medicine certification issued by a member board of the American Board of Medical Specialties;
      b. Has emergency medical services certification issued by the American Board of Emergency Medicine;
      c. Has emergency medicine certification issued by the American Osteopathic Board of Emergency Medicine;
      d. Has emergency medicine certification issued by the American Board of Physician Specialties;
      e. Has completed an emergency medicine residency training program accredited by the Accreditation Council for Graduate Medical Education or approved by the American Osteopathic Association; or
      f. Is an emergency medicine physician in an emergency department located in Arizona and has current certification in:
         i. Advanced emergency cardiac life support that includes didactic instruction and a practical skills test, consistent with training recognized by the American Heart Association;
   ii. Advanced emergency trauma life support that includes didactic instruction and a practical skills test, consistent with training recognized by the American College of Surgeons; and
   iii. Pediatric advanced emergency life support that includes didactic instruction and a practical skills test, consistent with training recognized by the American Heart Association;
   2. If the emergency medical services provider or ambulance service designates a physician as administrative medical director according to subsection (A)(1), notify the Department in writing:
      a. Of the identity and qualifications of the designated physician within 10 days after designating the physician as administrative medical director; and
      b. Within 10 days after learning that a physician designated as administrative medical director is no longer qualified to be an administrative medical director; and
   3. Maintain for Department review:
      a. A copy of the policies, procedures, protocols, and documentation required in subsection (E); and
      b. Either:
         i. The name, e-mail address, telephone number, and qualifications of the physician providing administrative medical direction on behalf of the emergency medical services provider or ambulance service; or
         ii. If the emergency medical services provider or ambulance service provides administrative medical direction through an ALS base hospital or a centralized medical direction communications center, a copy of a written agreement with the ALS base hospital or centralized medical direction communications center documenting that the administrative medical director is qualified under subsection (A)(1).
   B. Except as provided in R9-25-502(A)(3), if an emergency medical services provider or ambulance service provides only BLS, the emergency medical services provider or ambulance service is not required to have an administrative medical director.
   C. If an emergency medical services provider or ambulance service provides administrative medical direction through an ALS base hospital or a centralized medical direction communications center, the emergency medical services provider or ambulance service shall ensure that the ALS base hospital or centralized medical direction communications center designates a physician as administrative medical director who meets one of the requirements in subsections (A)(1)(a) through (f).
   D. An emergency medical services provider or ambulance service may provide administrative medical direction through an ALS base hospital certified according to R9-25-203(C), if the emergency medical services provider or ambulance service:
      1. Uses the ALS base hospital for administrative medical direction only for patients who are children; and
      2. Has a written agreement for the provision of administrative medical direction with an ALS base hospital that meets the requirements in R9-25-203(B)(1) or a centralized medical direction communications center.
   E. An emergency medical services provider or an ambulance service shall ensure that:
      1. An EMCT receives administrative medical direction as required by A.R.S. Title 36, Chapter 21.1 and this Chapter;
2. Protocols are established, documented, and implemented by an administrative medical director, consistent with A.R.S. Title 36, Chapter 21.1 and this Chapter, that include:
   a. A communication protocol for:
      i. How and from what sources an EMCT requests and receives on-line medical direction,
      ii. When and how an EMCT notifies a health care institution of the EMCT’s intent to transport a patient to the health care institution, and
      iii. What procedures an EMCT follows in the event of a communications equipment failure;
   b. A triage protocol for:
      i. How an EMCT assesses and prioritizes the medical condition of a patient,
      ii. How an EMCT selects a health care institution to which a patient may be transported,
      iii. How a patient is transported to the health care institution, and
      iv. When on-line medical direction is required;
   c. A treatment protocol for:
      i. How an EMCT performs a medical treatment on a patient or administers an agent to a patient, and
      ii. When on-line medical direction is required while an EMCT is providing treatment; and
   d. A protocol for the transfer of information to the emergency receiving facility for:
      i. What information is required to be communicated to emergency receiving facility staff concurrent with the transfer of care and by what method, including the condition of the patient, the treatment provided to the patient, and the patient’s response to the treatment;
      ii. What information is required to be documented on a prehospital incident history report; and
      iii. The time-frame, which is associated with the transfer of care, for completion and submission of a prehospital incident history report;
   
3. Policies and procedures are established, documented, and implemented by an administrative medical director, consistent with A.R.S. Title 36, Chapter 21.1 and this Chapter, that:
   a. Are consistent with an EMCT’s scope of practice, as specified in Table 5.1;
   b. Cover:
      i. Medical recordkeeping;
      ii. Medical reporting, including to whom and by what method medical reporting is accomplished;
      iii. Completion and submission of prehospital incident history reports;
      iv. Obtaining, storing, transferring, and disposing of agents to which an EMCT has access including methods to:
         (1) Identify individuals authorized by the administrative medical director to have access to agents,
         (2) Maintain chain of custody for controlled substances, and
         (3) Minimize potential degradation of agents due to temperature extremes;
   v. Administration, monitoring, or assisting in patient self-administration of an agent;
   vi. Monitoring and evaluating an EMCT’s compliance with treatment protocols, triage protocols, and communications protocols specified in subsection (E)(2);
   vii. Monitoring and evaluating an EMCT’s compliance with medical recordkeeping, medical reporting, and prehospital incident history report requirements;
   viii. Monitoring and evaluating an EMCT’s compliance with policies and procedures for agents to which the EMCT has access;
   ix. Monitoring and evaluating an EMCT’s competency in performing skills authorized for the EMCT by the EMCT’s administrative medical director and within the EMCT’s scope of practice, as specified in Table 5.1;
   x. Ongoing education, training, or remediation necessary to maintain or enhance an EMCT’s competency in performing skills within the EMCT’s scope of practice, as specified in Table 5.1;
   xi. The process for reinstating an EMCT’s administrative medical direction; and
   xii. The process by which administrative medical direction is withdrawn from an EMCT; and
   
F. An administrative medical director for an emergency medical services provider or ambulance service shall ensure that:
   1. An EMCT for whom the administrative medical director provides administrative medical direction:
      a. Has access to at least the minimum supply of agents required for the highest level of service to be provided by the EMCT, consistent with requirements in Article 5 of this Chapter;
      b. Administers, monitors, or assists in patient self-administration of an agent according to the requirements in policies and procedures; and
      c. Has access to a copy of the policies and procedures required in subsection (F)(2) while on duty for the emergency medical services provider or ambulance service;
   2. Policies and procedures for agents to which an EMCT has access:
      a. Specify that an agent is obtained only from a person:
         i. Authorized by law to prescribe the agent, or
         ii. Licensed under A.R.S. Title 36, Chapter 27; A.R.S. Title 32, Chapter 18; and 4 A.A.C. 23 to dispense or distribute the agent;
      b. Cover chain of custody and transfer procedures for each supply of agents, requiring an EMCT for whom the administrative medical director provides administrative medical direction to:
         i. Document the name and the EMCT certification number or employee identification number
of each individual who takes physical control of the supply of agents;
ii. Document the time and date that each individual takes physical control of the supply of agents;
iii. Inspect the supply of agents for expired agents, deteriorated agents, damaged or altered agent containers or labels, and depleted, visibly adulterated, or missing agents upon taking physical control of the supply of agents;
iv. Document any of the conditions in subsection (F)(2)(b)(iii);
v. Notify the administrative medical director of a depleted, visibly adulterated, or missing controlled substance;
vi. Obtain a replacement for each affected agent in subsection (F)(2)(b)(iii) for which the minimum supply is not present; and
vii. Record each administration of an agent on a prehospital incident history report;
c. Cover mechanisms for controlling inventory of agents and preventing diversion of controlled substances; and
d. Include that an agent is kept inaccessible to all individuals who are not authorized access to the agent by policies and procedures required under subsection (E)(3)(b)(iv)(1) and, when not being administered, is:
i. Secured in a dry, clean, washable receptacle;
ii. While on a motor vehicle or aircraft registered to the emergency medical services provider or ambulance service, secured in a manner that restricts movement of the agent and the receptacle specified in subsection (F)(2)(d)(i); and
iii. If a controlled substance, in a hard-shelled container that is difficult to breach without the use of a power cutting tool and:
   (1) Locked inside a motor vehicle or aircraft registered to the emergency medical services provider or ambulance service,
   (2) Otherwise locked and secured in such a manner as to deter misappropriation, or
   (3) On the person of an EMCT authorized access to the agent;
3. The Department is notified in writing within 10 days after the administrative medical director receives notice, as required subsection (F)(2)(b)(v), that any quantity of a controlled substance is depleted, visibly adulterated, or missing; and
4. Except when the emergency medical services provider or ambulance service obtains all agents from an ALS base hospital pharmacy, which retains ownership of the agents, agents to which an EMCT has access are obtained, stored, transferred, and disposed of according to policies and procedures; A.R.S. Title 36, Chapter 27; A.R.S. Title 32, Chapter 18; 4 A.A.C. 23; and requirements of the U.S. Drug Enforcement Administration.

G. An administrative medical director may delegate responsibilities to an individual as necessary to fulfill the requirements in this Section, if the individual is:
1. Another physician,
2. A physician assistant,
3. A registered nurse practitioner,
4. A registered nurse,
5. A Paramedic, or
A. A person shall not operate as an ALS base hospital without

(36-2204(5), (6), and (7))

(Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (A)(4),

and 36-2204(5), (6), and (7))

B. The Department shall certify an ALS base hospital if the applicant:

1. Is:
   a. Licensed as a general hospital under 9 A.A.C. 10, Article 2; or
   b. A facility operated as a hospital in this state by the
      United States federal government or by a sovereign
      tribal nation;

2. Maintains at least one current written agreement
   described in A.R.S. § 36-2201(4);

3. Has not been decertified as an ALS base hospital by the
   Department within five years before submitting the appli-
   cation;

4. Submits an application that is complete and compliant
   with the requirements in this Article; and

5. Has not knowingly provided false information on or with
   an application required by this Article.

C. The Department may certify an ALS base hospital a special
   hospital, which is licensed under 9 A.A.C. 10, Article 2 and
   provides surgical services and emergency services only to
   children, if the applicant:
   1. Meets the requirements in subsection (B)(2) through (5);
   2. Provides administrative medical direction or on-line med-
      ical direction only for patients who are children; and

3. Ensures that:
   a. Administrative medical direction is provided by a
      physician who meets the requirements in R9-25-
      201(A)(1); and
   b. On-line medical direction is provided by a physician
      who meets one of the following:
      i. Meets the requirements in R9-25-202(B)(1),
      ii. Has board certification in pediatric emergency
          medicine from either the American Board of
          Pediatrics or the American Board of Emer-
          gency Medicine, or
      iii. Is board eligible in pediatric emergency medi-

D. An ALS base hospital certificate is valid only for the name and
   address listed by the Department on the certificate.

E. At least every 36 months after certification, the Department
   shall assess an ALS base hospital to determine ongoing com-
   pliance with the requirements of this Article.

F. The Department may inspect an ALS base hospital according
   to A.R.S. § 41-1009:
   1. As part of the substantive review time-frame required in
      A.R.S. §§ 41-1072 through 41-1079; or
   2. As necessary to determine compliance with the require-
      ments of this Article.

G. If the Department determines that an ALS base hospital is not
   in compliance with the requirements in this Article, the
   Department may:
   1. Take an enforcement action as described in R9-25-207; or
   2. Require that an ALS base hospital submit to the Depart-
      ment, within 15 days after written notice from the Depart-
      ment, a corrective action plan to address issues of
      compliance that do not directly affect the health or safety
      of a patient that:
      a. Describes how each identified instance of non-com-
         pliance will be corrected and reoccurrence pre-
         vented, and
      b. Includes a date for correcting each instance of non-
         compliance that is appropriate to the actions neces-
         sary to correct the instance of non-compliance.

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section
repealed; new Section made by final rulemaking at 9
A.A.C. 25, effective January 3, 2004 (Supp. 04-4). Section
renumbered from R9-25-203 and amended by exempt
rulemaking at 19 A.A.R. 4032, effective December 1,
2013 (Supp. 13-4). Amended by final rulemaking at 25
A.A.R. 953, effective July 1, 2019 (Supp. 19-2).
A. An applicant for ALS base hospital certification shall submit:

1. The following information in a Department-provided format:
   a. The applicant’s name, address, and telephone number;
   b. The name, email address, and telephone number of the applicant’s chief administrative officer;
   c. The name, email address, and telephone number of the applicant’s chief administrative officer’s designee if the chief administrative officer will not be the liaison between the ALS base hospital and the Department;
   d. Whether the applicant is applying for certification of:
      i. General hospital licensed under 9 A.A.C. 10, Article 2;
      ii. Special hospital licensed under 9 A.A.C. 10, Article 2, that provides surgical services and emergency services only to children; or
      iii. Facility operating as a federal or tribal hospital;
   e. The name of each emergency medical services provider or ambulance service for which the applicant has a proposed written agreement described in A.R.S. § 36-2201(4) to provide administrative medical direction or on-line medical direction;
   f. The name, address, email address, and telephone number of each administrative medical director;
   g. The name of each physician providing on-line medical direction;
   h. Attestation that the applicant meets the requirements in R9-25-202(D);
   i. Attestation that the applicant will comply with all requirements in A.R.S. Title 36, Chapter 21.1 and this Chapter;
   j. Attestation that all information required as part of the application has been submitted and is true and accurate; and
   k. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

2. A copy of the applicant’s current hospital license issued under 9 A.A.C. 10, Article 2, if applicable; and

3. A copy of each executed written agreement described in A.R.S. § 36-2201(4), including all attachments and exhibits.

B. The Department shall approve or deny an application under this Section according to Article 12 of this Chapter.

**Historical Note**


**R9-25-205. Changes Affecting an ALS Base Hospital Certificate**

(Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (A)(4), and 36-2204(5) and (6))

A. No later than 30 days after the date of a change in the name listed on the ALS base hospital certificate, an ALS base hospital certificate holder shall notify the Department of the change, in a Department-provided format, including:

1. The current name of the ALS base hospital;
2. The ALS base hospital’s certificate number;
3. The new name and the effective date of the name change;
4. Documentation supporting the name change;
5. Documentation of compliance with the requirements in A.A.C. R9-10-109(A), if applicable;
6. Attestation that all information submitted to the Department is true and correct; and
7. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

B. No later than 48 hours after changing the information provided according to R9-25-204(A)(1)(e) by terminating, adding, or amending a written agreement required in R9-25-203(B)(2), an ALS base hospital certificate holder shall notify the Department of the change, including:

1. The following information in a Department-provided format:
   a. The name of the ALS base hospital;
   b. The ALS base hospital’s certificate number; and
   c. As applicable, the name of the emergency medical services provider or ambulance service for which the ALS base hospital:
      i. Has a newly executed or amended written agreement described in A.R.S. § 36-2201(4), or
      ii. Is no longer providing administrative medical direction or on-line medical direction under a written agreement described in A.R.S. § 36-2201(4) and
2. If applicable, a copy of the newly executed or amended written agreement described in A.R.S. § 36-2201(4), including all attachments and exhibits.

C. No later than 10 days after the date of a change in an administrative medical director provided according to R9-25-204(A)(1)(f) by terminating, adding, or amending a written agreement described in A.R.S. § 36-2201(4), an ALS base hospital certificate holder shall notify the Department of the change, in a Department-provided format, including:

1. The name of the ALS base hospital,
2. The ALS base hospital’s certificate number,
3. The name of the new administrative medical director and the effective date of the change,
4. Attestation that the new administrative medical director meets the requirements in R9-25-201(A)(1),
5. Attestation that all information submitted to the Department is true and correct; and
6. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

D. No later than 30 days after the date of a change in the address listed on an ALS base hospital certificate or a change in ownership, as defined in A.A.C. R9-10-101, an ALS base hospital...
certificate holder shall submit to the Department an application required in R9-25-204(A).

**Historical Note**
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed; new Section made by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).
Amended by final rulemaking at 25 A.A.R. 953, effective July 1, 2019 (Supp. 19-2).

R9-25-206. ALS Base Hospital Authority and Responsibilities (Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (A)(4), 36-2204(5) and (6), 36-2208(A), and 36-2209(A)(2))

A. An ALS base hospital certificate holder shall:
1. Have the capability of providing both administrative medical direction and on-line medical direction;
2. Provide administrative medical direction and on-line medical direction to an EMCT according to:
   a. A written agreement described in A.R.S. § 36-2201(4);
   b. The requirements in R9-25-201 for administrative medical direction; and
   c. The requirements in R9-25-202 for on-line medical direction;
3. Ensure that personnel are available to provide administrative medical direction and on-line medical direction; and
4. Establish, document, and implement policies and procedures, consistent with A.R.S. Title 36, Chapter 21.1 and this Chapter, that include a quality assurance process to evaluate the effectiveness of the on-line medical direction provided to EMCTs.

B. An ALS base hospital certificate holder shall notify in writing:
1. The Department no later than 24 hours after:
   a. Ceasing to meet a requirement in R9-25-203(B)(1) or (2); or
   b. For a special hospital, ceasing to be licensed under 9 A.A.C. 10, Article 2, as a special hospital or to meet the requirement in R9-25-203(B)(2); and
2. Each emergency medical services provider or ambulance service with which the ALS base hospital has a current written agreement to provide administrative medical direction or on-line medical direction no later than seven days before ceasing to provide administrative medical direction or on-line medical direction or as specified in the written agreement, whichever is earlier.

C. An ALS base hospital may act as a training program without training program certification from the Department, if the ALS base hospital:
1. Is eligible for training program certification as provided in R9-25-301(C); and
2. Complies with the requirements in R9-25-301(D), R9-25-302, R9-25-303(B), (C), and (F), and R9-25-304 through R9-25-306.

D. If an ALS base hospital’s pharmacy provides all of the agents for an emergency medical services provider or ambulance service, and the ALS base hospital owns the agents provided, the ALS base hospital’s certificate holder shall ensure that:
1. Except as stated in subsections (D)(2) and (3), the policies and procedures for agents to which an EMCT has access that are established by the administrative medical director for the emergency medical services provider or ambulance service comply with requirements in R9-25-201(F)(2);
2. The emergency medical services provider or ambulance service requires an EMCT for the emergency medical services provider or ambulance service to notify the pharmacist in charge of the hospital pharmacy of a missing, visibly adulterated, or depleted controlled substance; and
3. The pharmacist in charge of the hospital pharmacy notifies the Department, as specified in R9-25-201(F)(3), of a missing, visibly adulterated, or depleted controlled substance.

**Historical Note**

The following Exhibit was repealed under an exemption from the provisions of A.R.S. Title 41, Chapter 6, pursuant to A.R.S. § 36-2205(C). Exemption from A.R.S. Title 41, Chapter 6 means that the Department did not submit this change to the Secretary of State’s Office for publication in the Arizona Administrative Register as proposed rules; the Department did not submit the change to the Governor’s Regulatory Review Council for review; and the Department was not required to hold public hearings on the repealing of this Exhibit (Supp. 98-4).

**Exhibit B. Repealed**

**Historical Note**

R9-25-207. ALS Base Hospital Enforcement Actions (Authorized by A.R.S. §§ 36-2201, 36-2202(A)(3) and (A)(4), and 36-2204(7))

A. Except as provided in subsection (C), the Department may take an action listed in subsection (B) against an ALS base hospital certificate holder who:
1. Does not meet the certification requirements:
   a. In R9-25-203(B)(1) or (2); or
   b. For a special hospital, in R9-25-203(B)(2) and being licensed under 9 A.A.C. 10, Article 2, as a special hospital;
2. Violates the requirements in A.R.S. Title 36, Chapter 21.1 or 9 A.A.C. 25;
3. Does not submit a corrective action plan, as provided in R9-25-203(G)(2), that is acceptable to the Department;
4. Does not complete a corrective action plan submitted according to R9-25-203(G)(2); or
5. Knowingly or negligently provides false documentation or information to the Department.
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B. The Department may take the following action against an ALS base hospital certificate holder:
1. After notice is provided according to A.R.S. Title 41, Chapter 6, Article 10, issue a letter of censure,
2. After notice is provided according to A.R.S. Title 41, Chapter 6, Article 10, issue an order of probation,
3. After notice and an opportunity to be heard is provided according to A.R.S. Title 41, Chapter 6, Article 10, suspend the ALS base hospital certificate, or
4. After notice and an opportunity to be heard is provided according to A.R.S. Title 41, Chapter 6, Article 10, decertify the ALS base hospital.

C. An ALS base hospital operated as a hospital in this state by the United States federal government or by a sovereign tribal nation is under federal or tribal government jurisdiction.

Historical Note

R9-25-208. Renumbered

Historical Note

R9-25-209. Renumbered

Historical Note

R9-25-210. Renumbered

Historical Note

R9-25-211. Renumbered

Historical Note

R9-25-212. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-213. Renumbered

Historical Note

ARTICLE 3. TRAINING PROGRAMS

R9-25-301. Application for Certification (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. To apply for certification as a training program, an applicant shall submit an application to the Department, in a Department-provided format, including:
1. The applicant’s name, address, and telephone number;
2. The name, telephone number, and e-mail address of the applicant’s chief administrative officer;
3. The name of each course the applicant plans to provide;
4. Attestation that the applicant has the equipment and facilities that meet the requirements established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references for the courses specified in subsection (A)(3);
5. The name, telephone number, and e-mail address of the training program medical director;
6. The name, telephone number, and e-mail address of the training program director;
7. Attestation that the applicant will comply with all requirements in A.R.S. Title 36, Chapter 21.1 and 9 A.A.C. 25;
8. Attestation that all information required as part of the application has been submitted and is true and accurate; and
9. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

B. An applicant may submit to the Department a copy of an accreditation report if the applicant is currently accredited by a national accrediting organization.

C. The Department shall certify a training program if the applicant:
1. Has not operated a training program that has been decertified by the Department within five years before submitting the application,
2. Submits an application that is complete and compliant with the requirements of this Article; and
3. Has not knowingly provided false information on or with an application required by this Article.

D. The Department:
1. Shall assess a training program at least once every 24 months after certification to determine ongoing compliance with the requirements of this Article; and
2. May inspect a training program according to A.R.S. § 41-1009:
   a. As part of the substantive review time-frame required in A.R.S. §§ 41-1072 through 41-1079, or
   b. As necessary to determine compliance with the requirements of this Article.

E. The Department shall approve or deny an application under this Article according to Article 12 of this Chapter.

F. A training program certificate is valid only for the name of the training program certificate holder and the courses listed by
the Department on the certificate and may not be transferred to another person.

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed; new Section made by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).
Amended by final expedited rulemaking at 24 A.A.R. 268, with an immediate effective date of January 9, 2018 (Supp. 18-1). Amended by final expedited rulemaking at 24 A.A.R. 3487, with an immediate effective date of December 4, 2018 (Supp. 18-4).

R9-25-302. Administration (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. A training program certificate holder shall ensure that a training program director:
1. Is a physician or exempt from physician licensing requirements under A.R.S. §§ 32-1421(A)(7) or 32-1821(3);
2. Meets one of the following:
   a. Has emergency medicine certification issued by a member board of the American Board of Medical Specialties;
   b. Has emergency medical services certification issued by the American Board of Emergency Medicine;
   c. Has completed an emergency medicine residency training program accredited by the Accreditation Council for Graduate Medical Education or approved by the American Osteopathic Association,
   d. Is an emergency medicine physician in an emergency department located in Arizona and has current certification that meets the requirements in R9-25-201(A)(1)(d)(i) through (iii); and
3. Before the start date of a course session, reviews the course content outline and final examinations to ensure consistency with the national educational standards for the applicable EMCT classification level.

B. A training program certificate holder shall ensure that a training program director:
1. Is one of the following:
   a. A physician with at least two years of experience providing emergency medical services as a physician;
   b. A doctor of allopathic medicine or osteopathic medicine licensed in another state or jurisdiction with at least two years of experience providing emergency medical services as a doctor of allopathic medicine or osteopathic medicine;
   c. An individual who meets the definition of registered nurse in A.R.S. § 32-1601 with at least two years of experience providing emergency medical services as a registered nurse;
   d. A physician assistant with at least two years of experience providing emergency medical services as a physician assistant; or
   e. An EMCT with at least two years of experience at that classification of EMCT, only for courses to prepare an individual for certification or recertification at the same or lower level of EMCT;
2. Has completed 24 hours of training related to instructional methodology including:
   a. Organizing and preparing materials for didactic instruction, clinical training, field training, and skills practice;
   b. Preparing and administering tests and practical examinations;
   c. Using equipment and supplies;
   d. Measuring student performance;
   e. Evaluating student performance;
   f. Providing corrective feedback; and
   g. Evaluating course effectiveness;
3. Supervises the day-to-day operation of the courses offered by the training program;
4. Supervises and evaluates the lead instructor for a course session;
5. Monitors the training provided by all preceptors providing clinical training or field training; and
6. Does not participate as a student in a course session, take a refresher challenge examination, or receive a certificate of completion for a course given by the training program.

C. A training program certificate holder shall:
1. Maintain with an insurance company authorized to transact business in this state:
   a. A minimum single claim professional liability insurance coverage of $500,000, and
   b. A minimum single claim general liability insurance coverage of $500,000 for the operation of the training program; or
2. Be self-insured for the amounts in subsection (C)(1).

D. A training program certificate holder shall ensure that policies and procedures are:
1. Established, documented, and implemented covering:
   a. Student enrollment, including verification that a student has proficiency in reading at the 9th grade level and meets all course admission requirements;
   b. Maintenance of student records and medical records, including compliance with all applicable state and federal laws governing confidentiality, privacy, and security; and
   c. For each course offered:
      i. Student attendance requirements, including leave, absences, make-up work, tardiness, and causes for suspending or expelling a student for unsatisfactory attendance;
      ii. Grading criteria, including the minimum grade average considered satisfactory for continued enrollment and standards for suspending or expelling a student for unsatisfactory grades;
      iii. Administration of final examinations; and
      iv. Student conduct, including causes for suspending or expelling a student for unsatisfactory conduct;
2. Reviewed annually and updated as necessary; and
3. Maintained on the premises and provided to the Department at the Department’s request.

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed; new Section made by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-303. Changes Affecting a Training Program Certificate ( Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. No later than 10 days after a change in the name, address, or e-mail address of the training program certificate holder listed on a training program certificate, the training program certificate holder shall notify the Department of the change, in a Department-provided format, including:
1. The current name, address, and e-mail address of the training program certificate holder;
2. The certificate number for the training program;
3. The new name, new address, or new e-mail address and the date of the name, address, or e-mail address change;
4. If applicable, attestation that the training program certificate holder has insurance required in R9-25-302(C)(1) that is valid for the new name or new address;
5. Attestation that all information submitted to the Department is true and correct; and
6. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

B. No later than 10 days after a change in the training program medical director or training program director, a training program certificate holder shall notify the Department, in a Department-provided format, including:
1. The name and address of the training program certificate holder;
2. The certificate number for the training program;
3. The name, telephone number, and e-mail address of the new training program medical director or training program director and the date of the change; and
4. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

C. A training program certificate holder that intends to add a course shall submit to the Department a request for approval, in a Department-provided format, including:
1. The name and address of the training program certificate holder;
2. The certificate number for the training program;
3. The name, telephone number, and e-mail address of the applicant’s chief administrative officer;
4. The name of each course the training program certificate holder plans to add;
5. Attestation that the training program certificate holder has the equipment and facilities that meet the requirements established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references for the courses specified in subsection (C)(4);
6. Attestation that all information required as part of the request is true and accurate; and
7. The signature or electronic signature of the applicant’s chief administrative officer or the chief administrative officer’s designated representative and date of signature or electronic signature.

D. For notification made under subsection (A) of a change in the name or address of a certificate holder, the Department shall issue an amended certificate to the training program certificate holder that incorporates the new name or address but retains the date on the current certificate.

E. The Department shall approve or deny a request for the addition of a course in subsection (C) according to Article 12 of this Chapter.

F. A training program certificate holder shall not conduct a course until an amended certificate is issued by the Department.

Historical Note

R9-25-304. Course and Examination Requirements (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1), (2), and (3))

A. For each course provided, a training program director shall ensure that:
1. The required equipment and facilities established for the course are available for use;
2. The following are prepared and provided to course applicants before the start date of a course session:
   a. A description of requirements for admission, course content, course hours, course fees, and course completion, including whether the course prepares a student for:
      i. A national certification organization examination for the specific EMCT classification level;
      ii. A statewide standardized certification test under the state certification process or
      iii. Recertification at a specific EMCT classification level;
   b. A list of books, equipment, and supplies that a student is required to purchase for the course;
   c. Notification of eligibility for the course as specified in R9-25-302(B), (D)(1) and (2), or (F)(1) and (2), as applicable;
   d. Notification of any specific requirements for a student to begin any component of the course, including, as applicable:
      i. Prerequisite knowledge, skill, and abilities;
      ii. Physical examinations;
      iii. Immunizations;
      iv. Documentation of freedom from infectious tuberculosis;
      v. Drug screening; and
      vi. The ability to perform certain physical activities; and
   e. The policies for the course on student attendance, grading, student conduct, and administration of final examinations, required in R9-25-302(D)(1)(c)(i) through (iv);
3. Information is provided to assist a student to:
   a. Register for and take an applicable national certification organization examination;
   b. Complete application forms for registration in a national certification organization; and
   c. Complete application forms for certification under R9-25-302(D)(1)(c)(i) through (iv);
4. A lead instructor is assigned to each course session who:
   a. Is one of the following:
      i. A physician with at least two years of experience providing emergency medical services;
      ii. A doctor of allopathic medicine or osteopathic medicine licensed in another state or jurisdiction with at least two years of experience providing emergency medical services;
      iii. An individual who meets the definition of registered nurse in A.R.S. § 32-1601 with at least two years of experience providing emergency medical services;
      iv. A physician assistant with at least two years of experience providing emergency medical services;
      v. An EMCT with at least two years of experience at that level of experience, for that this class level;
      a. Has completed training related to instructional methodology specified in 24 A.A.R. 3487, with the immediate effective date of December 4, 2018 (Supp. 18-4).
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A. Under the supervision of a preceptor who has at least two years of experience providing emergency medical services and is one of the following:
   i. An individual licensed in this or another state or jurisdiction as a doctor of allopathic medicine or osteopathic medicine;
   ii. An individual licensed in this or another state or jurisdiction as a registered nurse;
   iii. An individual licensed in this or another state or jurisdiction as a physician assistant; or
   iv. An EMCT, only for courses to prepare in skills consistent with the national education standards established for the applicable EMCT classification level;

C. For a final examination or refresher challenge examination for each course offered, a training program director shall ensure that:
   1. The final examination or refresher challenge examination for the course is completed onsite at the training program or at a facility used for course instruction;
   2. Except as provided in subsection (D), the final examination or refresher challenge examination for a course includes:
      a. Written test:
         i. With one absolutely correct answer, two incorrect answers, and one distractor, none of which is “all of the above” or “none of the above”;
         ii. With 150 multiple-choice questions for the:
            (1) Final examination for a refresher course, or
            (2) Refresher challenge examination for a course;
      iii. That covers the learning objectives of the course with representation from all topics covered by the course; and
      iv. That requires a passing score of 75% or higher in no more than three attempts for a final examination and no more than one attempt for a refresher challenge examination; and
      b. Comprehensive practical skills test:
         i. Evaluating the student’s technical proficiency in skills consistent with the national education standards for the applicable EMCT classification level; and
         ii. Reflecting the skills necessary to pass a national certification organization examination at the applicable EMCT classification level;
   3. The identity of each student taking the final examination or refresher challenge examination is verified;
   4. A student does not receive verbal or written assistance from any other individual or use notes, books, or documents of any kind as an aid in taking the examination;
   5. A student who violates subsection (C)(4) is not permitted to complete the examination or to receive a certificate of completion for the course or refresher challenge examination; and
   6. An instructor who allows a student to violate subsection (C)(4) or assists a student in violating subsection (C)(4) is no longer permitted to serve as an instructor.

D. A training program director shall ensure that a standardized certification test for a student under the state certification process includes:

A training program director shall:

1. For a student who completes a course, issue a certificate of completion containing:
   a. Identification of the training program,
   b. Identification of the course completed,
   c. The name of the student who completed the course, and
   d. The date the student completed all course requirements,
   e. Attestation that the student has met all course requirements, and
   f. The signature or electronic signature of the training program director and the date of signature or electronic signature; and

2. For an individual who passes a refresher challenge examination, issue a certificate of completion containing:
   a. Identification of the training program,
   b. Identification of the refresher challenge examination administered,
   c. The name of the individual who passed the refresher challenge examination,
   d. The date or dates the individual took the refresher challenge examination,
   e. Attestation that the individual has passed the refresher challenge examination, and
   f. The signature or electronic signature of the training program director and the date of signature or electronic signature.

Historical Note


R9-25-305. Supplemental Requirements for Specific Courses (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. Except as specified in subsection (B), a training program certificate holder shall ensure that a certification course offered by the training program:
   1. Covers knowledge, skills, and competencies comparable to the national education standards established for a specific EMCT classification level;
   2. Prepares a student for:
      a. A national certification organization examination for the specific EMCT classification level, or
      b. A standardized certification test under the state certification process;
   3. Has no more than 24 students enrolled in each session of the course; and
   4. Has a minimum course length of:
      a. For an EMT certification course, 130 hours;
      b. For an AEMT certification course, 244 hours, including:
A training program director shall ensure that for an EMT certification course or a Paramedic certification course, a student has one of the following:

1. Current certification from the Department as an EMT or higher EMCT classification level;
2. Documentation of completion of prior training in an EMT course or a course for a higher EMCT classification level provided by a training program certified by the Department or an equivalent training program;
3. Documentation of current registration in a national certification organization at the EMT classification level or higher EMCT classification level.

A training program director shall ensure that for an AEMT certification course, a student has one of the following:

1. Current certification from the Department as an AEMT or higher EMCT classification level;
2. Documentation of completion of prior training in an EMT course or a course for a higher EMCT classification level provided by a training program certified by the Department or an equivalent training program;
3. Documentation of current registration in a national certification organization at the AEMT classification level or higher EMCT classification level;
4. Documentation from a national certification organization at the EMT classification level or higher EMCT classification level.

A training program director shall ensure that for a course to prepare an EMT-I(99) for Paramedic certification:

1. A student has current certification from the Department as an EMT-I(99);
2. The course covers the knowledge, skills, and competencies established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references;
3. The minimum course length is 600 hours, including:
   a. A minimum of 220 contact hours of didactic instruction and practical skills training, and
   b. A minimum of 380 contact hours of clinical training and field training; and
4. A minimum of 60 contact hours of training in anatomy and physiology are completed by the student:
   a. As a prerequisite to the course,
   b. As preliminary instruction completed at the beginning of the course session before the didactic instruction required in subsection (C)(3)(a) begins, or
   c. Through integration of the anatomy and physiology material with the units of instruction required in subsection (C)(3).

A training program director shall ensure that for an EMT refresher course:

1. A student has one of the following:
   a. Current certification from the Department as an EMT or higher EMCT classification level;
   b. Documentation of completion of prior training in an EMT course or a course for a higher EMCT classification level provided by a training program certified by the Department or an equivalent training program,
   c. Documentation of current registration in a national certification organization at the EMT classification level or higher EMCT classification level, or
   d. Documentation from a national certification organization requiring the student to complete the EMT refresher course to be eligible to apply for registration in the national certification organization;
2. A student has documentation of current certification in:
   a. Adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs;
   b. Adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs, and
   c. Documentation of completion of prior training at a Paramedic classification level, the knowledge, skills, and competencies in the national education standards established for a Paramedic;
3. The EMT refresher course cover the knowledge, skills, and competencies in the national education standards established at the EMT classification level;
4. No more than 32 students are enrolled in each session of the course; and
5. The minimum course length is 24 contact hours.
R9-25-306. Training Program Notification and Recordkeeping (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. At least 10 days before the start date of a course session, a training program certificate holder shall submit to the Department the following information in a Department-provided format:
   1. Identification of the training program;
   2. Identification of the course;
   3. The name of the training program medical director;
   4. The name of the training program director;
   5. The name of the course session’s lead instructor;
   6. The course session start date and end date;
   7. The physical location at which didactic training and practical skills training will be provided;
   8. The days of the week and times of each day during which didactic training and practical skills training will be provided;
   9. The number of clock hours of didactic training and practical skills training;
   10. If applicable, the number of hours of clinical training and field training included in the course session;
   11. The date, start time, and location of the final examination for the course;
   12. Attestation that the lead instructor is qualified under R9-25-304(A)(4)(a); and
   13. The name and signature of the chief administrative officer or program director and the date signed.

B. The Department shall review the information submitted according to subsection (A) and, within five days after receiving the information:
   1. Approve a course session, issue an identifying number to the course session, and notify the training program certificate holder of the approval and identifying number; or
   2. Disapprove a course session that does not comply with requirements in this Article and notify the training program certificate holder of the disapproval.

C. A training program certificate holder shall ensure that:
   1. No later than 10 days after the date a student completes all course requirements, the training program director submits to the Department the following information in a Department-provided format:
      a. Identification of the training program;
      b. The name of the training program director;
      c. Identification of the course and the start date and end date of the course session completed by the student;
      d. The name, date of birth, and mailing address of the student who completed the course;
      e. The date the student completed all course requirements;
      f. The score the student received on the final examination;
      g. Attestation that the student has met all course requirements;
      h. Attestation that all information submitted is true and accurate; and
      i. The signature of the training program director and the date signed; and
   2. No later than 10 days after the date an individual passes a refresher challenge examination administered by the training program, the training program director submits to the Department the following information in a Department-provided format:
      a. Identification of the training program;
      b. Identification of the: i. Refresher challenge examination administered, and
   2. Course for which the refresher challenge examination substitutes;
   c. The name of the training program medical director;
   d. The name of the training program director;
   e. The name, date of birth, and mailing address of the individual who passed the refresher challenge examination;
   f. The date and location at which the refresher challenge examination was administered;
   g. The score the individual received on the refresher challenge examination;
   h. Attestation that the individual:
      i. Met the requirements for taking the refresher challenge examination, and
      ii. Passed the refresher challenge examination;
   i. Attestation that all information submitted is true and accurate; and
   j. The name and signature of the training program director and the date signed.

D. A training program certificate holder shall ensure that:
   1. A record is established for each student enrolled in a course session, including:
      a. The student’s name and date of birth;
      b. A copy of the student’s enrollment agreement or contract;
      c. Identification of the course in which the student is enrolled;
      d. The start date and end date for the course session;
      e. Documentation supporting the student’s eligibility to enroll in the course;
      f. Documentation that the student meets prerequisites for the course, established as specified in R9-25-304(A)(2)(d); and
      g. The student’s attendance records;
      h. The student’s clinical training records, if applicable;
      i. The student’s field training records, if applicable;
      j. The student’s grades;
      k. Documentation of the final examination for the course, including:
         i. A copy of each scored written test attempted or completed by the student, and
         ii. All forms used as part of the comprehensive practical skills test attempted or completed by the student; and
      l. A copy of the student’s certificate of completion required in R9-25-304(F)(1);
   2. A student record required in subsection (D)(1) is maintained for at least three years after the end date of a student’s course session and provided to the Department at the Department’s request.
   3. A record is established for each individual to whom a refresher challenge examination is administered, including:
      a. The individual’s name and date of birth;
      b. Identification of the refresher challenge examination administered to the individual;
      c. Documentation supporting the individual’s eligibility for a refresher challenge examination;
      d. The date the refresher challenge examination was administered;
      e. Documentation of the refresher challenge examination, including:
         i. A copy of the scored written test attempted or completed by the individual, and
         ii. All forms used as part of the comprehensive practical skills test attempted or completed by the individual; and
      f. A copy of the individual’s certificate of completion required in R9-25-304(F)(2); and
   4. A record required in subsection (D)(3) is maintained for at least three years after the date the refresher challenge examination is administered.

Historical Note
examination was administered and provided to the Department at the Department’s request.

**Historical Note**
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed; new Section made by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).


**R9-25-307. Training Program Enforcement Actions (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))**

A. The Department may take an action listed in subsection (B) against a training program certificate holder who:
1. Violates the requirements in A.R.S. Title 36, Chapter 21.1 or 9 A.A.R. 25; or
2. Knowingly or negligently provides false documentation or information to the Department.

B. The Department may take the following action against a training program certificate holder:
1. After notice is provided according to A.R.S. Title 41, Chapter 6, Article 10, issue:
   a. A letter of censure, or
   b. An order of probation; or
2. After notice and opportunity to be heard is provided according to A.R.S. Title 41, Chapter 6, Article 10:
   a. Suspend the training program certificate, or
   b. Decertify the training program.

**Historical Note**

**R9-25-308. Repealed**

**Historical Note**
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R9-25-314. Repealed

Historical Note

R9-25-315. Repealed

Historical Note

R9-25-316. Renumbered

Historical Note

R9-25-317. Renumbered

Historical Note

R9-25-318. Repealed

Historical Note

Exhibit A. Repealed

Historical Note

Exhibit B. Expired

Historical Note

Exhibit C. Repealed

Historical Note

ARTICLE 4. EMCT CERTIFICATION

Article 4 repealed; new Article 4 made by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-401. EMCT General Requirements (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (A)(6), and (H) and 36-2204(1), (6), and (7))

A. Except as provided in R9-25-404(E) and R9-25-405, an individual shall not act as an EMCT unless the individual has current certification or recertification from the Department.

B. An EMCT shall act as an EMCT only:
   1. As authorized under the EMCT’s scope of practice as specified in Article 5 of this Chapter; and
   2. For an EMCT required to have medical direction according to A.R.S. Title 36, Chapter 21.1 and R9-25-502, as authorized by the EMCT’s administrative medical director under:
      a. Treatment protocols, triage protocols, and communication protocols approved by the EMCT’s administrative medical director as specified in R9-25-201(E)(2); and
      b. Medical recordkeeping, medical reporting, and pre-hospital incident history report requirements approved by the EMCT’s administrative medical director as specified in R9-25-201(E)(3)(b).

C. Except as provided in A.R.S. § 36-2211, the Department shall certify or re-certify an individual as an EMCT for a period of two years.

D. An individual whose EMCT certificate is expired shall not apply for recertification, except as provided in R9-25-404(A).

E. The Department shall comply with the confidentiality requirements in A.R.S. §§ 36-2220(E) and 36-2245(M).

Historical Note

R9-25-402. EMCT Certification and Recertification Requirements (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (A)(6), and (H) and 36-2204(1), (6), and (7))

A. The Department shall not certify an EMCT if the applicant:
   1. Is currently:
      a. Incarcerated for a criminal conviction,
      b. On parole for a criminal conviction,
      c. On supervised release for a criminal conviction, or
      d. On probation for a criminal conviction;
   2. Within 10 years before the date of filing an application for certification or recertification from the Department:
      a. 1st or 2nd degree murder;
      b. Attempted 1st or 2nd degree murder;
      c. Sexual assault;
      d. Attempted sexual assault;
      e. Sexual abuse of a minor;
      f. Attempted sexual abuse of a minor;
      g. Sexual exploitation of a minor;
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h. Attempted sexual exploitation of a minor;
i. Commercial sexual exploitation of a minor;
j. Attempted commercial sexual exploitation of a minor;
k. Molestation of a child;
l. Attempted molestation of a child; or
m. A dangerous crime against children as defined in A.R.S. § 13-705;
3. Within five years before the date of filing an application for certification required by this Article, the individual has been convicted of a misdemeanor involving moral turpitude or a felony in this state or any other state or jurisdiction, unless the conviction has been absolutely discharged, expunged, or vacated;
4. Within five years before the date of filing an application for certification required by this Article, the individual has had EMCT certification or recertification revoked in this state or certification, recertification, or licensure at an EMCT classification level revoked in any other state or jurisdiction; or
5. Knowingly provides false information in connection with an application required by this Article.

B. The Department shall not re-certify an EMCT, if:
1. While certified, the individual has been convicted of a crime listed in subsection (A)(2), or any similarly defined crimes in this state or in any other state or jurisdiction, unless the conviction has been absolutely discharged, expunged, or vacated; or
2. The individual knowingly provides false information in connection with an application required by this Article.

C. The Department shall make probation a condition of EMCT certification if, within two years before the date of filing an application under R9-25-403, an applicant has been convicted of a misdemeanor in this state or in any other state or jurisdiction, involving:
1. Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug, as defined in A.R.S. § 13-3401, unless the conviction has been absolutely discharged, expunged, or vacated; or
2. Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, a dangerous drug, or a narcotic drug, as defined in A.R.S. § 13-3401, unless the conviction has been absolutely discharged, expunged, or vacated.

D. Except as provided in subsection (E), the Department shall make probation a condition of EMCT recertification if an applicant:
1. Is currently:
   a. Incarcerated for a criminal conviction,
   b. On parole for a criminal conviction,
   c. On supervised release for a criminal conviction, or
   d. On probation for a criminal conviction; or
2. Within five years before the date of filing an application under R9-25-404, has been convicted of a misdemeanor involving moral turpitude or a felony in this state or any other state or jurisdiction, other than those listed in subsection (A)(2), unless the conviction has been absolutely discharged, expunged, or vacated.

E. As specified in R9-25-409, the Department may make probation a condition of EMCT recertification if an applicant, within two years before the date of filing an application under R9-25-404, has been convicted of a misdemeanor in this state or in any other state or jurisdiction, involving:
1. Possession, use, administration, acquisition, sale, manufacture, or transportation of an intoxicating liquor, dangerous drug, or narcotic drug, as defined in A.R.S. § 13-3401, unless the conviction has been absolutely discharged, expunged, or vacated; or
2. Driving or being in physical control of a vehicle while under the influence of an intoxicating liquor, a dangerous drug, or a narcotic drug, as defined in A.R.S. § 13-3401, unless the conviction has been absolutely discharged, expunged, or vacated.

F. If the Department makes probation a condition of EMCT certification or recertification, the Department shall fix the period and terms of probation that will:
1. Protect the public health and safety, and
2. Rehabilitate and educate the applicant.

Historical Note

R9-25-403. Application Requirements for EMCT Certification (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), and (H) and 36-2204(1) and (6))

A. An individual may apply for initial EMCT certification if:
1. The individual is at least 18 years of age;
2. The individual complies with the requirements in A.R.S. § 41-1080;
3. The individual is not ineligible under R9-25-402; and
4. One of the following applies to the individual:
   a. The individual has not previously applied for certification from the Department or has withdrawn an application for certification;
   b. An application for certification submitted by the individual was denied by the Department two or more years before the present date;
   c. Except as provided in R9-25-404(A)(2) or (3), the individual’s certification as an EMCT is expired;
   d. The individual’s certification as an EMCT was revoked by the Department five or more years before the present date; or
   e. The individual has current certification as an EMCT and is applying for certification at a different classification level of EMCT.

B. An applicant for initial EMCT certification shall submit to the Department an application in a Department-provided format, including:
1. A form containing:
   a. The applicant’s name, address, telephone number, email address, date of birth, gender, and Social Security number;
   b. The level of EMCT certification being requested;
   c. Responses to questions addressing the applicant’s criminal history according to R9-25-402(A)(1) through (3) and (C);
   d. Whether the applicant has within the five years before the date of the application had:
      i. EMCT certification or recertification revoked in Arizona; or
      ii. Certification, recertification, or licensure at an EMCT classification level revoked in another state or jurisdiction;
   e. Attestation that all information required as part of the application has been submitted and is true and accurate; and
   f. The applicant’s signature or electronic signature and date of signature;
2. For each affirmative response to a question addressing the applicant’s criminal history required in subsection (B)(1)(c), a detailed explanation on a Department-provided form and supporting documentation;
3. For each affirmative response to subsection (B)(1)(d), a detailed explanation on a Department-provided form and supporting documentation;
4. If applicable, a copy of certification, recertification, or licensure at an EMCT classification level issued to the applicant in another state or jurisdiction;
To apply for recertification, an applicant shall submit to the Department:

A. (Authorized by A.R.S. §§ 36-2202(A)(2), (3), (4), and (6), 36-2204(1), (4), and (6))

B. The Department shall approve or deny an application for initial EMCT certification according to Article 12 of this Chapter.

C. If the Department denies an application for initial EMCT certification, the applicant may request a hearing according to A.R.S. Title 41, Chapter 6, Article 10.

**Historical Note**


**R9-25-404. Application Requirements for EMCT Recertification**

(Authorized by A.R.S. §§ 36-2202(A)(2), (3), (4), and (6), (B), and (H) and 36-2204(1), (4), and (6))

A. An individual may apply for recertification at the same level of EMCT certification held or at a lower level of EMCT certification:

1. Within 90 days before the expiration date of the individual’s current EMCT certification;
2. Within the 30-day period after the expiration date of the individual’s EMCT certification, as provided in subsection (E); or
3. Within the extension time period granted under R9-25-405.

B. To apply for recertification, an applicant shall submit to the Department an application, in a Department-provided format, including:

1. A form containing:
   a. The applicant’s name, address, telephone number, email address, date of birth, and Social Security number;
   b. The applicant’s current certification number;
   c. Responses to questions addressing the applicant’s criminal history according to R9-25-402(B), (D), and (F);
   d. Whether the applicant has within the five years before the date of the application had:
      i. EMCT certification or recertification revoked in Arizona; or
      ii. Certification, recertification, or licensure at an EMCT classification level revoked in another state or jurisdiction;
   e. An indication of the level of EMCT certification held currently or within the past 30 days and of the level of EMCT certification for which recertification is requested;
   f. Attestation that all information required as part of the application has been submitted and is true and accurate; and
   g. The applicant’s signature or electronic signature and date of signature;
2. For each affirmative response to a question addressing the applicant’s criminal history required in subsection (B)(1)(c), a detailed explanation on a Department-provided form and supporting documentation;
3. For an affirmative response to subsection (B)(1)(d), a detailed explanation on a Department-provided form; and
4. For an application submitted within 30 days after the expiration date of EMCT certification, a nonrefundable certification extension fee of $150.

C. In addition to the application in subsection (B), an applicant for EMCT recertification shall submit one of the following to the Department:

1. A certificate of course completion issued by the training program director under R9-25-304(F) showing that the applicant completed either the applicable refresher course or applicable refresher challenge examination;
2. Documentation of current registration in a national certification organization at the applicable or higher level of EMCT classification; or
3. Attestation on a Department-provided form that the applicant:
   a. Has documentation of current certification in adult, pediatric, and infant cardiopulmonary resuscitation through instruction consistent with American Heart Association recommendations for emergency cardiovascular care by EMCTs;
   b. For EMT-I(99) recertification or Paramedic recertification, has documentation of current certification in advanced emergency cardiac life support;
   c. Has documentation of having completed within the previous two years the following number of hours of continuing education in topics that are consistent with the content of the applicable refresher course:
      i. For EMT recertification, a minimum of 24 hours;
      ii. For AEMT recertification, EMT-I(99) recertification, or Paramedic recertification, a minimum of 48 hours; and
      iii. Included in the hours required in subsections (C)(3)(c)(i) or (ii), as applicable, a minimum of 5 hours in pediatric emergency care; and
   d. For EMT recertification, has functioned in the capacity of an EMT for at least 240 hours during the previous two years.

D. An applicant who submits an attestation under subsection (C)(3) shall maintain the applicable documentation for at least three years after the date of the application.

E. If an individual submits an application for recertification, with a certification extension fee, within 30 days after the expiration date of the individual’s EMCT certification, the individual:

1. Was authorized to act as an EMCT during the period between the expiration date of the individual’s EMCT certification and the date the application was submitted, and
2. Is authorized to act as an EMCT until the Department makes a final determination on the individual’s application for recertification.

F. If an individual does not submit an application for recertification before the expiration date of the individual’s EMCT certification or, with a certification extension fee, within 30 days after the expiration date of the individual’s EMCT certification, the individual:

1. Is not an EMCT,
2. Was not authorized to act as an EMCT during the 30-day period after the expiration date of the individual’s EMCT certification, and
3. May submit an application to the Department for initial EMCT certification according to Article 12 of this Chapter.
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H. If the Department denies an application for recertification, the applicant may request a hearing according to A.R.S. Title 41, Chapter 6, Article 10.

I. The Department may deny, based on failure to meet the standards for recertification in A.R.S. Title 36, Chapter 21.1 and this Article, an application submitted with a certification extension fee.

Historical Note

R9-25-405. Extension to File an Application for EMCT Recertification (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (A)(6), and (H) and 36-2204(1), (4), (5), and (7))

A. Before the expiration of a current certificate, an EMCT who is unable to meet the recertification requirements in R9-25-404 because of personal or family illness, military service, or authorized federal or state emergency response deployment may apply to the Department in writing for an extension of time to file for recertification by submitting:

1. The following information in a Department-provided format:
   a. The EMCT’s name, address, telephone number, and email address;
   b. The EMCT’s current certification number;
   c. The reason for requesting the extension; and
   d. The EMCT’s signature or electronic signature and date of signature;

2. For an exemption based on military service or authorized federal or state emergency response deployment, a copy of the EMCT’s military orders or documentation of authorized federal or state emergency response deployment.

B. The Department may grant an extension of time to file for recertification:

1. For personal or family illness, for no more than 180 days;
2. For each military service or authorized federal or state emergency response deployment, for the term of service or deployment plus 180 days.

C. An individual applying for or granted an extension of time to file for recertification:

1. Remains certified according to A.R.S. § 41-1092.11 during the extension period, and
2. Shall submit an application for recertification according to R9-25-404.

D. An individual who does not meet the recertification requirements in R9-25-404 within the extension period or has the application for recertification denied by the Department:

1. Is not an EMCT, and
2. May submit an application to the Department for initial EMCT certification according to R9-25-403.

E. The Department shall approve or deny a request for an extension to file for EMCT recertification according to Article 12 of this Chapter.

F. If the Department denies a request for an extension to file for EMCT recertification, the applicant may request a hearing according to A.R.S. Title 41, Chapter 6, Article 10.

Historical Note

R9-25-406. Requirements for Downgrading of Certification (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (H) and 36-2204(1) and (6))

An individual who holds current EMCT certification at a classification level higher than EMT and who is not under investigation according to A.R.S. § 36-2211 may apply for:

1. Continued certification at a lower EMCT classification level for the remainder of the certification period by submitting to the Department:
   a. A written request containing:
      i. The EMCT’s name, address, email address, telephone number, date of birth, and Social Security number;
      ii. The lower EMCT classification level requested;
      iii. Attestation that the applicant has not committed an act or engaged in conduct that would warrant revocation of a certificate under A.R.S. § 36-2211;
      iv. Attestation that all information submitted is true and accurate; and
      v. The applicant’s signature or electronic signature and date of signature; and
   b. Either:
      i. A written statement from the EMCT’s administrative medical director attesting that the EMCT is able to perform at the lower EMCT classification level requested; or
      ii. If applying for continued certification as an EMT, an Arizona EMT refresher certificate of completion or an Arizona EMT refresher challenge examination certificate of completion signed by the training program director designated for the Arizona EMT refresher course; or
2. Recertification at a lower EMCT classification level according to R9-25-404.

Historical Note

R9-25-407. Notification Requirements (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), and (A)(4), 36-2204(1) and (6), and 36-2211)

A. No later than 30 days after the date an EMCT’s name legally changes, the EMCT shall submit to the Department:

1. A completed form provided by the Department containing:
   a. The name under which the EMCT is currently certified by the Department;
   b. The EMCT’s address, telephone number, and Social Security number; and
   c. The EMCT’s new name; and
2. Documenting showing that the name has been legally changed.
B. No later than 30 days after the date an EMCT’s address or email address changes, the EMCT shall submit to the Department a completed form provided by the Department containing:
1. The EMCT’s name, telephone number, and Social Security number; and
2. The EMCT’s new address or email address.
C. An EMCT shall notify the Department in writing no later than 10 days after the date the EMCT:
1. Is incarcerated or is placed on parole, supervised release, or probation for any criminal conviction;
2. Is convicted of:
   a. A crime specified in R9-25-402(A)(2),
   b. A misdemeanor involving moral turpitude,
   c. A felony in this state or any other state or jurisdiction, or
   d. A misdemeanor specified in R9-25-402(E);
3. Has registration revoked or suspended by a national certification organization; or
4. Has certification, recertification, or licensure at an EMCT classification level revoked or suspended in another state or jurisdiction.

Historical Note

R9-25-408. Unprofessional Conduct; Physical or Mental Incompetence; Gross Incompetence; Gross Negligence (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (A)(6), and (H), 36-2204(1), (6), and (7), and 36-2211)
A. For purposes of A.R.S. § 36-2211(A)(1), unprofessional conduct is an act or omission made by an EMCT that is contrary to the recognized standards or ethics of the Emergency Medical Technician profession or that may constitute a danger to the health, welfare, or safety of a patient or the public, including:
1. Impersonating an EMCT of a higher level of certification or impersonating a health professional as defined in A.R.S. § 32-3201;
2. Permitting or allowing another individual to use the EMCT’s certification for any purpose;
3. Aiding or abetting an individual who is not certified according to this Chapter in acting as an EMCT or in representing that the individual is certified as an EMCT;
4. Engaging in or soliciting sexual relationships, whether consensual or non-consensual, with a patient while acting as an EMCT;
5. Physically or verbally harassing, abusing, threatening, or intimidating a patient or another individual while acting as an EMCT;
6. Making false or materially incorrect entries in a medical record or willful destruction of a medical record;
7. Failing or refusing to maintain adequate records on a patient;
8. Soliciting or obtaining monies or goods from a patient by fraud, deceit, or misrepresentation;
9. Aiding or abetting an individual in fraud, deceit, or misrepresentation in meeting or attempting to meet the application requirements for EMCT certification or EMCT recertification contained in this Article, including the requirements established for:
   a. Completing and passing a course provided by a training program; and
   b. The national certification organization examination process and national certification organization registration process;
10. Providing false information or making fraudulent or untrue statements to the Department or about the Department during an investigation conducted by the Department;
11. Being incarcerated or being placed on parole, supervised release, or probation for any criminal conviction;
12. Being convicted of a misdemeanor identified in R9-25-402(E), which has not been absolutely discharged, expunged, or vacated;
13. Having national certification organization registration revoked or suspended by the national certification organization for material noncompliance with national certification organization rules or standards; and
14. Having certification, recertification, or licensure at an EMCT classification level revoked or suspended in another state or jurisdiction.
B. Under A.R.S. § 36-2211, physical or mental incompetence of an EMCT is the EMCT’s lack of physical or mental ability to provide emergency medical services as required under this Chapter.
C. Under A.R.S. § 36-2211 gross incompetence or gross negligence is an EMCT’s willful act or willful omission of an act that is made in disregard of an individual’s life, health, or safety and that may cause death or injury.

Historical Note

R9-25-409. Enforcement Actions (Authorized by A.R.S. §§ 36-2202(A)(2), (A)(3), (A)(4), (A)(6), and (H), 36-2204(1), (6), and (7), and 36-2211)
A. If the Department determines that an applicant or EMCT is not in substantial compliance with applicable laws and rules, under A.R.S. §§ 36-2204 or 36-2211, the Department may:
1. Take the following action against an applicant or EMCT:
   a. After notice is provided according to A.R.S. § 36-2211 and, if applicable, A.R.S. Title 41, Chapter 6, Article 10, issue:
      i. A decree of censure to the EMCT, or
      ii. An order of probation to the EMCT; or
   b. After notice and opportunity to be heard is provided according to A.R.S. Title 41, Chapter 6, Article 10:
      i. Deny an application,
      ii. Suspend the EMCT’s certificate, or
      iii. Revoke the EMCT’s certificate; and
   2. Assess civil penalties against the EMCT.
B. In determining which action in subsection (A) is appropriate, the Department shall consider:
   1. Prior disciplinary actions;
   2. The time interval since a prior disciplinary action, if applicable;
   3. The applicant’s or EMCT’s motive;
   4. The applicant’s or EMCT’s pattern of conduct;
   5. The number of offenses;
   6. Whether the applicant or EMCT failed to comply with instructions from the Department;
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7. Whether interim rehabilitation efforts were made by the applicant or EMCT;
8. Whether the applicant or EMCT refused to acknowledge the wrongful nature of the misconduct;
9. Whether the applicant or EMCT made timely and good-faith efforts to rectify the consequences of the misconduct;
10. The submission of false evidence, false statements, or other deceptive practices during an investigation or disciplinary process;
11. The vulnerability of a patient or other victim of the applicant’s or EMCT’s conduct, if applicable; and
12. How much control the applicant or EMCT had over the processes or situation leading to the misconduct.

Historical Note

R9-25-410. Renumbered

Historical Note

R9-25-411. Renumbered

Historical Note

Exhibit I. Repealed

Historical Note

Exhibit J. Repealed

Historical Note

Exhibit K. Repealed

Historical Note

R9-25-412. Expired

Historical Note

ARTICLE 5. MEDICAL DIRECTION PROTOCOLS FOR EMERGENCY MEDICAL CARE TECHNICIANS

Article 5, consisting of R9-25-501 through R9-25-508, recodified from Article 8 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

Article 5 repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-501. Definitions
In addition to the definitions in A.R.S. § 36-2201 and R9-25-101, the following definitions apply in this Article, unless otherwise specified:

1. “ALS skill” means a medical treatment, procedure, or technique or administration of a medication that is indicated by a check mark in Table 5.1 under AEMT, EMT-I(99), or Paramedic, but not under EMT.

Historical Note

R9-25-502. Scope of Practice for EMCTs

A. An EMCT shall perform a medical treatment, procedure, or technique or administer a medication only:

1. If the skill is within the EMCT’s scope of practice skills, as specified in Table 5.1;
2. For an ALS skill:
   a. If authorized for the EMCT by the EMCT’s administrative medical director, and
   b. If the EMCT is able to receive on-line medical direction;
3. For a STR skill:
   a. If the EMCT has documentation of having completed training specific to the skill that is consistent with the knowledge, skills, and competencies established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references;
   b. If authorized for the EMCT by the EMCT’s administrative medical director; and
   c. If the EMCT is able to receive on-line medical direction;
4. If the medication is listed as an agent in a table of agents, established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references, that the EMCT’s administrative medical director may authorize the EMCT to administer, monitor, or assist a patient in self-administration based on the classification for which the EMCT is certified;
5. If the EMCT is authorized to administer the medication by the:
   a. EMCT’s administrative medical director, if applicable; or
b. If the EMCT is an EMT with no administrative medical director, emergency medical services provider or ambulance service by which the EMCT is employed or for which the EMCT volunteers; and

6. In a manner consistent with standards described in R9-25-408 and, if applicable, with the training in 9 A.A.C. 25, Article 3.

B. An administrative medical director:

1. Shall:
   a. Ensure that an EMCT has completed training in administration or monitoring of an agent before authorizing the EMCT to administer or monitor the agent;
   b. Ensure that an EMCT has competency in an ALS skill before authorizing the EMCT to perform the ALS skill;
   c. Before authorizing an EMCT to perform a STR skill, ensure that the EMCT has:
      i. Completed training specific to the skill, consistent with the knowledge, skills, and competencies established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references; and
      ii. Demonstrated competency in the skill;
   d. Periodically thereafter assess an EMCT’s competency in an authorized ALS skill and STR skill, according to policies and procedures required in R9-25-201(E)(3)(b)(ix), to ensure continued competency;
   e. Document the EMCT’s:
      i. Completion of training in administration or monitoring of an agent required in subsection (B)(1)(a),
      ii. Competency in performing an ALS skill required in subsection (B)(1)(b),
      iii. Specific training required in subsection (B)(1)(c)(i) and competency required in subsection (B)(1)(c)(ii); and
   iv. Periodic reassessment required in subsection (B)(1)(d); and
   f. Maintain documentation of an EMCT’s completion of training in administration or monitoring of an agent and competency in performing an authorized ALS skill or STR skill; and

2. May authorize an EMCT to perform all of the ALS skills in Table 5.1 for the applicable level of EMCT or restrict the EMCT to a subset of the ALS skills in Table 5.1 for the applicable level of EMCT.

Historical Note

Table 1. Repealed

Historical Note
Table 5.1. Arizona Scope of Practice Skills

<p>| KEY: | Arizona Scope of Practice skill | STR | With training in R9-25-505 |</p>
<table>
<thead>
<tr>
<th>A. Airway/Ventilation/Oxygenation</th>
<th>EMT</th>
<th>AEMT</th>
<th>EMT-I (99)</th>
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<tr>
<td>5. Airway obstruction - manual dislodgement techniques</td>
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<tr>
<td>6. Automated transport ventilator</td>
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<td>STR</td>
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<tr>
<td>7. Bag-valve-mask (BVM)</td>
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<td>8. BiPAP</td>
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<td>9. CPAP</td>
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<td>12. Chest tube monitoring and management</td>
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<td>18. Intubation - endotracheal</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>19. Intubation - nasotracheal</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>20. Jaw-thrust</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>21. Medication Assisted Intubation (paralytics)</td>
<td>-</td>
<td>-</td>
<td>STR</td>
<td>✔</td>
</tr>
<tr>
<td>22. Mouth-to-barrier</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>23. Mouth-to-mask</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>24. Mouth-to-mouth</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>25. Mouth-to-nose</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>26. Mouth-to-stoma</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>27. Oxygen therapy - high flow nasal cannula</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>28. Oxygen therapy - humidifiers</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>29. Oxygen therapy - nasal cannula</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>30. Oxygen therapy - non-rebreather mask</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>31. Oxygen therapy - partial rebreather mask</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>32. Oxygen therapy - simple face mask</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>33. Oxygen therapy - Venturi mask</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>34. Pulse oximetry</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>35. Suctioning - upper airway</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>36. Suctioning - tracheobronchial of an intubated patient</td>
<td>-</td>
<td>*ü</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>B. Cardiovascular/Circulation</td>
<td>EMT</td>
<td>AEMT</td>
<td>EMT-I (99)</td>
<td>Paramedic</td>
</tr>
<tr>
<td>1. Cardiac monitoring - 12-lead ECG (interpretive)</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>2. Cardiac monitoring - 12-lead ECG acquisition and transmission</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>3. Cardiopulmonary resuscitation</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>4. Cardioversion - electrical</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>5. Defibrillation - automated/semi-automated</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>6. Defibrillation - manual</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>7. Hemorrhage control - direct pressure</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>8. Hemorrhage control - tourniquet</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>9. Hemorrhage control - wound packing</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>10. Mechanical CPR device</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>11. Telemetric monitoring devices and transmission of clinical data including video data</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>12. Transcutaneous pacing</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>13. Transvenous cardiac pacing - monitoring and maintenance</td>
<td>-</td>
<td>-</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>C. Splinting/Splinal Motion Restriction/Patient Restraint</td>
<td>EMT</td>
<td>AEMT</td>
<td>EMT-I (99)</td>
<td>Paramedic</td>
</tr>
<tr>
<td>1. Cervical collar</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>2. Long spine board</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>3. Manual cervical stabilization</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>4. Seated spinal motion restriction (KED, etc.)</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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### D. Medication Administration - routes/agent types

<table>
<thead>
<tr>
<th>Route/Agent Type</th>
<th>EMT</th>
<th>AEMT</th>
<th>EMT-I (99)</th>
<th>Paramedic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerosolized/nebulized</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Endotracheal tube</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Inhaled</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Intradermal</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Intramuscular - auto-injector</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Intranasal</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Intraosseous - initiation, pediatric or adult</td>
<td>-</td>
<td>✓</td>
<td>ü</td>
<td>ü</td>
</tr>
<tr>
<td>Intravenous</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mucosal/Sublingual</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Nasogastric</td>
<td>-</td>
<td>-</td>
<td>ü</td>
<td>ü</td>
</tr>
<tr>
<td>Oral</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Rectal</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Subcutaneous</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Topical</td>
<td>-</td>
<td>-</td>
<td>ü</td>
<td>ü</td>
</tr>
<tr>
<td>Transdermal</td>
<td>-</td>
<td>-</td>
<td>ü</td>
<td>ü</td>
</tr>
<tr>
<td>Use/monitoring of infusion pump for agent administration during interfacility transport</td>
<td>-</td>
<td>-</td>
<td>STR</td>
<td>STR</td>
</tr>
<tr>
<td>Use/monitoring of agents specified in Table 3 - Special Agents Eligible for Administration and Monitoring, established according to A.R.S. § 36-2204 and available through the Department at <a href="http://www.azdhs.gov/ems-regulatory-references">www.azdhs.gov/ems-regulatory-references</a></td>
<td>-</td>
<td>-</td>
<td>STR</td>
<td>STR</td>
</tr>
<tr>
<td>Epinephrine anaphylaxis-prepared kit; only for anaphylaxis when no auto-injector is available</td>
<td>STR</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Immunizations</td>
<td>-</td>
<td>-</td>
<td>✓*</td>
<td>✓*</td>
</tr>
<tr>
<td>Thrombolytics</td>
<td>-</td>
<td>-</td>
<td>STR</td>
<td>STR</td>
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</table>

### E. IV Initiation/Maintenance Fluids

<table>
<thead>
<tr>
<th>Action</th>
<th>EMT</th>
<th>AEMT</th>
<th>EMT-I (99)</th>
<th>Paramedic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access indwelling catheters and implanted central IV ports</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Central line - monitoring</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intraosseous - initiation, pediatric or adult</td>
<td>-</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intravenous access</td>
<td>STR</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intravenous initiation - peripheral</td>
<td>STR</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intravenous - maintenance of medicated IV fluids</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Intravenous - maintenance of nonmedicated IV fluids</td>
<td>STR</td>
<td>✓</td>
<td>✓</td>
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</tr>
</tbody>
</table>

### F. Miscellaneous

<table>
<thead>
<tr>
<th>Action</th>
<th>EMT</th>
<th>AEMT</th>
<th>EMT-I (99)</th>
<th>Paramedic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisted delivery (childbirth)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Assisted complicated delivery (childbirth)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Blood chemistry analysis</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Blood glucose monitoring</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Blood pressure - automated</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Blood pressure - manual</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Eye irrigation</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Eye irrigation hands-free irrigation using sterile eye irrigation device</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Venous blood sampling</td>
<td>STR</td>
<td>STR</td>
<td>STR</td>
<td>STR</td>
</tr>
</tbody>
</table>

**Historical Note**


Table 5.2. Repealed

**Historical Note**

The Department director shall approve a test and evaluation if:

A. Under A.R.S. § 36-2205, the Department may authorize the testing, evaluation, and approval of medical treatments, procedures, techniques, practices, or equipment that includes:

a. Reduce or eliminate the use of outdated or obsolete medical treatments, procedures, techniques, practices, medications, or equipment; and

b. Improve patient care; or

c. Benefit the public’s health, safety, or welfare.

E. Within 180 days after receiving a written request for testing and evaluation that contains all of the information in subsection (C), the Department director shall send written notification of approval or denial of the test and evaluation to the individual making the request.

F. Upon completion of a test and evaluation authorized by the Department director, the person conducting the test and evaluation shall submit a written report to the Department director that includes:

1. An identification of the test and evaluation;

2. A detailed evaluation of the test; and

3. A recommendation regarding future use of the medical treatment, procedure, technique, practice, medication, or piece of equipment tested and evaluated.

### Historical Note

**R9-25-503. Testing of Medical Treatments, Procedures, Medications, and Techniques That May Be Administered or Performed by an EMCT**

- **A.** Under A.R.S. § 36-2205, the Department may authorize the testing and evaluation of a medical treatment, procedure, technique, practice, medication, or piece of equipment for possible use by an EMCT or an emergency medical services provider.

- **B.** Before authorizing any test and evaluation according to subsection (A), the Department director shall approve the test and evaluation according to subsections (C), (D), (E).

- **C.** The Department director shall consider approval of a test and evaluation conducted according to subsection (A), only if a written request for testing and evaluation:

  1. Is submitted to the Department director from:
     - a. The Department,
     - b. A state agency other than the Department,
     - c. A political subdivision of this state,
     - d. An EMCT,
     - e. An emergency medical services provider,
     - f. An ambulance service, or
     - g. A member of the public; and

  2. Includes:
     - a. A cover letter, signed and dated by the individual making the request;
     - b. An identification of the person conducting the test and evaluation;
     - c. An identification of the medical treatment, procedure, technique, practice, medication, or piece of equipment to be tested and evaluated;
     - d. An explanation of the reasons for and the benefits of the test and evaluation;
     - e. The scope of the test and evaluation, including the:
       - i. Projected number of individuals, EMCTs, emergency medical services providers, or ambulance services involved; and
       - ii. Proposed length of time required to complete the test and evaluation; and
     - f. The methodology to be used to evaluate the test’s and evaluation’s findings.

- **D.** The Department director shall approve a test and evaluation if:

  1. The test and evaluation does not pose a threat to the public health, safety, or welfare;

  2. The test is necessary to evaluate the safest and most current advances in medical treatments, procedures, techniques, practices, medications, or equipment; and

  3. The medical treatment, procedure, technique, practice, medication, or piece of equipment being tested and evaluated may:
     - a. Reduce or eliminate the use of outdated or obsolete medical treatments, procedures, techniques, practices, medications, or equipment; and
     - b. Improve patient care; or

- **E.** Within 180 days after receiving a written request for testing and evaluation that contains all of the information in subsection (C), the Department director shall send written notification of approval or denial of the test and evaluation to the individual making the request.

- **F.** Upon completion of a test and evaluation authorized by the Department director, the person conducting the test and evaluation shall submit a written report to the Department director that includes:

  1. An identification of the test and evaluation;

  2. A detailed evaluation of the test; and

  3. A recommendation regarding future use of the medical treatment, procedure, technique, practice, medication, or piece of equipment tested and evaluated.

### Historical Note

**R9-25-504. Protocol for Selection of a Health Care Institution for Transport**

- **A.** Except as provided in subsection (B), an EMCT shall transport a patient accessing emergency medical services through a call to 9-1-1 or a similar public emergency dispatch number to:

  1. An emergency receiving facility, or

  2. A special hospital that is physically connected to an emergency receiving facility.
B. Under A.R.S. §§ 36-2205(D) and 36-2232(F), an EMCT who responds to a call made to 9-1-1 or a similar public emergency dispatch number may refer, advise, or transport the patient to the scene to a health care institution other than a health care institution specified in subsection (A), if the EMCT determines that:

1. The patient’s condition does not pose an immediate threat to life or limb, based on medical direction; and
2. The health care institution is the most appropriate for the patient, based on the following:
   a. The patient’s:
      i. Medical condition,
      ii. Choice of health care institution, and
      iii. Health care provider;
   b. The location of the health care institution and the emergency medical resources available at the health care institution; and
   c. A determination by the administrative medical director that the health care institution is able to accept and capable of treating the patient.

C. Before initiating transport of a patient accessing emergency medical services through a call to 9-1-1 or a similar public emergency dispatch number, an EMCT, emergency medical services provider, or ambulance service shall:

1. Notify, by radio or telephone communication, a health care institution that is not an emergency receiving facility to accept the patient, based on the following:
   a. The patient’s:
      i. Medical condition,
      ii. Choice of health care institution, and
      iii. Health care provider;
   b. The location of the health care institution and the emergency medical resources available at the health care institution; and
   c. A determination by the administrative medical director that the health care institution is able to accept and capable of treating the patient.

D. An EMCT transporting a patient accessing emergency medical services through a call to 9-1-1 or a similar public emergency dispatch number to a health care institution that is not an emergency receiving facility may refer, advise, or transport the patient at the scene to a health care institution other than a health care institution specified in subsection (A), if the EMCT determines that:

1. The patient’s:
   a. Basic immunology and the human immune response;
   b. Mechanics of immunity, adverse effects, dose, and administration schedule of available immunizing agents;
   c. Response to an emergency situation, such as an allergic reaction, resulting from the administration of an immunization;
   d. Routes of administration for available immunizing agents;
   e. A description of the individuals to whom an EMCT may administer an immunizing agent; and
   f. The requirements in 9 A.A.C. 6, Article 7 related to:
      i. Obtaining written consent for administration of an immunizing agent,
      ii. Providing immunization information and written immunization records, and
      iii. Recordkeeping and reporting;
2. Requires the EMT-I(99) or Paramedic to demonstrate competency in the subject matter listed in subsection (A)(1); and
3. Is approved by the EMT-I(99)’s or Paramedic’s administrative medical director based upon a determination that the training meets the requirements in subsections (A)(1) and (A)(2).

B. An administrative medical director of an EMT-I(99) or a Paramedic who completes the training required in subsection (A) shall maintain for Department review and inspection written evidence that the EMT-I(99) or Paramedic has completed the training required in subsection (A), including at least:

1. The name of the training,
2. The date the training was completed, and
3. A signed and dated attestation from the administrative medical director that the training is approved.

C. Before administering an immunizing agent to an individual, an EMT-I(99) or a Paramedic shall:

1. Receive written consent consistent with the requirements in 9 A.A.C. 6, Article 7;
2. Provide immunization information and written immunization records consistent with the requirements in 9 A.A.C. 6, Article 7; and
3. Provide documentary proof of immunity to the individual consistent with the requirements in 9 A.A.C. 6, Article 7.

Historical Note

Exhibit 1. Repealed

Historical Note
New Exhibit 1 recodified from Article 8, Exhibit 1 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3). Exhibit 1 repealed by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

Exhibit 2. Repealed

Historical Note
New Exhibit 2 recodified from Article 8, Exhibit 2 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3). Exhibit 2 repealed by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

R9-25-506. Renumbered

Historical Note
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R9-25-507. Repealed

Historical Note

R9-25-508. Repealed

Historical Note

R9-25-509. Repealed

Historical Note

R9-25-510. Repealed

Historical Note

Exhibit P. Repealed

Historical Note

R9-25-511. Repealed

Historical Note

R9-25-512. Repealed

Historical Note

R9-25-513. Repealed

Historical Note

R9-25-514. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Amended by exempt rulemaking at 7 A.A.R. 4888, effective November 1, 2001 (Supp. 01-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-515. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

ARTICLE 6. STROKE CARE

Article 6, consisting of new Sections R9-25-601 and R9-25-602, made by exempt rulemaking effective April 5, 2013 (Supp. 13-1).

Article 6 repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-601. Definitions (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

In addition to the definitions in A.R.S. § 36-2201 and R9-25-101, the following definitions apply in this Article, unless otherwise specified:

1. “Acute stroke-ready hospital” means a hospital that is certified by a national stroke center certification organization as meeting national stroke care standards for the initial assessment, diagnosis, stabilization, and either:
   a. Transfer of a stroke patient to a primary stroke center or comprehensive stroke center, or
   b. Care of a stroke patient with input from the staff of a primary stroke center or comprehensive stroke center.

2. “Comprehensive stroke center” means a hospital that is certified by a national stroke center certification organization as meeting national stroke care standards for the assessment, diagnosis using advanced imaging devices,
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and treatment of stroke patients with complex cases of ischemic stroke, caused by the loss of the blood supply to a part of the brain, or hemorrhagic stroke, caused by bleeding into a part of the brain.

3. “Council” means the emergency medical services council established under A.R.S. § 36-2203.

4. “Health care provider” means an individual licensed according to A.R.S. Title 32, Chapter 13, 15, 17, 19, 25, or 34.

5. Local EMS coordinating system means the same as in A.R.S. § 36-2210.

6. National stroke center standards means criteria for the assessment and treatment of stroke that are consistent with guidelines established by the American Heart Association/American Stroke Association, an organization that focuses on reducing the impact of stroke.

7. National stroke center certification organization means an entity:
   a. Such as:
      i. The Joint Commission;
      ii. The Healthcare Facilities Accreditation Program;
      iii. Det Norske Veritas Healthcare, Inc.; or
      iv. The American Heart Association/American Stroke Association;
   b. That assesses the compliance of a hospital with national stroke care standards; and
   c. That documents hospitals that meet national stroke care standards.

8. Primary stroke center means a hospital that is certified by a national stroke center certification organization as meeting national stroke care standards for the assessment, diagnosis, and treatment of stroke patients.

9. Stroke patient means an individual who has signs or symptoms of a stroke and is receiving assessment or treatment for a stroke.


Historical Note

R9-25-602. Emergency Stroke Care Protocols (Authorized by A.R.S. §§ 36-2202(A)(3) and (4) and 36-2204(1) and (3))

A. The council shall:
   1. Establish emergency stroke care protocols, and
   2. Support the adoption of emergency stroke care protocols by emergency medical services providers through local EMS coordinating systems.

B. The council shall ensure that emergency stroke care protocols:
   1. Are developed and implemented in coordination with:
      a. Local EMS coordinating systems,
      b. National organizations that focus on heart disease and stroke,
      c. Emergency medical services providers, and
      d. Health care providers;
   2. Include procedures for the pre-hospital assessment and treatment of stroke patients, which may include education about identifying stroke patients who may have an emergent large vessel occlusion, the blockage of a large blood vessel that causes an individual to have an ischemic stroke;
   3. Provide for transport of stroke patients to the most appropriate emergency receiving facility, consistent with A.R.S. § 36-2205(E), taking into account the:
      a. Needs of a stroke patient;
      b. Availability of resources in urban areas, suburban areas, rural areas, and wilderness areas;
      c. Capability of an emergency receiving facility to practice telemedicine, as defined in A.R.S. § 36-3601, with specialists in stroke care;
      d. Location of emergency receiving facilities that:
         i. Are:
            (1) Acute stroke-ready hospitals,
            (2) Primary stroke centers, or
            (3) Comprehensive stroke centers; and
      ii. Participate in quality improvement activities, including the submission of data on stroke care provided by the emergency receiving facility that may be compiled on a statewide basis;
      e. Capability of an emergency receiving facility that is not a primary stroke center or comprehensive stroke center to stabilize a stroke patient before initiating a transfer to a primary stroke center or comprehensive stroke center;
      f. Capability of an emergency receiving facility that is not a primary stroke center or comprehensive stroke center to stabilize and admit a stroke patient; and
      g. Distance and duration of transport;
   4. Are consistent with national stroke care standards; and
   5. Are based on data on stroke care from:
      a. National organizations that focus on heart disease and stroke;
      b. U.S. Department of Transportation, National Highway Traffic Safety Administration; and
      c. Statewide data on stroke care, as available.

C. The council shall review and update, as necessary, the emergency stroke care protocols in subsection (A) after seeking input from:
   1. Local EMS coordinating systems,
   2. National organizations that focus on heart disease and stroke,
   3. Nonprofit organizations that focus on the development of stroke systems of care,
   4. Emergency medical services providers, and
   5. Health care providers.

Historical Note

R9-25-603. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-604. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-605. Repealed
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Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-606. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-607. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-608. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-609. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-610. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-611. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-612. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-613. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-614. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-615. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Amended by exempt rulemaking at 7 A.A.R. 4888, effective November 1, 2001 (Supp. 01-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

R9-25-616. Repealed

Historical Note
Adopted effective October 15, 1996 (Supp. 96-4). Section repealed by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4).

Exhibit S. Repealed

Historical Note

Exhibit G. Repealed

Historical Note

Exhibit L. Repealed

Historical Note

Exhibit M. Repealed

Historical Note

Exhibit N. Repealed

Historical Note

Exhibit O. Repealed

Historical Note

ARTICLE 7. AIR AMBULANCE SERVICE LICENSING

R9-25-701. Definitions (Authorized by A.R.S. §§ 36-2202(A)(3) and (4), 36-2209(A)(2), 36-2212, 36-2213, 36-2214, and 36-2215)

In addition to the definitions in A.R.S. § 36-2201 and R9-25-101, the following definitions apply in this Article and in Article 8 of this Chapter, unless otherwise specified:
1. “Air ambulance” means an aircraft that is an “ambulance” as defined in A.R.S. § 36-2201.
2. “Air ambulance service” means an ambulance service that operates an air ambulance.
3. "Application packet" means the information, applicable fees, and documents required by the Department when making a decision for:
   a. Licensing an air ambulance service, or
   b. Issuing a certificate of registration for an air ambulance.
4. "Base location" means a physical location at which a person houses an air ambulance or equipment and supplies used for the operation of an air ambulance service or provides administrative or other support for the operation of an air ambulance service.
5. "CAMTS" means the Commission on Accreditation of Medical Transport Systems, formerly known as the Commission on Accreditation of Air Medical Services.
6. "Certificate holder" means a person who holds a current and valid certificate of registration for an air ambulance service.
7. "Change of ownership" means a transfer of controlling legal or equitable interest and authority in an air ambulance service.
8. "Critical care" means pertaining to a patient who has an illness or injury acutely impairing one or more organ systems, such that the conditions are life-threatening and require constant monitoring to avoid deterioration of the patient’s condition.
9. "Estimated time of arrival" means the number of minutes from the time that an air ambulance service agrees to perform a mission to the time that an air ambulance arrives at the scene.
10. "Interfacility" means between two health care institutions.
11. "Interfacility maternal transport" means an interfacility transport of a woman:
   a. Whose pregnancy is considered by a physician to be high risk,
   b. Who is in need of critical care services related to the pregnancy, and
   c. Who is being transferred to a medical facility that has the specialized perinatal and neonatal resources and capabilities necessary to provide an appropriate level of care.
12. "Interfacility neonatal transport" means an interfacility transport of an infant who is 28 days of age or younger and who is in need of critical care services related to the infant's condition.
13. "Licensed respiratory care practitioner" has the same meaning as in A.R.S. § 36-2217(A).
14. "Licensee" means a person who holds a current and valid certificate of registration for an air ambulance service.
15. "Medical team" means personnel whose main function on a mission is the medical care of the patient being transported.
16. "Mission" means a transport event that involves an air ambulance service's sending an air ambulance to a patient's location to provide transport of the patient from one location to another, whether or not transport of the patient is actually provided.
17. "Mission level" means critical care services or ALS services, based on the staffing and the services provided by the air ambulance service.
18. "Mission type" means an emergency medical services transport, interfacility transport, interfacility maternal transport, or interfacility neonatal transport provided by an air ambulance service.
19. "On-line medical guidance" means emergency medical services direction or information provided to a non-EMCT medical team member by a physician through two-way voice communication.
20. "Operate an air ambulance in this state" means:
   a. Transporting a patient via air ambulance from a location in this state to another location in this state,
   b. Operating an air ambulance from a base location in this state, or
   c. Transporting a patient via air ambulance from a location in this state to a location outside of this state more than once per month.
21. "Owner" means a person that holds a controlling legal or equitable interest and authority in an air ambulance service.
22. "Personnel" means individuals who work for an air ambulance service, with or without compensation, whether as employees, contractors, or volunteers.
23. "Premises" means each physical location of air ambulance service operations and includes all equipment and records at each location.
24. "Proficiency in neonatal resuscitation" means current and valid certification in neonatal resuscitation obtained through completing a nationally recognized training program such as the American Academy of Pediatrics and American Heart Association NRP: Neonatal Resuscitation Program.
25. "Regularly" means at recurring, fixed, or uniform intervals.
26. "Subspecialization" means:
   a. For a physician board certified by a specialty board approved by the American Board of Medical Specialties, subspecialty certification;
   b. For a physician board certified by a specialty board approved by the American Osteopathic Association, attainment of either a certification of special qualifications or a certification of added qualifications; and
   c. For a physician who has completed an accredited residency program, completion of at least one year of training pertaining to the specified area of medicine.
27. "Two-way voice communication" means that two individuals are able to convey information back and forth to each other orally, either directly or through a third-party relay.
28. "Valid" means that a license, certification, or other form of authorization is in full force and effect and not suspended.
29. "Working day" means the period between 8:00 a.m. and 5:00 p.m. on a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a state holiday.

Historical Note

R9-25-702. Applicability (A.R.S. §§ 36-2202(A)(4) and 36-2217)
This Article and Article 8 of this Chapter do not apply to persons and vehicles exempted from the provisions of A.R.S. Title 36, Chapter 21.1 as provided in A.R.S. § 36-2217(A).

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656,
CHAPTER 25. DEPARTMENT OF HEALTH SERVICES - EMERGENCY MEDICAL SERVICES

9 A.A.C. 25

Title 9

R9-25-703. Requirement and Eligibility for a License (Authorized by A.R.S. §§ 36-2202(A)(3) and (4), 36-2209(A)(2), 36-2212, 36-2213, 36-2214, and 36-2215)
A. A person shall not operate an air ambulance in this state unless the person has a current and valid air ambulance service license and, except as provided in A.R.S. § 36-2212(C), a current and valid certificate of registration for the air ambulance as required under Article 8 of this Chapter.
B. To be eligible to obtain an air ambulance service license, an applicant shall:
   1. Hold current and valid registration and exemption issued by the Federal Aviation Administration under 14 CFR 298, as evidenced by a current and valid U.S. Department of Transportation OST Form 4507 showing the effective date of registration;
   2. Hold the following issued by the Federal Aviation Administration:
      a. A current and valid Air Carrier Certificate authorizing common carriage under 14 CFR 135;
      b. If operating a rotor-wing air ambulance, current and valid Operations Specifications authorizing aero-medical helicopter operations;
      c. If operating a fixed-wing air ambulance, current and valid Operations Specifications authorizing airplane air ambulance operations;
      d. A current and valid Certificate of Registration for each air ambulance to be operated; and
      e. A current and valid Airworthiness Certificate for each air ambulance to be operated;
   3. Have applied for a certificate of registration, issued by the Department under Article 8 of this Chapter, for each air ambulance to be operated by the air ambulance service;
   4. Possess a copy of a current and valid registration, issued by the Arizona Department of Transportation under A.R.S. Title 28, Chapter 25, Article 4, to the owner of the aircraft for each air ambulance to be operated by the air ambulance service;
   5. Have current and valid liability insurance coverage for the air ambulance service that complies with A.R.S. § 36-2215 and that has at least the following maximum liability limits:
      a. $1 million for injuries to or death of any one person arising out of any one incident or accident;
      b. $3 million for injuries to or death of more than one person in any one incident or accident; and
      c. $500,000 for damage to property arising from any one incident or accident;
   6. Have current and valid malpractice insurance coverage for the air ambulance service that complies with A.R.S. § 36-2215 and that has a maximum liability limit of at least $1 million per occurrence; and
   7. Comply with all applicable requirements of this Article, Articles 2 and 8 of this Chapter, and A.R.S. Title 36, Chapter 21.1.
C. To maintain eligibility for an air ambulance service license, a licensee shall meet the requirements of subsections (B)(1), (2), and (4) through (7) and hold a current and valid certificate of registration, issued by the Department under Article 8 of this Chapter, for each air ambulance operated in Arizona by the air ambulance service.

Historical Note

A. An applicant for an initial license shall submit an application packet to the Department, including:
   1. The following information in a Department-provided format:
      a. The applicant’s name; mailing address; e-mail address; fax number, if any; and telephone number;
      b. The names of all other business organizations operated by the applicant related to the air ambulance service;
      c. The physical and mailing addresses to be used for the air ambulance service, if different from the applicant’s mailing address;
      d. The name, title, address, e-mail address, and telephone number of the applicant’s statutory agent or the individual designated by the applicant to accept service of process and subpoenas for the air ambulance service;
      e. The name, title, address, e-mail address, and telephone number of the individual acting on behalf of the applicant according to R9-25-102;
      f. If the applicant is a business organization:
         i. The type of business organization; and
         ii. The name; address; e-mail address; telephone number; and fax number, if any, of the individual who is to serve as the primary contact for information regarding the application;
      g. The name and Arizona license number for the physician who is to serve as the administrative medical director for the air ambulance service;
      h. The intended hours of operation for the air ambulance service;
      i. The intended schedule of rates for the air ambulance service;
      j. Which of the following mission types is to be provided:
         i. Emergency medical services transports,
         ii. Interfacility transports,
         iii. Interfacility maternal transports, or
         iv. Interfacility neonatal transports;
      k. Which of the following mission levels is to be provided:
         i. Critical care, or
         ii. Advanced life support;
      l. Whether the applicant plans to use fixed-wing or rotor-wing aircraft for the air ambulance service;
      m. Whether the applicant agrees to allow the Department to submit supplemental requests for information under R9-25-1201(C)(3);
      n. Attestation that the applicant will comply with all applicable requirements in this Article, Articles 2 and 8 of this Chapter, and A.R.S. Title 36, Chapter 21.1;
      o. Attestation that the information provided in the application packet, including the information in the accompanying documents, is accurate and complete; and
      p. The signature of the applicant and the date signed;

   2. Documentation for the individual specified according to subsection (A)(1)(e) that complies with A.R.S. § 41-1080;
3. A copy of the business organization’s articles of incorporation, articles of organization, or partnership documents, if applicable;

4. A copy of a current and valid U.S. Department of Transportation OST Form 4507, showing the effective date of Federal Aviation Administration registration and exemption under 14 CFR 298;

5. A copy of the following issued by the Federal Aviation Administration:
   a. A current and valid Air Carrier Certificate authorizing common carriage under 14 CFR 135;
   b. If intending to operate a rotor-wing air ambulance, the following signed pages of the current and valid Operations Specifications authorizing aeromedical helicopter operations:
      i. The page showing the certificate number issued by the Federal Aviation Administration and stating the name and contact information for the entity to which the certificate, approving the Operation Specifications authorizing aeromedical helicopter operations, was issued by the Federal Aviation Administration;
      ii. The page stating the characteristics of the rotor-wing aircraft for which the certificate was issued by the Federal Aviation Administration;
      iii. Each page stating the name and contact information for the individuals with controlling legal interest or controlling equitable interest in the ownership of the entity specified in subsection (A)(5)(b)(i);
      iv. Each page stating the name and contact information for the individuals designated to act as a point of contact with the Federal Aviation Administration about the Operation Specifications for the rotor-wing aircraft;
   c. If intending to operate a fixed-wing air ambulance, the following signed pages of the current and valid Operations Specifications authorizing airplane air ambulance operations:
      i. The page showing the certificate number issued by the Federal Aviation Administration and stating the name and contact information for the entity to which the certificate, approving the Operation Specifications authorizing airplane ambulance operations, was issued by the Federal Aviation Administration;
      ii. The page stating the characteristics of the fixed-wing aircraft for which the certificate was issued by the Federal Aviation Administration;
      iii. Each page stating the name and contact information for the individuals with controlling legal interest or controlling equitable interest in the ownership of the entity specified in subsection (A)(5)(c)(i);
      iv. Each page stating the name and contact information for the individuals designated to act as a point of contact with the Federal Aviation Administration about the Operation Specifications for the fixed-wing aircraft;
      v. Each page stating the name and contact information for the individuals with operational control of the fixed-wing aircraft; and
      vi. Each page listing the tail numbers of the fixed-wing aircraft covered under the Operations Specifications;

6. For each air ambulance to be operated for the air ambulance service:
   a. An application for registration that includes all of the information and documents required under R9-25-801(B); and
   b. A copy of a current and valid registration, issued by the Arizona Department of Transportation under A.R.S. Title 28, Chapter 25, Article 4;

7. A certificate of insurance establishing that the applicant has current and valid liability insurance coverage for the air ambulance service as required under R9-25-703(B)(5);

8. A certificate of insurance establishing that the applicant has current and valid malpractice insurance coverage for the air ambulance service as required under R9-25-703(B)(6);

9. A list of each entity that or physician who is to provide on-line medical direction to EMCTs of the air ambulance service, including:
   a. For each entity, such as an ALS base hospital, centralized medical direction communications center, or physician group practice, the name, mailing address, e-mail address, and telephone number of the entity;
   or
   b. For each physician who is to provide on-line medical direction, the name, professional license number, mailing address, e-mail address, and telephone number for the physician;

10. If the applicant holds current CAMTS accreditation for the air ambulance service, a copy of the current CAMTS accreditation report; and

11. If a document required under subsection (A)(4) or (5) is not issued in the name of the applicant, documentation showing the applicant can legally possess and operate the aircraft covered by the document, signed by the owner of the aircraft.

B. No more than 30 days before the expiration date of the current license, a licensee shall submit to the Department a renewal application packet including:

1. The information required in subsection (A)(1), in a Department-provided format;
2. The documents required in subsections (A)(4), (5), (7), (8), (9), and, if applicable, (10); and
3. For each air ambulance operated or to be operated by the air ambulance service:
   a. Either:
      i. A copy of a current and valid certificate of registration issued by the Department under Article 8 of this Chapter, or
      ii. An application packet for registration that includes all of the information and documents required under R9-25-801(B); and
   b. A copy of a current and valid registration, issued by the Arizona Department of Transportation under A.R.S. Title 28, Chapter 25, Article 4.

C. Unless an applicant or licensee documents current CAMTS accreditation, as provided in subsection (A)(10), or is applying for an initial license because of a change of ownership as described in R9-25-710(D), the Department shall conduct an inspection, as required under A.R.S. § 36-2214(B) and R9-25-
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A. A licensee shall ensure that the air ambulance service:
1. Maintains eligibility for licensure as required under R9-25-703(C);
2. Makes a good faith effort to communicate information about its hours of operation to the general public through print media, broadcast media, the Internet, or other means;
3. Makes the air ambulance service’s schedule of rates available to any individual upon request and, if requested, in writing;
4. Provides an accurate estimated time of arrival to the person requesting transport at the time that transport is requested and provides an amended estimated time of arrival to the person requesting transport if the estimated time of arrival changes;
5. Except as provided in subsection (B), only transports patients for whom the air ambulance service has the resources to provide appropriate medical care;
6. Does not perform interfacility transport of a patient unless:
   a. The transport is initiated by the sending health care institution, and
   b. The destination health care institution confirms that a bed is available for the patient;
7. Ensures that the protocol for the transfer of information to be communicated to emergency receiving facility staff concurrent with the transfer of care, required in R9-25-201(E)(2)(d)(i), includes:
   a. The date and time the call requesting service was received by the air ambulance service;
   b. The unique number used by the air ambulance service to identify the mission;
   c. The name of the air ambulance service;
   d. The number or other identifier of the air ambulance service used for the mission;
e. The following information about the patient:
   i. The patient’s name;
   ii. The patient’s date of birth or age, as available;
   iii. The principal reason for requesting services for the patient;
   iv. The patient’s medical history, including any chronic medical illnesses, known allergies to medications, and medications currently being taken by the patient;
   v. The patient’s level of consciousness at initial contact and when reassessed;
   vi. The patient’s pulse rate, respiratory rate, oxygen saturation, and systolic blood pressure at initial contact and when reassessed;
   vii. The results of an electrocardiograph, if available;
   viii. The patient’s glucose level at initial contact and when reassessed, if applicable;
   ix. The patient’s level of responsiveness score, as applicable, at initial contact and when reassessed;
   x. The results of the patient’s neurological assessment, if applicable; and
   xi. The patient’s pain level at initial contact and when reassessed; and
f. Any procedures or other treatment provided to the patient at the scene or during transport, including any agents administered to the patient;
8. Creates a prehospital incident history report, in a Department-provided format, for each patient that includes the following information:
   a. The name and identification number of the air ambulance service;
   b. Information about the software for the storage and submission of the prehospital incident history report;
   c. The unique number assigned to the mission;
   d. The unique number assigned to the patient;
e. Information about the response to the call requesting service, including:
   i. The mission level requested;
   ii. Information obtained by the person providing direction for response to the request;
   iii. Information about the air ambulance assigned to the mission;
   iv. Information about the medical team responding to the call requesting service;
   v. The priority assigned to the response; and
   vi. Response delays, as applicable;
f. Whether patient care was transferred from another EMS provider or ambulance service and, if so, identification of the EMS provider or ambulance service;
g. The date and time that:
   i. The call requesting service was received;
   ii. The request was received by the person coordinating transport;
   iii. The air ambulance service received the transport request;
   iv. The air ambulance left for the patient’s location;
   v. The air ambulance arrived at the patient’s location;
   vi. The medical team in the air ambulance arrived at the patient’s side;
   vii. Transfer of the patient’s care occurred at a location other than the destination, if applicable;
viii. The air ambulance departed the patient’s location;
ix. The air ambulance arrived at the destination;
x. Transfer of the patient’s care occurred at the destination;
xi. The air ambulance was available to take another mission;
h. Information about the patient, including:
i. The patient’s first and last name;
ii. The address of the patient’s residence;
iii. The county of the patient’s residence;
iv. The country of the patient’s residence;
v. The patient’s gender, race, ethnicity, and age;
vi. The patient’s estimated weight;
vii. The patient’s date of birth; and
viii. If the patient has an alternate residence, the address of the alternate residence;
i. The primary method of payment for services and anticipated level of payment;
j. Information about the scene, including:
i. Specific information about the location of the scene;
ii. Whether the air ambulance was first on the scene;
iii. The number of patients at the scene;
iv. Whether the scene was the location of a mass casualty incident; and
v. If the scene was the location of a mass casualty incident, triage information;
k. Information about the reason for requesting service for the patient, including:
i. The date and time of onset of symptoms and when the patient was last well;
ii. Information about the complaint;
iii. The patient’s symptoms;
iv. The results of the medical team’s initial assessment of the patient;
v. If the patient was injured, information about the injury and the cause of the injury;
vi. If the patient experienced a cardiac arrest, information about the etiology of the cardiac arrest and subsequent treatment provided; and
vii. For an interfacility transport, the reason for the transport;
l. Information about any specific barriers to providing care to the patient;
m. Information about the patient’s medical history, including:
i. Known allergies to medications,
ii. Surgical history,
iii. Current medications, and
iv. Alcohol or drug use;
n. Information about the patient’s current medical condition, including the information in subsections (A)(7)(e)(v) through (xi) and the time and method of assessment;
o. Information about agents administered to the patient, including the dose and route of administration, time of administration, and the patient’s response to the agent;
p. If not specifically included under subsection (A)(8)(k), (m)(iv), (n), or (o), the information required in A.A.C. R9-4-602(A);
q. Information about any previous procedures performed on the patient and the patient’s response to the procedure;
r. Whether the patient was transported and, if so, information about the transport;
s. Information about the destination of the transport, including the reason for choosing the destination;
t. Whether patient care was transferred to another EMS provider or ambulance service and, if so, identification of the EMS provider or ambulance service;
u. Unless patient care was transferred to another EMS provider or ambulance service, information about:
i. Whether the destination facility was notified that the patient being transported has a time-sensitive condition and the time of notification;
ii. The disposition of the patient at the destination; and
iii. The disposition of the mission;
v. Any other narrative information about the patient, care received by the patient, or transport; and
w. The name and certification level of the medical team member providing the information;
9. Creates a record for each mission that includes:
a. Mission date;
b. Mission level;
c. Mission type;
d. Staffing of the mission;
e. Aircraft type—fixed-wing aircraft or rotor-wing aircraft;
f. Name of the person requesting the transport;
g. Time of receipt of the transport request;
h. The estimated time of arrival, as provided according to subsection (A)(4);
i. Departure time to the patient’s location;
j. Address of the patient’s location;
k. Arrival time at the patient’s location;
l. Departure time to the destination health care institution;
m. Name and address of the destination health care institution;
n. Arrival time at the destination health care institution;
o. Either the:
i. Unique reference number used by the air ambulance service to identify the patient, or
ii. Unique call number used by the air ambulance service to identify the specific mission; and
p. Aircraft tail number for the air ambulance used on the mission;
10. Establishes, documents, and, if necessary, implements a plan to address and minimize potential issues of patient health and safety due to the air ambulance service terminating operations at a physical address used for the air ambulance service that:
a. Is developed in conjunction with hospitals near the physical address used for the air ambulance service and other persons who may be adversely affected by the air ambulance service terminating operations;
b. Includes notification by the air ambulance service of the persons in subsection (A)(10)(a) of the intent to terminate operations, at least 30 calendar days before the termination of operations; and
c. Includes temporary measures that will be used until alternate methods may be arranged for patient transport that address patient health and safety;
11. Establishes, documents, and implements a quality improvement program, as specified in policies and procedures, through which:
a. Data related to initial patient assessment, patient care, transport services provided, and patient status upon arrival at the destination are:
   i. Collected continuously;
   ii. For the information required in subsection (A)(8), submitted to the Department, in a Department-provided format and within 48 hours after the date of a mission, for quality improvement purposes; and
   iii. If the air ambulance service is notified that the submission of information to the Department according to subsection (A)(11)(a)(ii) was unsuccessful, corrected and resubmitted within seven days after notification;

b. Continuous quality improvement processes are developed to identify, document, and evaluate issues related to the provision of services, including:
   i. Care provided to patients with time-sensitive conditions;
   ii. Transport or documentation, and
   iii. Patient status upon arrival at the destination;

c. A committee consisting of the administrative medical director, the individual managing the air ambulance service or designee, and other employees as appropriate:
   i. Review the data in subsection (A)(11)(a) and any issues identified in subsection (A)(11)(b) on at least a quarterly basis; and
   ii. Implement activities to improve performance when deviations in patient care, transport, or documentation are identified; and

d. The activities in subsection (A)(11)(c) are documented, consistent with A.R.S. §§ 36-2401, 36-2402, and 36-2403; and

12. Beginning within 12 months after the effective date of this Section, establish and maintain a method to electronically document patient information and treatment that is capable of being transferred.

B. An air ambulance service may transport a patient for whom the air ambulance does not have the resources to provide appropriate medical care:

1. In a rescue situation in which:
   a. An individual’s life, limb, or health is imminently threatened;
   b. The threat may be reduced or eliminated by removing the individual from the situation to a location in which medical services may be provided; and
   c. There is no other practical means of transport, including another air ambulance service, available; or

2. For an interfacility transport of a patient if:
   a. The sending health care institution provides medically appropriate life support measures, staff, and equipment to sustain the patient during the interfacility transport; and
   b. Each staff member provided by the sending health care institution has completed training in the subject areas listed in R9-25-707(A) before participating in the interfacility transport.

C. If an air ambulance service completes a mission under subsection (B) for which the air ambulance service does not have the resources to provide appropriate medical care, the licensee shall ensure that the air ambulance service creates a record within five working days after the mission, including:
   1. The information required under subsection (A)(8), 2. The manner in which the air ambulance service deviated from subsection (A)(5), and
   3. The justification for operating under subsection (B).

D. If an air ambulance service uses a single-member medical team as authorized under R9-25-706(B) and (C), the licensee shall ensure that the air ambulance service creates a record within five working days after the mission, including:
   1. The information required under subsection (A)(9),
   2. The name and qualifications of the individual comprising the single-member medical team, and
   3. The justification for using a single-member medical team.

E. If an air ambulance service completes a critical care interfacility transport mission under conditions permitted in R9-25-802(F), the licensee shall ensure that the air ambulance service creates a record within five working days after the mission, including:
   1. The information required under subsection (A)(9),
   2. A description of the life-support equipment used on the mission,
   3. A list of the equipment and supplies required in R9-25-802(C) that were removed from the air ambulance for the mission, and
   4. The justification for conducting the mission as permitted under R9-25-802(F).

F. A licensee shall ensure that an individual does not serve on the medical team for an interfacility maternal transport unless the air ambulance service’s medical director has verified and attested in writing to the individual’s having the proficiencies described in R9-25-706(A)(2).

G. A licensee shall ensure that an individual does not serve on the medical team for an interfacility neonatal transport unless the air ambulance service’s medical director has verified and attested in writing to the individual’s having the proficiencies described in R9-25-706(A)(3).

H. A licensee shall ensure that the air ambulance service:
   1. Retains each document required to be created or maintained under this Article or Article 2 or 8 of this Chapter for at least three years after the last event recorded in the document, and
   2. Produces each document for Department review upon request.

I. A licensee shall ensure that, while on a mission, two-way voice communication is available:
   1. Between and among personnel on the air ambulance, including the pilot; and
   2. Between personnel on the air ambulance and the following persons on the ground:
      a. Personnel;
      b. Physicians providing on-line medical direction or on-line medical guidance to medical team members; and
      c. For a rotor-wing air ambulance mission:
         i. Emergency medical services providers, and
         ii. Law enforcement agencies.

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1), R9-25-705 repealed; new Section R9-25-705 renumbered from R9-25-710 and amended by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

R9-25-706. Minimum Standards for Mission Staffing (Authorized by A.R.S. §§ 36-2202(A)(3) and (4), 36-2209(A)(2), and 36-2213)
A. A licensee shall ensure that, except as provided in subsection (B):

1. Each critical care mission is staffed by a medical team of at least two individuals with the following qualifications:
   a. For a critical care transport mission:
      i. A physician or registered nurse; and
      ii. A Physician, registered nurse, Paramedic, or licensed respiratory care practitioner; and
   b. For a critical care mission that is an emergency medical services transport:
      i. A Physician or registered nurse, and
      ii. A Paramedic;

2. Each interfacility maternal transport mission is staffed by a medical team that:
   a. Complies with the requirements for a critical care mission medical team in subsection (A)(1); and
   b. Has the following additional qualifications:
      i. Proficiency in advanced emergency cardiac life support that includes didactic instruction and a practical skills test, consistent with training recognized by the American Heart Association;
      ii. Proficiency in neonatal resuscitation; and
      iii. Proficiency in stabilization and transport of the pregnant patient;

3. Each interfacility neonatal transport mission is staffed by a medical team that:
   a. Complies with the requirements for a critical care mission medical team in subsection (A)(1); and
   b. Has the following additional qualifications:
      i. Proficiency in pediatric advanced emergency life support that includes didactic instruction and a practical skills test, consistent with training recognized by the American Heart Association; and
      ii. Proficiency in neonatal resuscitation and stabilization of the neonatal patient;

4. Each advanced life support mission is staffed by a medical team of at least two individuals with the following qualifications:
   a. For an advanced life support mission that is an emergency medical services transport:
      i. A Physician, registered nurse, or Paramedic; and
      ii. Another Paramedic; and
   b. For an advanced life support interfacility transport mission:
      i. A Physician, registered nurse, or Paramedic, and
      ii. Another Paramedic or a licensed respiratory care practitioner.

B. If the pilot on a mission using a rotor-wing air ambulance determines, in accordance with the air ambulance service’s written guidelines required under subsection (C)(1), that the weight of a second medical team member could potentially compromise the performance of the rotor-wing air ambulance and the safety of the mission, and the use of a single-member medical team is consistent with the on-line medical direction or on-line medical guidance received as required under subsection (C)(2), an air ambulance service may use a single-member medical team consisting of an individual with the following qualification:

1. For a critical care mission, a physician or registered nurse; and
2. For an advanced life support mission, a physician, registered nurse, or Paramedic.

C. A licensee shall ensure that:

1. Each air ambulance service rotor-wing pilot is provided with written guidelines to use in determining when the weight of a second medical team member could potentially compromise the performance of a rotor-wing air ambulance and the safety of a mission, including the conditions of density altitude and weight that warrant the use of a single-member medical team;

2. The following are done, without delay, after an air ambulance service rotor-wing pilot determines that the weight of a second medical team member could potentially compromise the performance of a rotor-wing air ambulance and the safety of a mission:
   a. The pilot communicates that information to the medical team;
   b. The medical team obtains on-line medical direction or on-line medical guidance regarding the use of a single-member medical team, and
   c. The medical team proceeds in compliance with the on-line medical direction or on-line medical guidance;

3. A single-member medical team has the knowledge and medical equipment to perform one-person cardiopulmonary resuscitation;

4. The patient care provided by each single-member medical team, including consideration of each patient’s status upon arrival at the destination health care institution, is reviewed through the quality improvement processes in R9-25-705(A)(11)(b) and (c); and

5. A single-member medical team is used only when no other transport team is available that would be more appropriate for delivering the level of care that a patient requires.

D. A licensee shall ensure that the air ambulance service creates and maintains for each personnel member a file containing documentation of the personnel member’s qualifications, including, as applicable, licenses, certifications, and training records.

Historical Note


A. A licensee shall ensure that each medical team member completes training in the following subjects before serving on a mission:

1. Aviation terminology;
2. Physiological aspects of flight;
3. Patient loading and unloading;
4. Safety in and around the aircraft;
5. In-flight communications;
6. Use, removal, replacement, and storage of the medical equipment installed on the aircraft;
7. In-flight emergency procedures;
8. Emergency landing procedures; and

B. A licensee shall ensure that the air ambulance service documents each medical team member’s completion of the training required under subsection (A), including the name of the medical team member, each training component completed, and the date of completion.

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Historical Note

R9-25-708. Minimum Standards for Medical Control (Authorized by A.R.S. §§ 36-2202(A)(3) and (4), 36-2209(A)(2), and 36-2213)
A. A licensee shall ensure that:
   1. The air ambulance service has an administrative medical director who:
      a. Meets the qualifications in subsection (B);
      b. Supervises and evaluates the quality of medical care provided by medical team members;
      c. Ensures the competency and current qualifications of all medical team members;
      d. Except as provided in subsections (A)(3) and (4), ensures that:
         i. Each EMCT medical team member receives medical direction as required under Article 2 of this Chapter; and
         ii. Each non-EMCT medical team member receives medical guidance through written treatment protocols and according to subsection (C); and
      e. Approves, ensures implementation of, and annually reviews treatment protocols to be followed by medical team members;
   2. The administrative medical director reviews data related to patient care and transport services provided, documentation, and patient status upon arrival at destination that are collected through the quality management program in R9-25-705(A)(11);
   3. For an interfacility maternal transport mission, on-line medical direction or on-line medical guidance provided to medical team member is provided by a physician who meets the qualifications of subsection (B)(2)(b)(i); and
   4. For an interfacility neonatal transport mission, on-line medical direction or on-line medical guidance provided to medical team member is provided by a physician who meets the qualifications of subsection (B)(2)(b)(ii);

B. An administrative medical director shall:
   1. Be a physician; and
   2. Comply with one of the following:
      a. If the air ambulance service provides emergency medical services transports, meet the qualifications of R9-25-201(A)(1); or
      b. If the air ambulance service does not provide emergency medical services transports, meet the qualifications of R9-25-201(A)(1) or one of the following:
         i. If the air ambulance service provides interfacility maternal transport missions, have board certification or have completed an accredited residency program in one of the following specialty areas:
            (1) Obstetrics and gynecology, with subspecialization in maternal and fetal medicine; or
            (2) Pediatrics, with subspecialization in neonatal-perinatal medicine, neonatology, pediatric critical care medicine, or pediatric intensive care; or
         ii. If neither subsection (B)(2)(b)(i) or (ii) applies, have board certification or have completed an accredited residency program in one of the following specialty areas:
            (1) Anesthesiology, with subspecialization in critical care medicine;
            (2) Internal medicine, with subspecialization in critical care medicine;
            (3) If the air ambulance service transports only pediatric patients, pediatrics, with subspecialization in pediatric critical care medicine or pediatric emergency medicine; or
            (4) If the air ambulance service transports only surgical patients, surgery, with subspecialization in surgical critical care.
   C. An administrative medical director shall ensure that each non-EMCT medical team member receives on-line medical guidance provided by:
      1. The administrative medical director;
      2. Another physician designated by the administrative medical director; or
      3. If the medical guidance needed exceeds the administrative medical director’s area of expertise, a consulting specialty physician.

Historical Note

A. At least 30 days before the date of a change in an air ambulance service’s name, the licensee shall send the Department written notice of the name change.
B. At least 90 days before an air ambulance service ceases to operate, the licensee shall send the Department written notice of the intention to cease operating, effective on a specific date, and the licensee’s intention to relinquish the air ambulance service’s license as of that date.
C. Within 30 days after the date of receipt of a notice described in subsection (A) or (B), the Department shall:
   1. For a notice described in subsection (A), issue an amended license that incorporates the name change but retains the expiration date of the current license; and
   2. For a notice described in subsection (B), send the licensee written confirmation of the voluntary relinquishment of the air ambulance service’s license, with an effective date consistent with the written notice.
D. A licensee shall notify the Department in writing at least 30 calendar days before:
   1. Changing the physical address used for the air ambulance service, as provided according to R9-25-704(A)(1)(c); or
2. Terminating operations at a physical address used for the air ambulance service, as provided according to R9-25-704(A)(1)(c).

E. A licensee shall notify the Department in writing within one working day after:
1. A change in the air ambulance service’s eligibility for licensure under R9-25-703(B) or (C);
2. A change in the business organization information most recently submitted to the Department according to R9-25-704(A)(1)(f);
3. A change in the air ambulance service’s CAMTS accreditation status, including a copy of the air ambulance service’s new CAMTS accreditation report, if applicable;
4. A change in the air ambulance service’s hours of operation, as specified according to R9-25-704(A)(1)(h);
5. A change in the air ambulance service’s schedule of rates, as specified according to R9-25-704(A)(1)(i); or
6. A change in the mission types provided, as specified according to R9-25-704(A)(1)(j).

F. If the Department receives a notice specified in subsection (E)(6), the Department:
1. Shall reissue a license for the air ambulance service reflecting the change, but retaining the expiration date on the original license; and
2. May conduct an inspection according to R9-25-711.

Historical Note


A. The Department shall issue an initial license:
1. When based on current CAMTS accreditation, with a term beginning on the date of issuance of the initial license and ending on the expiration date of the CAMTS accreditation upon which licensure is based; and
2. When based on Department inspection, with a term beginning on the date of issuance of the initial license and ending three years later.

B. The Department shall issue a renewal license with a term beginning on the day after the expiration date shown on the previous license and ending:
1. When based on current CAMTS accreditation, on the expiration date of the CAMTS accreditation upon which licensure is based; and
2. When based on Department inspection, three years after the effective date of the renewal license.

C. If a licensee submits an application packet for renewal as described in R9-25-704(B), the current license does not expire until the Department has made a final determination on the application for renewal, as provided in A.R.S. § 41-1092.11.

D. At least 30 days before an anticipated change of ownership:
1. A licensee wanting to transfer an air ambulance service license shall submit a letter to the Department that contains:
   a. A request that the air ambulance service license be transferred,
   b. The name and license number of the currently licensed air ambulance service, and
   c. The name of the person to whom the air ambulance service license is to be transferred; and
2. The person to whom the license is to be transferred shall submit to the Department an application packet that complies with R9-25-704(A).

E. A new owner shall not operate an air ambulance in this state until:
1. The new owner complies with requirements in Articles 7 and 8 of this Chapter, and
2. The Department has issued an air ambulance service license to the new owner.

Historical Note
The Department may take an action listed in subsection (B) against an air ambulance service that:

1. Fails to meet the eligibility requirements of R9-25-703;
2. Fails or has failed to comply with any provision in A.R.S. Title 36, Chapter 21.1;
3. Fails or has failed to comply with any provision in this Article or Article 2 or 8 of this Chapter;
4. Does not submit a corrective action plan, as provided in R9-25-711(G)(2), that is acceptable to the Department;
5. Does not complete a corrective action plan submitted according to R9-25-711(G)(2); or
6. Knowingly or negligently provides false documentation or false or misleading information to the Department or to a patient, third-party payor, or other person billed for service.

The Department may take the following actions against an air ambulance service:

1. Except as provided in subsection (B)(3), after notice and an opportunity to be heard under A.R.S. Title 41, Chapter 6, Article 10, revoke:
   a. The air ambulance service license, or
   b. The certificate of registration of an air ambulance service; and
2. After notice and an opportunity to be heard is provided under A.R.S. Title 41, Chapter 6, Article 10, suspend:
   a. The air ambulance service license, or
   b. The certificate of registration of an air ambulance service operated by the air ambulance service;
3. As permitted under A.R.S. § 41-1092.11(B), if the Department determines that the public health, safety, or welfare imperatively requires emergency action and incorporates a finding to that effect in the Department’s order, immediately suspend:
   a. The air ambulance service license pending proceedings for revocation or other action, or
   b. The certificate of registration of an air ambulance service operated by the air ambulance service pending proceedings for revocation or other action.

In determining whether to take action under subsection (B), the Department shall consider:

1. The severity of each violation relative to public health and safety;
2. The number of violations relative to the transport volume of the air ambulance service;
3. The nature and circumstances of each violation;
4. Whether each violation was corrected and, if so, the manner of correction; and
5. The duration of each violation.

Historical Note


A. The Department may take an action listed in subsection (B) against an air ambulance service that:

B. The Department may take the following actions against an air ambulance service:

C. In determining whether to take action under subsection (B), the Department shall consider:

Historical Note

R9-25-713. Renumbered

Historical Note

R9-25-714. Repealed

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Repealed by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

R9-25-715. Renumbered

Historical Note

R9-25-716. Repealed

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Repealed by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

R9-25-717. Repealed

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Repealed by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

R9-25-718. Repealed

Historical Note
New Section made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Repealed by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

ARTICLE 8. AIR AMBULANCE REGISTRATION

Article 8, consisting of Sections R9-25-801 through R9-25-808, recodified to Article 3 at A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

Editor's Note: Article 8, consisting of Sections R9-25-801 through R9-25-803 and Exhibits, was recodified from A.A.C. R9-13-1501 through R9-13-1503. These recodified Sections were originally filed under an exemption from A.R.S. Title 41, Chapter 6. Refer to the historical notes in 9 A.A.C. 13 for adoption dates (Supp. 98-1).

Article 8, consisting of Section R9-25-805 and Exhibits 1 through 3, was adopted under an exemption from the provisions of A.R.S. Title 41, Chapter 6, pursuant to A.R.S. § 36-2205(C). Exemption from A.R.S. Title 41, Chapter 6 means that the Department did not submit these rules to the Secretary of State's Office for publication in the Arizona Administrative Register; the Department did not submit the rules to the Governor's Regulatory Review
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Council for review; and the Department was not required to hold public hearings on this Section. Under A.R.S. § 36-2205(D) a person may petition the Director to amend an adopted protocol pursuant to A.R.S. § 41-1033 (Supp. 97-2).

R9-25-801. Requirement, Eligibility, and Application for an Initial or Renewal Certificate of Registration for an Air Ambulance (Authorized by A.R.S. §§ 36-2202(A)(4) and (5), 36-2209(A)(2), 36-2212, 36-2213, 36-2214, 36-2232(A)(11), and 36-2240(4)).

A. To be eligible to obtain a certificate of registration for an air ambulance, an applicant shall:

1. Hold a current and valid air ambulance service license issued under Article 7 of this Chapter;
2. Hold the following issued by the Federal Aviation Administration for the air ambulance:
   a. A current and valid Certificate of Registration, and
   b. A current and valid Airworthiness Certificate;
3. Possess a copy of a current and valid registration for the air ambulance, issued by the Arizona Department of Transportation under A.R.S. Title 28, Chapter 25, Article 4, to the owner of the aircraft; and
4. Comply with all applicable requirements of this Article, Articles 2 and 7 of this Chapter, and A.R.S. Title 36, Chapter 21.1.

B. An applicant for an initial or renewal certificate of registration for an air ambulance shall submit an application packet to the Department, including:

1. The following information in a Department-provided format:
   a. The applicant’s name; mailing address; e-mail address; fax number, if any; and telephone number;
   b. The names of all other business organizations operated by the applicant related to the use of an air ambulance;
   c. The physical address of the applicant, if different from the mailing address;
   d. If applicable, the number of the applicant’s air ambulance service license;
   e. The name, title, address, e-mail address, and telephone number of the individual acting on behalf of the applicant according to R9-25-102;
   f. The name, address, telephone number, and e-mail address of the owner of the air ambulance, if different from the applicant;
   g. Whether the air ambulance is a fixed-wing or rotary-wing aircraft;
   h. The number of engines on the air ambulance;
   i. The manufacturer’s name;
   j. The model name of the air ambulance;
   k. The year the air ambulance was manufactured;
   l. The serial number of the air ambulance;
   m. The tail number of the air ambulance;
   n. The aircraft colors, including fuselage, stripe, and lettering;
   o. A description of any insignia, monogram, or other distinguishing characteristics of the aircraft’s appearance;
   p. The address at which the air ambulance is usually based;
   q. The address in Arizona at which the air ambulance will be available for inspection;
   r. The name and telephone number of the individual to contact to arrange for inspection, if the inspection is preannounced;
   s. Whether the applicant agrees to allow the Department to submit supplemental requests for information under R9-25-1201(C)(3);
   t. Attestation that the information provided in the application packet, including the information in the accompanying documents, is accurate and complete; and
   u. The dated signature of the applicant;
2. A copy of the following for the air ambulance, issued by the Federal Aviation Administration:
   a. A current and valid Certificate of Registration, and
   b. A current and valid Airworthiness Certificate;
3. A copy of a current and valid registration for the air ambulance, issued by the Arizona Department of Transportation under A.R.S. Title 28, Chapter 25, Article 4;
4. If a document required under subsection (B)(2) or (3) is not issued in the name of the applicant, documentation showing the applicant can legally possess and operate the aircraft covered by the document, signed by the owner of the aircraft; and
5. Unless the applicant operates or intends to operate the air ambulance only as a volunteer not-for-profit service, the following fees:
   a. A $50 registration fee, as required under A.R.S. § 36-2212(D); and
   b. A $200 annual regulatory fee, as required under A.R.S. § 36-2240(4).

C. The Department requires submission of a separate application and the fees in subsection (B)(5) for each air ambulance.

D. Except as provided in A.R.S. § 36-2232(A)(11), the Department shall inspect each air ambulance according to R9-25-805(A) and (B) to determine compliance with the provisions of A.R.S. Title 36, Chapter 21.1 and this Article:

1. Within 30 calendar days before issuing an initial certificate of registration; and
2. At least every 12 months thereafter, before issuing a renewal certificate of registration.

E. The Department shall review and approve or deny each application as described in Article 12 of this Chapter.

F. If the Department approves the application and sends the applicant the written notice of approval, specified in R9-25-1201(C)(5), the Department shall issue the certificate of registration to the applicant:

1. For an applicant with a current and valid air ambulance service license issued under Article 7 of this Chapter, within five working days after the date on the written notice of approval; and
2. For an applicant that does not have a current and valid air ambulance service license issued under Article 7 of this Chapter, when the air ambulance service license is issued.

G. The Department may deny a certificate of registration for an air ambulance if the applicant:

1. Fails to meet the eligibility requirements of subsection (A);
2. Fails or has failed to comply with any provision in A.R.S. Title 36, Chapter 21.1;
3. Fails or has failed to comply with any provision in this Article or Article 2 or 7 of this Chapter;
4. Knowingly or negligently provides false documentation or false or misleading information to the Department; or
5. Fails to submit to the Department documents or information requested under R9-25-1201(B)(1) or (C)(3) and requests a denial as permitted under R9-25-1201(E).

Historical Note
R9-25-801 recodified from A.A.C. R9-13-1501 (Supp. 98-1). Amended by exempt rulemaking at 7 A.A.R. 4895,
An applicant or certificate holder shall ensure that:

1. A climate control system to prevent temperature extremes that would adversely affect patient care;
2. If a fixed-wing air ambulance, pressurization capability;
3. Interior lighting that allows for patient care and monitoring without interfering with the pilot’s vision;
4. For each place where a patient may be positioned, at least one electrical power outlet or other power source that is capable of operating all electrically powered medical equipment without compromising the operation of any electrical aircraft equipment;
5. A back-up source of electrical power or batteries capable of operating all electrically powered life-support equipment for at least one hour;
6. An entry that allows for patient loading and unloading without rotating a patient and stretcher more than 30 degrees about the longitudinal axis or 45 degrees about the lateral axis and without compromising the operation of monitoring systems, intravenous lines, or manual or mechanical ventilation;
7. A configuration that allows each medical team member sufficient access to each patient to begin and maintain treatment modalities, including complete access to the patient’s head and upper body for effective airway management;
8. A configuration that allows for rapid exit of personnel and patients, without obstruction from stretchers and medical equipment;
9. A configuration that protects the aircraft’s flight controls, throttles, and communications equipment from any intentional or accidental interference from a patient or equipment and supplies;
10. A padded interior or an interior that is clear of objects or projections in the head strike envelope;
11. An installed self-activating emergency locator transmitter;
12. A voice communications system that:
   a. Is capable of air-to-ground communication, and
   b. Allows the flight crew and medical team members to communicate with each other during flight;
13. Interior patient compartment wall and floor coverings that are:
   a. Free of cuts or tears,
   b. Made from non-absorbent material,
   c. Capable of being disinfected, and
   d. Maintained in a sanitary manner; and
14. If a rotor-wing air ambulance, the following:
   a. A searchlight that:
      i. Has a range of motion of at least 90 degrees vertically and 180 degrees horizontally,
      ii. Is capable of illuminating a landing site, and
   b. Restraining devices that can be used to prevent a patient from interfering with the pilot or the aircraft’s flight controls; and
   c. A light to illuminate the tail rotor.

B. An applicant or certificate holder shall ensure that:
1. Except as provided in subsections (D), (E), and (F), each air ambulance has the equipment and supplies required in subsection (C) for each mission for which the air ambulance is used; and
2. The equipment and supplies on an air ambulance are secured, stored, and maintained in a manner that prevents hazards to personnel and patients.

C. An applicant or certificate holder shall ensure that an air ambulance used for an advanced life support mission or critical care mission has the following equipment and supplies:
1. The following ventilation and airway equipment and supplies:
   a. Portable and fixed suction apparatus, with wide-bore tubing, rigid pharyngeal curved suction tip, tonsillar and flexible suction catheters, 5F-14F;
   b. Portable and fixed oxygen equipment, with variable flow regulators;
   c. Oxygen administration equipment, including: tubing: non-rebreathing masks (adult and pediatric sizes); and nasal cannulas (adult and pediatric sizes);
   d. Bag-valve mask, with hand-operated, self-reexpanding bag (adult size), with oxygen reservoir/accumulator, mask (adult, pediatric, infant, and neonate sizes); and valve;
   e. Airways, oropharyngeal (adult, pediatric, and infant sizes);
   f. Laryngoscope handle, adult and pediatric, with, if applicable, extra batteries and bulbs;
   g. Laryngoscope blades, sizes 0, 1, and 2, straight; sizes 3 and 4, straight and curved;
   h. Endotracheal tube cuff pressure manometer;
   i. Endotracheal tubes, sizes 2.5-5.0 mm cuffed or uncuffed and 6.0-8.0 mm cuffed;
   j. Stylettes for Endotracheal tubes, adult and pediatric;
   k. Airways, nasal (adult, pediatric, and infant sizes), one each in French sizes 16 to 34;
   l. One type of supraglottic airway device, adult and pediatric;
   m. 10 mL straight-tip syringes;
   n. Small volume nebulizer or nebulizers and aerosol masks, adult and pediatric;
   o. Magill forceps, adult and pediatric;
   p. Nasogastric tubes, sizes 5F and 8F, Salem sump sizes 14F and 18F;
   q. End-tidal CO2 detectors, quantitative;
   r. Portable automatic ventilator with positive end expiratory pressure; and
   s. In-line viral/bacterial filter;
2. The following monitoring and defibrillation equipment and supplies:
   a. Portable, battery-operated monitor/defibrillator, with:
      i. Tape write-out/recorder,
      ii. Defibrillator pads,
      iii. Adult and pediatric paddles or hands-free patches,
      iv. ECG leads,
v. Adult and pediatric chest attachment electrodes, and
vi. Capability to provide electrical discharge below 25 watt-seconds; and
b. Transcutaneous cardiac pacemaker, either stand-alone unit or integrated into monitor/defibrillator;

3. For rotor wing aircraft only, the following immobilization devices and supplies:
   a. Cervical collars, rigid, adjustable or in an assortment of adult and pediatric sizes;
   b. Head immobilization device, either firm padding or another commercial device;
   c. Lower extremity (femur) traction device, including lower extremity, limb support slings, padded ankle hitch, padded pelvic support, and traction strap; and
   d. Upper and lower extremity immobilization splints;

4. The following bandages:
   a. Burn pack, including standard package, clean burn sheets;
   b. Dressings, including:
      i. Sterile multi-trauma dressings (various large and small sizes);
      ii. Abdominal pads, 10” x 12” or larger; and
      iii. 4” x 4” gauze sponges;
   c. Gauze rolls, sterile (4” or larger);
   d. Elastic bandages, non-sterile (4” or larger);
   e. Occlusive dressing, sterile, 3” x 8” or larger; and
   f. Adhesive or self-adhesive tape, including various sizes (1” or larger) hypoallergenic and various sizes (1” or larger) adhesive or self-adhesive;

5. The following obstetrical equipment and supplies:
   a. Separate sterile obstetrical kit, including:
      i. Towels,
      ii. 4” x 4” dressing,
      iii. Umbilical tape,
      iv. Sterile scissors or other cutting utensil,
      v. Bulb suction,
      vi. Clamps for cord,
      vii. Sterile gloves,
      viii. Blankets, and
   ix. A head cover; and
   b. An alternate portable patient heat source or two heat packs;

6. The following infection control equipment and supplies, including the availability of latex-free:
   a. Eye protection (full peripheral glasses or goggles, face shield);
   b. Masks, at least as protective as a National Institute for Occupational Safety and Health-approved N-95 respirator, which are fit-tested;
   c. Gloves, non-sterile;
   d. Jumpsuits or gowns;
   e. Shoe covers;
   f. Disinfectant hand wash, commercial antimicrobial (towelette, spray, or liquid);
   g. Disinfectant solution for cleaning equipment;
   h. Standard sharps containers;
   i. Disposable red trash bags; and
   j. Protective facemasks or cloth face coverings for patients;

7. The following injury prevention equipment:
   a. Appropriate restraints, such as seat belts or, if applicable, child safety restraints, for patient, personnel, and family members;
   b. For rotor wing aircraft only, safety vest or other garment with reflective material for each personnel member;
   c. Fire extinguisher, either disposable with an indicator of a full charge or with a current inspection tag;
   d. Hazardous material reference guide; and
   e. Hearing protection for patient and personnel;

8. The following vascular access equipment and supplies:
   a. Intravenous administration equipment, with fluid in bags;
   b. Antiseptic solution (alcohol wipes and povidone-iodine wipes);
   c. Intravenous pole or roof hook;
   d. Intravenous catheters 14G-24G;
   e. Intravenous needles, adult and pediatric sizes;
   f. Venous tourniquet;
   g. One of each of the following types of intravenous solution administration sets:
      i. A set with blood tubing,
      ii. A set capable of delivering 60 drops per cc, and
      iii. A set capable of delivering 10 or 15 drops per cc;
   h. Intravenous arm boards, adult and pediatric;
   i. IV pump or pumps (minimum of 3 infusion lines); and
   j. IV pressure bag;

9. The agents, specified in a table of agents established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references, that an administrative medical director has authorized for use, based on the EMCT classification of the medical team; and

10. The following miscellaneous equipment and supplies:
    a. Sphygmomanometer (infant, pediatric, and adult regular and large sizes);
    b. Stethoscope;
    c. Pediatric equipment sizing reference guide;
    d. Thermometer with low temperature capability;
    e. Heavy bandage or paramedic scissors for cutting clothing, belts, and boots;
    f. Cold packs;
    g. Flashlight (1) with extra batteries or recharger, as applicable;
    h. Blankets;
    i. Sheets;
    j. Disposable emesis bags or basins;
    k. For fixed wing aircraft only, a disposable bedpan;
    l. For fixed wing aircraft only, a disposable urinal;
    m. Properly secured patient transport system;
    n. Lubricating jelly (water soluble);
    o. Glucometer or blood glucose measuring device with reagent strips;
    p. Pulse oximeter with pediatric and adult probes;
    q. Automatic blood pressure monitor; and
    r. A commercially available trauma arterial tourniquet.

D. An applicant or certificate holder shall ensure that an air ambulance used for an interfacility maternal transport mission has:
   1. The equipment and supplies in subsection (C); and
   2. The following:
      a. A Doppler fetal heart monitor;
      b. Unless use is not indicated for the patient as determined through on-line medical direction or on-line medical guidance provided as described in R9-25-708(A)(3), an external fetal heart and tocographic monitor with printer capability.
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9 A.C. 25

Historical Note
Section R9-25-802, Exhibit 1 recodified from A.A.C. R9-13-1502, Exhibit 1 (Supp. 98-1). Exhibit 1 repealed by exempt rulemaking at 7 A.A.R. 4895, effective October 5, 2001 (Supp. 01-4).

Exhibit 2. Repealed

Historical Note
Section R9-25-802, Exhibit 2 recodified from A.A.C. R9-13-1502, Exhibit 2 (Supp. 98-1). Exhibit 2 repealed by exempt rulemaking at 7 A.A.R. 4895, effective October 5, 2001 (Supp. 01-4).

Exhibit 3. Repealed

Historical Note
Section R9-25-802, Exhibit 3 recodified from A.A.C. R9-13-1502, Exhibit 3 (Supp. 98-1). Exhibit 3 repealed by exempt rulemaking at 7 A.A.R. 4895, effective October 5, 2001 (Supp. 01-4).

Exhibit 4. Repealed

Historical Note

R9-25-803. Changes Affecting Registration (Authorized by A.R.S. §§ 36-2202(A)(4) and (5), 36-2209(A)(2), and 36-2212)

A. At least 30 days before the date of a change in a certificate holder’s name, the certificate holder shall send the Department written notice of the name change.

B. No later than 10 days after a certificate holder ceases to operate an air ambulance, the certificate holder shall send the Department written notice of the date that the certificate holder ceased to operate the air ambulance and of the certificate holder’s intention to relinquish the certificate of registration for the air ambulance as of that date.

C. Within 30 days after the date of receipt of a notice described in subsection (A) or (B), the Department shall:
1. For a notice described in subsection (A), issue an amended certificate of registration that incorporates the name change but retains the expiration date of the current certificate of registration; and
2. For a notice described in subsection (B):
   a. Void the certificate of registration for the air ambulance; and
   b. Send the certificate holder written confirmation of the voluntary relinquishment of the certificate of registration, with an effective date that corresponds to the written notice.

D. A certificate holder shall notify the Department in writing within one working day after a change in the certificate holder’s eligibility to hold a certificate of registration for an air ambulance under R9-25-801(A).

E. Upon receiving a notification required in subsection (D), the Department:
1. Shall revoke the certificate for the air ambulance; and
2. If the air ambulance is the only air ambulance operated by an air ambulance service, may revoke the license of the air ambulance service.

Historical Note
Section R9-25-803 recodified from A.A.C. R9-13-1503, (Supp. 98-1). Section repealed; new Section adopted effective November 30, 1998; filed in the Office of the Secretary of State November 24, 1998, under an exemp-
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A. 2209(A)(2), 36-2212, and 41-1092.11)

Exhibit 2. Recodified

Historical Note
Section R9-25-803, Exhibit 1 “EMT-P Drug List” and “EMT-I Drug List” recodified from A.A.C. R9-13-1503, Exhibit 1 “EMT-P Drug List” and “EMT-I Drug List” (Supp. 98-1). Exhibit 1 repealed; new Exhibit 1 adopted effective November 30, 1998; filed in the Office of the Secretary of State November 24, 1998, under an exemption from the provisions of the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C); at 6 A.A.R. 1507, effective May 1, 2000 (Supp. 00-1). Amended under an exemption from the provisions of the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C) at 6 A.A.R. 3762, effective October 1, 2000 (Supp. 00-3). Amended by exempt rulemaking at 7 A.A.R. 1654, effective March 30, 2001 (Supp. 01-1). Amended by exempt rulemaking at 8 A.A.R. 2625, effective June 1, 2002 (Supp. 02-2). Amended by exempt rulemaking at 9 A.A.R. 1703, effective May 15, 2003 (Supp. 03-2). Exhibit 1 recodified to Article 5, Exhibit 1 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

Exhibit 2. Recodified

Historical Note
Exhibit 2 adopted effective November 30, 1998; filed in the Office of the Secretary of State November 24, 1998, under an exemption from the provisions of the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C) (Supp. 98-4). Amended under an exemption from the provisions of the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C) at 6 A.A.R. 1507, effective May 1, 2000 (Supp. 00-1). Amended under an exemption from the provisions of the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C) at 6 A.A.R. 3762, effective October 1, 2000 (Supp. 00-3). Amended by exempt rulemaking at 7 A.A.R. 1654, effective March 30, 2001 (Supp. 01-1). Amended by exempt rulemaking at 8 A.A.R. 2625, effective June 1, 2002 (Supp. 02-2). Amended by exempt rulemaking at 9 A.A.R. 1703, effective May 15, 2003 (Supp. 03-2). Exhibit 2 recodified to Article 5, Exhibit 2 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

R9-25-804. Term and Transferability of Certificate of Registration (Authorized by A.R.S. §§ 36-2202(A)(4) and (5), 36-2209(A)(2), 36-2212, and 41-1092.11)

A. The Department shall issue an initial certificate of registration:
   1. With a term of one year from date of issuance of the initial certificate of registration; or
   2. If requested by the applicant, with a term shorter than one year that allows for the Department to conduct annual inspections of all of the applicant’s air ambulances at one time.

B. The Department shall issue a renewal certificate of registration with a term of one year from the expiration date on the previous certificate of registration.

C. If a certificate holder submits an application for renewal as described in R9-25-801 before the expiration date of the current certificate of registration, the current certificate of registration does not expire until the Department has made a final determination on the application for renewal, as provided in A.R.S. § 41-1092.11.

D. A certificate of registration is not transferable from one person to another.

E. If there is a change in the ownership of an air ambulance or the person who can legally possess and operate the air ambulance, the new owner or person who can legally possess and operate the air ambulance shall apply for and obtain a new certificate of registration before operating the air ambulance in this state.

Historical Note

R9-25-805. Inspections (Authorized by A.R.S. §§ 36-2202(A)(4) and (5), 36-2209(A)(2), 36-2212, and 36-2232(A)(11))

A. Except as provided in R9-25-711(C), an applicant or a certificate holder shall make an air ambulance available for inspection within Arizona within 10 working days after a request by the Department.

B. The Department shall conduct each inspection in compliance with A.R.S. § 41-1009.

C. As permitted under A.R.S. § 36-2232(A)(11), upon a certificate holder’s request and at the certificate holder’s expense, the annual inspection of an air ambulance required for renewal of a certificate of registration may be conducted by a Department-approved inspection facility.

Historical Note

Exhibit 1. Recodified

Historical Note
Adopted under an exemption from the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C), effective May 19, 1997; filed in the Office of the Secretary of State May 21, 1997 (Supp. 97-2). Amended by exempt rulemaking at 10 A.A.R. 239, effective January 3, 2004 (Supp. 03-4). Exhibit 1 recodified to Article 5, Exhibit 1 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).
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04-3). Exhibit 2. Recodified

Historical Note
Adopted under an exemption from the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C), effective May 19, 1997; filed in the Office of the Secretary of State May 21, 1997 (Supp. 97-2). Amended by exempt rulemaking at 10 A.A.R. 239, effective January 3, 2004 (Supp. 03-4). Exhibit 2 recodified to Article 5, Exhibit 2 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

Exhibit 3. Repealed

Historical Note
Adopted under an exemption from the Administrative Procedure Act pursuant to A.R.S. § 36-2205(C), effective May 19, 1997; filed in the Office of the Secretary of State May 21, 1997 (Supp. 97-2). Exhibit repealed by exempt rulemaking at 10 A.A.R. 239, effective January 3, 2004 (Supp. 03-4).

R9-25-806. Repealed

Historical Note

R9-25-807. Renumbered

Historical Note

Table 8.1. Repealed

Historical Note
New Table 8.1 renumbered from Table 1 and amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4). Table 8.1 amended by final expedited rulemaking at 24 A.A.R. 3487, with an immediate effective date of December 4, 2018 (Supp. 18-4). Table 8.1, Minimum Equipment and Supplies Required on Air Ambulances, by Mission Level and Aircraft Type, repealed by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

Table 1. Renumbered

Historical Note
New Table 1 made by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Table 1 renumbered to Table 8.1 by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

R9-25-808. Recodified

Historical Note
New Section made by exempt rulemaking at 10 A.A.R. 239, effective January 3, 2004 (Supp. 03-4). Section recodified to R9-25-508 at 10 A.A.R. 4192, effective September 21, 2004 (Supp. 04-3).

ARTICLE 9. GROUND AMBULANCE CERTIFICATE OF NECESSITY

R9-25-901. Definitions (Authorized by A.R.S. § 36-2202 (A))
In addition to the definitions in A.R.S. § 36-2201 and R9-25-101, the following definitions apply in Articles 9, 10, 11, and 12 unless otherwise specified:
1. “Adjustment” means a modification, correction, or alteration to a rate or charge.
2. “ALS base rate” means the monetary amount assessed to a patient according to A.R.S. § 36-2239(F).
3. “Ambulance Revenue and Cost Report” means Exhibit A or Exhibit B, which records and reports the financial activities of an applicant or a certificate holder.
4. “Application packet” means the fee, documents, forms, and additional information the Department requires to be submitted by an applicant or on an applicant’s behalf.
5. “Back-up agreement” means a written arrangement between a certificate holder and a neighboring certificate holder for temporary coverage during limited times when the neighboring certificate holder’s ambulances are not available for service in its service area.
6. “BLS base rate” means the monetary amount assessed to a patient according to A.R.S. § 36-2239(G).
7. “Certificate holder” means a person to whom the Department issues a certificate of necessity.
8. “Certificate of registration” means an authorization issued by the Department to a certificate holder to operate a ground ambulance vehicle.
9. “Change of ownership” means:
   a. In the case of ownership by a sole proprietor, 20% or more interest or a beneficial interest is sold or transferred.
   b. In the case of ownership by a partnership or a private corporation, 20% or more of the stock, interest, or beneficial interest is sold or transferred; or
   c. The controlling influence changes to the extent that the management and control of the ground ambulance service is significantly altered.
10. “Charge” means the monetary amount assessed to a patient for disposable supplies, medical supplies, medication, and oxygen-related costs.
11. “Chassis” means the part of a ground ambulance vehicle consisting of all base components, including front and rear suspension, exhaust system, brakes, engine, engine hood or cover, transmission, front and rear axles, front fenders, drive train and shaft, fuel system, engine air intake and filter, accelerator pedal, steering wheel, tires, heating and cooling system, battery, and operating controls and instruments.
12. “Convalescent transport” means a scheduled transport other than an interfacility transport.
13. “Dispatch” means the direction to a ground ambulance service or vehicle to respond to a call for EMS or transport.
14. “Driver’s compartment” means the part of a ground ambulance vehicle that contains the controls and instruments for operation of the ground ambulance vehicle.
16. “Frame” means the structural foundation on which a ground ambulance vehicle chassis is constructed.
17. “General public rate” means the monetary amount assessed to a patient by a ground ambulance service for ALS, BLS, mileage, standby, waiting, or according to a subscription service contract.

18. “Generally accepted accounting principles” means the conventions, and rules and procedures for accounting, including broad and specific guidelines, established by the Financial Accounting Standards Board.

19. “Goodwill” means the difference between the purchase price of a ground ambulance service and the fair market value of the ground ambulance service’s identifiable net assets.

20. “Gross revenue” means:
   a. The sum of revenues reported in the Ambulance Revenue and Cost Report Exhibit A, page 2, lines 1, 9, and 20; or

21. “Ground ambulance service” means an ambulance service that operates on land.

22. “Ground ambulance service contract” means a written agreement between a certificate holder and a person for the provision of ground ambulance service.

23. “Ground ambulance vehicle” means a motor vehicle, defined in A.R.S. § 28-101, specifically designed to transport ambulance attendants and patients on land.

24. “Indirect costs” means the cost of providing ground ambulance service that does not include the costs of equipment.

25. “Interfacility transport” means a scheduled transport between two health care institutions.

26. “Level of service” means ALS or BLS ground ambulance service, including the type of ambulance attendants used by the ground ambulance service.

27. “Major defect” means a condition that exists on a ground ambulance vehicle that requires the Department or the certificate holder to place the ground ambulance vehicle out-of-service.

28. “Mileage rate” means the monetary amount assessed to a patient for each mile traveled from the point of patient pick-up to the patient’s destination point.

29. “Minor defect” means a condition that exists on a ground ambulance vehicle that is not a major defect.

30. “Needs assessment” means a study or statistical analysis that examines the need for ground ambulance service within a service area or proposed service area that takes into account the current or proposed service area’s medical, fire, and police services.

31. “Out-of-service” means a ground ambulance vehicle cannot be operated to transport patients.

32. “Patient compartment” means the ground ambulance vehicle body part that holds a patient.

33. “Public necessity” means an identified population needs or requires all or part of the services of a ground ambulance service.

34. “Response code” means the priority assigned to a request for immediate dispatch by a ground ambulance service on the basis of the information available to the certificate holder or the certificate holder’s dispatch authority.

35. “Response time” means the difference between the time a certificate holder is notified that a need exists for immediate dispatch and the time the certificate holder’s first ground ambulance vehicle arrives at the scene. Response time does not include the time required to identify the patient’s need, the scene, and the resources necessary to meet the patient’s need.

36. “Response-time tolerance” means the percentage of actual response times for a response code and scene locality that are compliant with the response time approved by the Department for the response code and scene locality, for any 12-month period.

37. “Rural area” means a geographic region with a population of less than 40,000 residents that is not a suburban area.

38. “Scene locality” means an urban, suburban, rural, or wilderness area.

39. “Scheduled transport” means to convey a patient at a pre-arranged time by a ground ambulance vehicle for which an immediate dispatch and response is not necessary.

40. “Service area” means the geographical boundary designated in a certificate of necessity using the criteria in A.R.S. § 36-2233(E).

41. “Settlement” means the difference between the monetary amount Medicare establishes or AHCCCS pays as an allowable rate and the general public rate a ground ambulance service assesses a patient.

42. “Standby waiting rate” means the monetary amount assessed to a patient by a certificate holder when a ground ambulance vehicle is required to wait in excess of 15 minutes to load or unload the patient, unless the excess delay is caused by the ground ambulance vehicle or the ambulance attendants on the ground ambulance vehicle.

43. “Subscription service” means the provision of EMS or transport by a certificate holder to a group of individuals within the certificate holder’s service area and the allocation of annual costs among the group of individuals.

44. “Subscription service contract” means a written agreement for subscription service.

45. “Subscription service rate” means the monetary amount assessed to a person under a subscription service contract.

46. “Substandard performance” means a certificate holder’s:
   a. Noncompliance with A.R.S. Title 36, Chapter 21.1, Articles 1 and 2, or 9 A.A.C. 25, or the terms of the certificate holder’s certificate of necessity, including all decisions and orders issued by the Director to the certificate holder;
   b. Failure to ensure that an ambulance attendant complies with A.R.S. Title 36, Chapter 21.1, Articles 1 and 2, or 9 A.A.C. 25, for the level of ground ambulance service provided by the certificate holder;
   c. Failure to meet the requirements in 9 A.A.C. 25, Article 10.

47. “Suburban area” means a geographic region within a 10-mile radius of an urban area that has a population density equal to or greater than 1,000 residents per square mile.

48. “Third-party payer” means a person, other than a patient, who is financially responsible for the payment of a patient’s assessed general public rates and charges for EMS or transport provided to the patient by a ground ambulance service.

49. “Transfer” means:
   a. A change of ownership or type of business entity; or
   b. To move a patient from a ground ambulance vehicle to an air ambulance.

50. “Transport” means the conveyance of one or more patients in a ground ambulance vehicle from the point of patient pick-up to the patient’s initial destination.

51. “Type of ground ambulance service” means an interfacility transport, a convalescent transport, or a transport that requires an immediate response.

52. “Urban area” means a geographic region delineated as an urbanized area by the United States Department of Commerce, Bureau of the Census.

53. “Wilderness area” means a geographic region that has a population density of less than one resident per square mile.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).
Amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

R9-25-902. Application for an Initial Certificate of Necessity; Provision of ALS Services; Transfer of a Certificate of Necess-
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An applicant for an initial certificate of necessity shall submit to the Department an application packet, in a Department-provided format, that includes:

1. An application form that contains:
   a. The legal business or corporate name, address, telephone number, and facsimile number of the ground ambulance service;
   b. The name, title, address, e-mail address, and telephone number of the following:
      i. Each applicant and individual responsible for managing the ground ambulance service;
      ii. The business representative or designated manager;
      iii. The individual to contact to access the ground ambulance service’s records required in R9-25-910; and
   iv. The statutory agent for the ground ambulance service, if applicable;
   c. The name, address, and telephone number of the base hospital or centralized medical direction communications center for the ground ambulance service;
   d. The address and telephone number of the ground ambulance service’s dispatch center;
   e. The address and telephone number of each suboperation station located within the proposed service area;
   f. Whether the ground ambulance service is a corporation, partnership, sole proprietorship, limited liability corporation, or other;
   g. Whether the business entity is proprietary, non-profit, or governmental;
   h. A description of the communication equipment to be used in each ground ambulance vehicle and suboperation station;
   i. The make and year of each ground ambulance vehicle to be used by the ground ambulance service;
   j. The number of ambulance attendants and the type of licensure, certification, or registration for each attendant;
   k. The proposed hours of operation for the ground ambulance service;
   l. The type of ground ambulance service;
   m. The level of ground ambulance service;
   n. Acknowledgment that the applicant:
      i. Is requesting to operate ground ambulance vehicles and a ground ambulance service in this state;
      ii. Has received a copy of 9 A.A.C. 25 and A.R.S. Title 36, Chapter 21.1; and
      iii. Will comply with the Department’s statutes and rules in any matter relating to or affecting the ground ambulance service;
   o. A statement that any information or documents submitted to the Department are true and correct; and
   p. The signature of the applicant or the applicant’s designated representative and the date signed;

2. The following information:
   a. Where the ground ambulance vehicles in subsection (A)(1)(i) are located within the applicant’s proposed service area;
   b. A statement of the proposed general public rates;
   c. A statement of the proposed charges;
   d. The applicant’s proposed response times, response codes, and response-time tolerances for each scene locality in the proposed service area, based on the following:
      i. The population demographics within the proposed service area;
      ii. The square miles within the proposed service area;
      iii. The medical needs of the population within the proposed service area;
      iv. The number of anticipated requests for each type and level of ground ambulance service in the proposed service area;
      v. The available routes of travel within the proposed service area;
      vi. The geographic features and environmental conditions within the proposed service area; and
      vii. The available medical and emergency medical resources within the proposed service area;
   e. A plan to provide temporary ground ambulance service to the proposed service area for a limited time when the applicant is unable to provide ground ambulance service to the proposed service area;
   f. Whether a ground ambulance service currently operates in all or part of the proposed service area and if so, where; and
   g. Whether an applicant or a designated manager:
      i. Has ever been convicted of a felony or a misdemeanor involving moral turpitude;
      ii. Has ever had a license or certificate of necessity for a ground ambulance service suspended or revoked by any state or political subdivision, or
      iii. Has ever operated a ground ambulance service without the required certification or licensure in this or any other state;

3. The following documents:
   a. A description of the proposed service area by any method specified in A.R.S. § 36-2233(E) and a map that illustrates the proposed service area;
   b. A projected Ambulance Revenue and Cost Report;
   c. The financing agreement for all capital acquisitions exceeding $5,000;
   d. The source and amount of funding for cash flow from the date the ground ambulance service commences operation until the date cash flow covers monthly expenses;
   e. Any proposed ground ambulance service contract under A.R.S. §§ 36-2232(A)(1) and 36-2234(K);
   f. The information and documents specified in R9-25-1101, if the applicant is requesting to establish general public rates;
   g. Any subscription service contract under A.R.S. §§ 36-2223(A)(1) and 36-2237(B);
   h. A certificate of insurance or documentation of self-insurance required in A.R.S. § 36-2237(A) and R9-25-909;
   i. A surety bond if required under A.R.S. § 36-2237(B); and
   j. The applicant’s and designated manager’s resume or other description of experience and qualification to operate a ground ambulance service; and

4. Any documents, exhibits, or statements that may assist the Director in evaluating the application or any other information or documents needed by the Director to clarify incomplete or ambiguous information or documents.

B. Before an applicant provides ALS, the applicant shall submit to the Department the application packet required in subsection (A) and the following:

1. A current written contract for ALS medical direction; and


C. When requesting a transfer of a certificate of necessity:

1. The person wanting to transfer the certificate of necessity shall submit a letter to the Department that contains:
   a. A request that the certificate of necessity be transferred, and
   b. The name of the person to whom the certificate of necessity is to be transferred; and
CHAPTER 25. DEPARTMENT OF HEALTH SERVICES - EMERGENCY MEDICAL SERVICES

2. The person identified in subsection (C)(1)(b) shall submit:
   a. The application packet in subsection (A); and
   b. The information in subsection (B), if ALS is provided.

D. An applicant shall submit the following fees:
   1. $100 application filing fee for an initial certificate of necessity, or
   2. $50 application filing fee for a transfer of a certificate of necessity.

E. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1). Amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

A. In determining public necessity for an initial or amended certificate of necessity, the Director shall consider the following:
   1. The response times, response codes, and response-time tolerances proposed by the applicant for the service area;
   2. The population demographics within the proposed service area;
   3. The geographic distribution of health care institutions within and surrounding the service area;
   4. Whether issuing a certificate of necessity to more than one ambulance service within the same service area is in the public’s best interest, based on:
      a. The existence of ground ambulance service to all or part of the service area;
      b. The response times of and response-time tolerances for ground ambulance service to all or part of the service area;
      c. The availability of certificate holders in all or part of the service area; and
      d. The availability of emergency medical services in all or part of the service area;
   5. The information in R9-25-902(A)(1) and (A)(2); and
   6. Other matters determined by the Director or the applicant to be relevant to the determination of public necessity.

B. In deciding whether to issue a certificate of necessity to more than one ground ambulance service for convalescent or interfacility transport for the same service area or overlapping service areas, the Director shall consider the following:
   1. The factors in subsections (A)(2), (A)(3), (A)(4)(a), (A)(4)(c), (A)(4)(d), (A)(5), and (A)(6);
   2. The financial impact on certificate holders whose service area includes all or part of the service area in the requested certificate of necessity;
   3. The need for additional convalescent or interfacility transport; and
   4. Whether a certificate holder for the service area has demonstrated substandard performance.

C. In deciding whether to issue a certificate of necessity to more than one ground ambulance service for a 9-1-1 or similarly dispatched transport within the same service area or overlapping service areas, the Director shall consider the following:
   1. The factors in subsections (A), (B)(2), and (B)(4);
   2. The difference between the response times in the service area and proposed response times by the applicant;
   3. A needs assessment adopted by a political subdivision, if any; and
   4. A needs assessment, referenced in A.R.S. § 36-2210, adopted by a local emergency medical services coordinating system, if any.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. An applicant for a renewal of a certificate of necessity shall submit to the Department, not less than 60 days before the expiration date of the certificate of necessity, an application packet that includes:
   1. An application form that contains the information in R9-25-902(A)(1)(a) through (A)(1)(m) and the signature of the applicant;
   2. Proof of continuous insurance coverage or a statement of continuing self-insurance, including a copy of the current certificate of insurance or current statement of self-insurance required in R9-25-909;
   3. Proof of continued coverage by a surety bond if required under A.R.S. §§ 36-2237(B);
   4. A copy of the list of current charges required in R9-25-1109;
   5. An affirmation that the certificate holder has and is continuing to meet the conditions of the certificate of necessity, including assessing only those rates and charges approved and set by the Director; and
   6. $50 application filing fee.

B. A certificate holder who fails to file a timely application for renewal of the certificate of necessity according to A.R.S. § 36-2235 and this Section, shall cease operations at 12:01 a.m. on the date the certificate of necessity expires.

C. To commence operations after failing to file a timely renewal application, a person shall file an initial certificate of necessity application according to R9-25-902 and meet all the requirements for an initial certificate of necessity.

D. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. A certificate holder that wants to amend its certificate of necessity shall submit to the Department the application form in R9-25-902(A)(1) and an application filing fee of $50 for changes in:
   1. The legal name of the ground ambulance service;
   2. The legal address of the ground ambulance service;
   3. The level of ground ambulance service;
   4. The type of ground ambulance service;
   5. The service area; or
   6. The response times, response codes, or response-time tolerances.

B. In addition to the application form in subsection (A), an amending certificate holder shall submit:
   1. For the addition of ALS ground ambulance service, the information required in R9-25-902(B)(1) and (B)(2);
   2. For a change in the service area, the information required in R9-25-902(A)(3)(a);
   3. For a change in response times, the information required in subsection R9-25-902(A)(2)(d);
   4. A statement explaining the financial impact and impact on patient care anticipated by the proposed amendment;
CHAPTER 25. DEPARTMENT OF HEALTH SERVICES - EMERGENCY MEDICAL SERVICES

5. Any other information or documents requested by the Director to clarify incomplete or ambiguous information or documents; and
6. Any documents, exhibits, or statements that the amending certificate holder wishes to submit to assist the Director in evaluating the proposed amendment.

C. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

In determining response times, response codes, and response-time tolerances for all or part of a service area, the Director may consider the following:
1. Differences in scene locality, if applicable;
2. Requirements of a 9-1-1 or similar dispatch system for all or part of the service area;
3. Requirements in a contract approved by the Department between a ground ambulance service and a political subdivision;
4. Medical prioritization for the dispatch of a ground ambulance vehicle according to procedures established by the certificate holder’s medical direction authority; and
5. Other matters determined by the Director to be relevant to the measurement of response times, response codes, and response-time tolerances.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-907. Observance of Service Area; Exceptions (A.R.S. § 36-2232)
A certificate holder shall not provide EMS or transport within an area other than the service area identified in the certificate holder’s certificate of necessity except:
1. When authorized by a service area’s dispatch, before the service area’s ground ambulance vehicle arrives at the scene; or
2. According to a back-up agreement.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-908. Transport Requirements; Exceptions (A.R.S. §§ 36-2224, 36-2232)
A certificate holder shall transport a patient except:
1. As limited by A.R.S. § 36-2224;
2. If the patient is in a health care institution and the patient’s medical condition requires a level of care or monitoring during transport that exceeds the scope of practice of the ambulance attendants’ certification;
3. If the transport may result in an immediate threat to the ambulance attendant’s safety, as determined by the ambulance attendant, certificate holder, or medical direction authority;
4. If the patient is more than 17 years old and refuses to be transported; or
5. If the patient is in a health care institution and does not meet the federal requirements for medically necessary ground vehicle ambulance transport as identified in 42 CFR 410.40.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. A certificate holder shall:
1. Maintain with an insurance company authorized to transact business in this state:
   a. A minimum single occurrence automobile liability insurance coverage of $500,000 for ground ambulance vehicles; and
   b. A minimum single occurrence malpractice or professional liability insurance coverage of $500,000; or
2. Be self-insured for the amounts in subsection (A)(1).
B. A certificate holder shall submit to the Department:
1. A copy of the certificate of insurance; or
2. Documentation of self-insurance.
C. A certificate holder shall submit a copy of the certificate of insurance to the Department no later than five days after the date of issuance of:
1. A renewal of the insurance policy; or
2. A change in insurance coverage or insurance company.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-910. Record and Reporting Requirements (A.R.S. §§ 36-2232, 36-2241, 36-2246)
A. A certificate holder shall submit to the Department, no later than 180 days after the certificate holder’s fiscal year end, the appropriate Ambulance Revenue and Cost Report.
B. According to A.R.S. § 36-2241, a certificate holder shall maintain the following records for the Department’s review and inspection:
1. The certificate holder’s financial statements;
2. All federal and state income tax records;
3. All employee-related expense reports and payroll records;
4. All bank statements and documents verifying reconciliation;
5. All documents establishing the depreciation of assets, such as schedules or accounting records on ground ambulance vehicles, equipment, office furniture, and other plant and equipment assets subject to depreciation;
6. All first care forms required in R9-25-514 and R9-25-615;
7. All patient billing and reimbursement records;
8. All dispatch records, including the following:
   a. The name of the ground ambulance service;
   b. The month of the record;
   c. The date of each transport;
   d. The number assigned to the ground ambulance vehicle by the certificate holder;
   e. Names of the ambulance attendants;
   f. The scene;
   g. The actual response time;
   h. The response code;
   i. The scene locality;
   j. Whether the scene to which the ground ambulance vehicle is dispatched is outside of the certificate holder’s service area; and
   k. Whether the dispatch is a scheduled transport;
9. All ground ambulance service back-up agreements, contracts, grants, and financial assistance records related to ground ambulance vehicles, EMS, and transport;
10. All written ground ambulance service complaints; and
11. Information about destroyed or otherwise irretrievable records in a file including:
   a. A list of each record destroyed or otherwise irretrievable;
   b. A description of the circumstances under which each record became destroyed or otherwise irretrievable; and
   c. The date each record was destroyed or became otherwise irretrievable.

**Historical Note**
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. A certificate holder shall not advertise that it provides a type or level of ground ambulance service or operates in a service area different from that granted in the certificate of necessity.
B. When advertising, a certificate holder shall not direct the circumvention of the use of 9-1-1 or another similarly designated emergency telephone number.

**Historical Note**
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. After notice and opportunity to be heard is given according to the procedures in A.R.S. Title 41, Chapter 6, Article 10, a certificate of necessity may be suspended, revoked, or other disciplinary action taken for the following reasons:
   1. The certificate holder has:
      a. Demonstrated substandard performance; or
      b. Been determined not to be fit and proper by the Director;
   2. The certificate holder has provided false information or documents:
      a. On an application for a certificate of necessity;
      b. Regarding any matter relating to its ground ambulance vehicles or ground ambulance service; or
      c. To a patient, third-party payor, or other person billed for service; or
   3. The certificate holder has failed to:
      a. Comply with the applicable requirements of A.R.S. Title 36, Chapter 21.1, Articles 1 and 2 or 9 A.A.C. 25; or
      b. Comply with any term of its certificate of necessity or any rates and charges schedule filed by the certificate holder and approved by the Department.
B. In determining the type of disciplinary action to impose under A.R.S. § 36-2245, the Director shall consider:
   1. The severity of the violation relative to public health and safety;
   2. The number of violations relative to the annual transport volume of the certificate holder;
   3. The nature and circumstances of the violation;
   4. Whether the violation was corrected, the manner of correction, and the time-frame involved; and
   5. The impact of the penalty or assessment on the provision of ground ambulance service in the certificate holder’s service area.

**Historical Note**
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).
Exhibit 9A. Ambulance Revenue and Cost Report, General Information and Certification

Legal Name of Company: ___________________________________________________ CON No. ___________________
D.B.A. (Doing Business As): ____________________________________ Business Phone: (       ) ______________________
Financial Records Address: ____________________________________ City: _______________Zip Code _______________
Mailing Address (If Different): ____________________________________ City: _______________ Zip Code _______________
Owner/Manager: _______________________________________________________________________________
Report Contact Person: ____________________________________ Phone: (       ) ______________________ Ext. _____
Report for Period From: ____________________________________ To:________________________________________
Method of Valuing Inventory:LIFO: (   ) FIFO: (   )Other (Explain): ___________________________________________

Please attach a list of all affiliated organizations (parents/subsidiaries) that exhibit at least 5% ownership/ vesting.

CERTIFICATION

I hereby certify that I have directed the preparation of the Arizona Ambulance Revenue and Cost Report for the facility listed above in accordance with the reporting requirements of the State of Arizona.

I have read this report and hereby certify that the information provided is true and correct to the best of my knowledge.

This report has been prepared using the accrual basis of accounting.

Authorized Signature: __________________________________________________________________________

Title: ___________________________________________ Date: _____________________________

Mail to:
Department of Health Services
Bureau of Emergency Medical Services and Trauma System
Certificate of Necessity and Rates Section
150 North 18th Avenue, Suite 540, Phoenix, AZ 85007
Telephone: (602) 364-3150; Fax: (602) 364-3567

Revised December 2013
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ______________________

STATISTICAL SUPPORT DATA

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) SUBSCRIPTION TRANSPORTS</th>
<th>(2)** TRANSPORTS UNDER CONTRACT</th>
<th>(3) TRANSPORTS NOT UNDER CONTRACT</th>
<th>(4) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Number of ALS Billable Runs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Number of BLS Billable Runs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Number of Loaded Billable Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Waiting Time (Hr. &amp; Min.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Total Canceled (Non-Billable) Runs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Volunteer Services: (OPTIONAL)

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(4) Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>Paramedic and IEMT</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Emergency Medical Technician - B</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Other Ambulance Attendants</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Total Volunteer Hours</td>
<td></td>
</tr>
</tbody>
</table>

**This column reports only those runs where a contracted discount rate was applied. See Page 7 to provide additional information regarding discounted contract runs.
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: __________________________________________

FOR THE PERIOD FROM: ____________________________ TO: ________________________

STATISTICAL SUPPORT DATA

<table>
<thead>
<tr>
<th>Line No.</th>
<th>TYPE OF SERVICE</th>
<th>(1) SUBSIDIZED PATIENTS</th>
<th>(2) NON-SUBSIDIZED PATIENTS</th>
<th>(3) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Number of Advanced Life Support Billable Runs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Number of Basic Life Support Billable Runs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Number of Loaded Billable Miles</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Waiting Time (Hours and Minutes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Total Canceled (Non-Billable) Runs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Volunteer Services: (OPTIONAL)

<table>
<thead>
<tr>
<th>Line No.</th>
<th>TYPE OF SERVICE</th>
<th>Number</th>
<th>Donated Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>Paramedic, EMT-I(99), and AEMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Emergency Medical Technician (EMT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Other Ambulance Attendants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Total Volunteer Hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: This page and page 3.1, Routine Operating Revenue, are only for those governmental agencies that apply subsidy to patient billings.
AMBULANCE SERVICE ENTITY: __________________________________________________________________

FOR THE PERIOD FROM: ________________________________ TO: ______________________________

**STATEMENT OF INCOME**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>From</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Ambulance Service Routine Operating Revenue</td>
<td>Page 3 Line 10</td>
<td>$</td>
</tr>
<tr>
<td>02</td>
<td>AHCCCS Settlement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Medicare Settlement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Contractual Discounts</td>
<td>Page 7 Line 22</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Subscription Service Settlement</td>
<td>Page 8 Line 4</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Other (Attach Schedule)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Net Revenue from Ambulance Runs</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Sales of Subscription Service Contracts</td>
<td>Page 8 Line 8</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Total Operating Revenue</td>
<td>$</td>
<td></td>
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</table>

**Ambulance Operating Expenses:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>From</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>11</td>
<td>Bad Debt (Includes Subscription Services Bad Debt)</td>
<td>Page 4 Line 22</td>
<td>$</td>
</tr>
<tr>
<td>12</td>
<td>Wages, Payroll Taxes, and Employee Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>General and Administrative Expenses</td>
<td>Page 5 Line 20</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Cost of Goods Sold</td>
<td>Page 3 Line 15</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Other Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Interest Expense (Attach Schedule IV)</td>
<td>Page 14 CI 4 &amp; 5 Line 28</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Subscription Service Direct Selling</td>
<td>Page 8 Line 23</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Total Operating Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Ambulance Service Income (Loss) (Line 10 minus Line 18)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Other Revenue/Expenses:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>From</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Other Operating Revenue and Expenses</td>
<td>Page 9 Line 17</td>
<td>$</td>
</tr>
<tr>
<td>21</td>
<td>Non-Operating Revenue and Expenses</td>
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<tr>
<td>22</td>
<td>Non-Deductible Expenses (Attach Schedule)</td>
<td></td>
<td></td>
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<tr>
<td>23</td>
<td>Total Other Revenues/Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Ambulance Service Income (Loss) - Before Income Taxes</td>
<td>$</td>
<td></td>
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</table>

**Provision for Income Taxes:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>25</td>
<td>Federal Income Tax</td>
<td>$</td>
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<tr>
<td>26</td>
<td>State Income Tax</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Total Income Tax</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Ambulance Service - Net Income (Loss)</td>
<td>$</td>
</tr>
</tbody>
</table>
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: _______________________________ TO: ______________________________

### ROUTINE OPERATING REVENUE

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Description</th>
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<tr>
<td>01</td>
<td>ALS Base Rate</td>
<td>$______________</td>
</tr>
<tr>
<td>02</td>
<td>BLS Base Rate</td>
<td>______________</td>
</tr>
<tr>
<td>03</td>
<td>Mileage Charge</td>
<td>______________</td>
</tr>
<tr>
<td>04</td>
<td>Waiting Charge</td>
<td>______________</td>
</tr>
<tr>
<td>05</td>
<td>Medical Supplies (Gross Charges)</td>
<td>______________</td>
</tr>
<tr>
<td>06</td>
<td>Nurses Charges</td>
<td>______________</td>
</tr>
<tr>
<td>07</td>
<td>Total</td>
<td>$ _____________</td>
</tr>
<tr>
<td>08</td>
<td>Standby Revenue (Attach Schedule)</td>
<td>______________</td>
</tr>
<tr>
<td>09</td>
<td>Other Ambulance Service Revenue (Attach Schedule)</td>
<td>______________</td>
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<tr>
<td>10</td>
<td>Total Ambulance Service Routine Operating Revenue (To Page 2, Line 01)</td>
<td>$ _____________</td>
</tr>
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### COST OF GOODS SOLD: (MEDICAL SUPPLIES)

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Inventory at Beginning of Year</td>
<td>______________</td>
</tr>
<tr>
<td>12</td>
<td>Plus Purchases</td>
<td>______________</td>
</tr>
<tr>
<td>13</td>
<td>Plus Other Costs</td>
<td>______________</td>
</tr>
<tr>
<td>14</td>
<td>Less Inventory at End of Year</td>
<td>(_____________)</td>
</tr>
<tr>
<td>15</td>
<td>Cost of Goods Sold (To Page 2, Line 14)</td>
<td>$ _____________</td>
</tr>
</tbody>
</table>
Ambulance Revenue and Cost Report

Ambulance Service Entity: ________________________________

For the period from: ________________________ to: ________________________

Routine Operating Revenue

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Type of Service</th>
<th>Subsidized Patients</th>
<th>Non-Subsidized Patients</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ALS Base Rate</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>02</td>
<td>BLS Base Rate</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>03</td>
<td>Mileage Charge</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>04</td>
<td>Waiting Charge</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>05</td>
<td>Medical Supplies (Gross Charges)</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>06</td>
<td>Nurses’ Charges</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>07</td>
<td>Total</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>08</td>
<td>Standby Revenue (Attach Schedule)</td>
<td>$__________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Other Ambulance Service Revenue (Attach Schedule)</td>
<td>$__________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Total Ambulance Service Routine Operating Revenue (Column 3 to Page 2, Line 01)</td>
<td>$__________</td>
<td></td>
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Less:

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Description</th>
<th>Subsidized Patients</th>
<th>Non-Subsidized Patients</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>AHCCCS Settlement</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td>12</td>
<td>Medicare Settlement</td>
<td></td>
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<td>$__________</td>
</tr>
<tr>
<td>13</td>
<td>Subsidy</td>
<td></td>
<td>xxxxxxxxxxxxxx</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Other (Attach Schedule)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Total Settlements (Column 3 to Page 2, Line 06)</td>
<td>$__________</td>
<td>$__________</td>
<td>$__________</td>
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</table>

Cost of Goods Sold:

<table>
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<tr>
<th>Line No.</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>16</td>
<td>Inventory at Beginning of Year</td>
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</tr>
<tr>
<td>17</td>
<td>Plus Purchases</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Plus Other Costs</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Less Inventory at End of Year</td>
<td>(__________)</td>
</tr>
<tr>
<td>20</td>
<td>Cost of Goods Sold (Column 3 to Page 2, Line 14)</td>
<td>$__________</td>
</tr>
</tbody>
</table>
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: __________________________________________________________

FOR THE PERIOD FROM: ________________________________ TO: ___________________________

WAGES, PAYROLL TAXES, AND EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Line</th>
<th>No.</th>
<th>DESCRIPTION</th>
<th>No. of *F.T.E.s</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>Gross Wages - OFFICERS/OWNERS (Attach Schedule I, Page 10, Line 7).</td>
<td>_____________</td>
<td>$ ___________</td>
</tr>
<tr>
<td>02</td>
<td></td>
<td>Payroll Taxes .</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td></td>
<td>Employee Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td></td>
<td>Total</td>
<td>_____________</td>
<td>$ ___________</td>
</tr>
<tr>
<td>05</td>
<td></td>
<td>Gross Wages - MANAGEMENT (Attach Schedule II)</td>
<td>_____________</td>
<td>$ ___________</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td>Payroll Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td>Employee Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td>Total</td>
<td>_____________</td>
<td>$ ___________</td>
</tr>
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</table>

Gross Wages - AMBULANCE PERSONNEL (Attach Schedule II)

<table>
<thead>
<tr>
<th>**Casual Labor</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>09 Paramedic, EMT-I(99) and AEMT</td>
<td>_____________</td>
</tr>
<tr>
<td>10 Emergency Medical Technician (EMT)</td>
<td>_____________</td>
</tr>
<tr>
<td>11 Nurses</td>
<td>_____________</td>
</tr>
<tr>
<td>12 Payroll Taxes</td>
<td></td>
</tr>
<tr>
<td>13 Employee Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>14 Total</td>
<td>_____________</td>
</tr>
</tbody>
</table>

Gross Wages - OTHER PERSONNEL (Attach Schedule II)

| | | |
|----------------|--------|
| 15 Dispatch | _____________ | $ ___________ |
| 16 Mechanics | | |
| 17 Office and Clerical | | |
| 18 Other | | |
| 19 Payroll Taxes | | |
| 20 Employee Fringe Benefits | | |
| 21 Total | _____________ | $ ___________ |

22 Total F.T.E.s’ Wages, Payroll Taxes, & Employee Benefits (To Page 2, Line 12) | _____________ | $ ___________ |

* Full-time equivalents (F.T.E.) is the sum of all hours for which employee wages were paid during the year divided by 2,080.

** The sum of Casual Labor (wages paid on a per run basis) plus Wages paid is entered in Column 2 by line item. However, when calculating F.T.E.s, do not include casual labor hours worked or expenses incurred.
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ________________________________
FOR THE PERIOD FROM: ____________________________ TO: ____________________________

WAGES, PAYROLL TAXES, AND EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) No. of *F.T.E.s</th>
<th>(2) Total Expenditure</th>
<th>(3) Allocation Percentage</th>
<th>(4) Ambulance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Gross Wages - Management (Attach Schedule II)</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Payroll Taxes.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Employee Fringe Benefits.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Total.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gross Wages - Ambulance Personnel (Attach Schedule):

**Contractual Wages**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) No. of *F.T.E.s</th>
<th>(2) Total Expenditure</th>
<th>(3) Allocation Percentage</th>
<th>(4) Ambulance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Paramedic, EMT-I(99) and AEMT</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Emergency Medical Technician (EMT)</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Nurses.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Drivers.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Payroll Taxes.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Employee Fringe Benefits.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Total.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Gross Wages - Other Personnel (Attach Schedule II):

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) No. of *F.T.E.s</th>
<th>(2) Total Expenditure</th>
<th>(3) Allocation Percentage</th>
<th>(4) Ambulance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Dispatch.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Mechanics</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Office and Clerical</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Other.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Payroll Taxes.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Employee Fringe Benefits</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Total.</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Total F.T.E.s’ Wages, Payroll Taxes, and Employee Benefits (To Page 2, Line 12)</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Full-Time Equivalents (F.T.E.) is the sum of all hours for which employee wages were paid during the year divided by 2,080.

** The sum of Contractual + Wages paid is entered in Column 2 by line item. However, when calculating F.T.E.s, do not include contractual hours worked or expenses incurred.
## AMBULANCE REVENUE AND COST REPORT

**AMBULANCE SERVICE ENTITY:** ____________________________________________

**FOR THE PERIOD FROM:** _______________________________ **TO:** _______________________________

### WAGES, PAYROLL TAXES, AND EMPLOYEE BENEFITS

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Basis of Allocations</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Gross Wages - Management</td>
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<tr>
<td>02</td>
<td>Payroll Taxes</td>
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<tr>
<td>03</td>
<td>Employee Fringe Benefits</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Total</td>
<td></td>
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**Gross Wages - Ambulance Personnel:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Contractual</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Paramedic, EMT-I(99) and AEMT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Emergency Medical Technician (EMT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Nurses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Drivers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Payroll Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Employee Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Gross Wages - Other Personnel:**

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Dispatch</td>
</tr>
<tr>
<td>13</td>
<td>Mechanics</td>
</tr>
<tr>
<td>14</td>
<td>Office and Clerical</td>
</tr>
<tr>
<td>15</td>
<td>Other</td>
</tr>
<tr>
<td>16</td>
<td>Payroll Taxes</td>
</tr>
<tr>
<td>17</td>
<td>Employee Fringe Benefits</td>
</tr>
<tr>
<td>18</td>
<td>Total</td>
</tr>
</tbody>
</table>
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: _______________________

GENERAL AND ADMINISTRATIVE EXPENSES

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Professional Services:</strong></td>
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</tr>
<tr>
<td>01</td>
<td>Legal Fees</td>
<td>$ _____________</td>
</tr>
<tr>
<td>02</td>
<td>Collection Fees</td>
<td>_____________</td>
</tr>
<tr>
<td>03</td>
<td>Accounting and Auditing</td>
<td>_____________</td>
</tr>
<tr>
<td>04</td>
<td>Data Processing Fees</td>
<td>_____________</td>
</tr>
<tr>
<td>05</td>
<td>Other (Attach Schedule)</td>
<td>_____________</td>
</tr>
<tr>
<td>06</td>
<td>Total</td>
<td>$_____________</td>
</tr>
<tr>
<td></td>
<td><strong>Travel and Entertainment:</strong></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Meals and Entertainment</td>
<td>$ _____________</td>
</tr>
<tr>
<td>08</td>
<td>Transportation - Other Company Vehicles</td>
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</tr>
<tr>
<td>09</td>
<td>Travel</td>
<td>_____________</td>
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<td>10</td>
<td>Other (Attach Schedule)</td>
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<td>Total</td>
<td>$_____________</td>
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<tr>
<td></td>
<td><strong>Other General and Administrative:</strong></td>
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<tr>
<td>12</td>
<td>Office Supplies</td>
<td>$ _____________</td>
</tr>
<tr>
<td>13</td>
<td>Postage</td>
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<tr>
<td>14</td>
<td>Telephone</td>
<td>_____________</td>
</tr>
<tr>
<td>15</td>
<td>Advertising</td>
<td>_____________</td>
</tr>
<tr>
<td>16</td>
<td>Professional Liability Insurance</td>
<td>_____________</td>
</tr>
<tr>
<td>17</td>
<td>Dues and Subscriptions</td>
<td>_____________</td>
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<tr>
<td>18</td>
<td>Other (Attach Schedule)</td>
<td>_____________</td>
</tr>
<tr>
<td>19</td>
<td>Total</td>
<td>$_____________</td>
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<tr>
<td>20</td>
<td>Total General and Administrative Expenses (To Page 2, Line 13)</td>
<td>$ _____________</td>
</tr>
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Page 5
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: __________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ___________________________

GENERAL AND ADMINISTRATIVE EXPENSES

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) Expenditure</th>
<th>(2) Allocation Percentage</th>
<th>(3) Ambulance Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Services:</td>
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</tr>
<tr>
<td>01</td>
<td>Legal Fees</td>
<td>$_________</td>
<td>_________________________</td>
<td>$_________</td>
</tr>
<tr>
<td>02</td>
<td>Collection Fees</td>
<td>_______________</td>
<td>_________________________</td>
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<tr>
<td>03</td>
<td>Accounting and Auditing</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
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<tr>
<td>04</td>
<td>Data Processing Fees</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>05</td>
<td>Other (Attach Schedule)</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>06</td>
<td>Total Professional Services</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
<tr>
<td>Travel and Entertainment:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Meals and Entertainment</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
<tr>
<td>08</td>
<td>Transportation - Other Company Vehicles</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>09</td>
<td>Travel</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>10</td>
<td>Other (Attach Schedule)</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>11</td>
<td>Total Travel and Entertainment</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
<tr>
<td>Other General and Administrative:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Office Supplies</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
<tr>
<td>13</td>
<td>Postage</td>
<td>_______________</td>
<td>_________________________</td>
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</tr>
<tr>
<td>15</td>
<td>Advertising</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>16</td>
<td>Professional Liability Insurance</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>17</td>
<td>Dues and Subscriptions</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>18</td>
<td>Other (Attach Schedule)</td>
<td>_______________</td>
<td>_________________________</td>
<td>_______________</td>
</tr>
<tr>
<td>19</td>
<td>Total Other General and Administrative</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
<tr>
<td>20</td>
<td>Total General &amp; Administrative Expenses (to Page 2, Line 13)</td>
<td>$______________</td>
<td>_________________________</td>
<td>$______________</td>
</tr>
</tbody>
</table>

Page 5.1
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ________________________________________________

FOR THE PERIOD FROM: _____________________________ TO: _______________________

GENERAL AND ADMINISTRATIVE EXPENSES (cont.)

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<td>Data Processing Fees</td>
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Page 5.1.a
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: 

FOR THE PERIOD FROM: ___________________________ TO: ___________________________

OTHER OPERATING EXPENSES

<table>
<thead>
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<th>Line</th>
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<tbody>
<tr>
<td>01</td>
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<td>04</td>
<td>Rent/Lease (Attach Schedule III) (From Line 20, Col K, Page 13)</td>
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</table>

Building/Station Expense:

| Line | Building and Cleaning Supplies | $ ____________ |
|------|--------------------------------|
| 05   | Utilities | $ ____________ |
| 06   | Property Taxes | $ ____________ |
| 07   | Property Insurance | $ ____________ |
| 08   | Repairs and Maintenance | $ ____________ |
| 09   | Other (Attach Schedule) | $ ____________ |
| 10   | Total | $ ____________ |

Vehicle Expense - Ambulance Units:

| Line | License/Registration | $ ____________ |
|------|----------------------|
| 12   | Fuel | $ ____________ |
| 13   | General Vehicle Service and Maintenance | $ ____________ |
| 14   | Major Repairs | $ ____________ |
| 15   | Insurance - Service Vehicles | $ ____________ |
| 16   | Other (Attach Schedule) | $ ____________ |
| 17   | Total | $ ____________ |

Other Expenses:

| Line | Dispatch | $ ____________ |
|------|----------|
| 18   | Education/Training | $ ____________ |
| 19   | Uniforms and Uniform Cleaning | $ ____________ |
| 20   | Meals and Travel for Ambulance Personnel | $ ____________ |
| 21   | Maintenance Contracts | $ ____________ |
| 22   | Minor Equipment - Not Capitalized | $ ____________ |
| 23   | Ambulance Supplies - Nonchargeable | $ ____________ |
| 24   | Other (Attach Schedule) | $ ____________ |
| 25   | Total | $ ____________ |
| 26   | Total Other Operating Expenses (To Page 2, Line 15) | $ ____________ |

Page 6
### AMBULANCE REVENUE AND COST REPORT

**AMBULANCE SERVICE ENTITY:**

**FOR THE PERIOD FROM:** __________________________  **TO:** __________________________

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<tr>
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<th>(3) Ambulance Amount</th>
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AMBULANCE REVENUE AND COST REPORT

FOR THE PERIOD FROM: __________________________ TO: __________________________

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## AMBULANCE REVENUE AND COST REPORT

**AMBULANCE SERVICE ENTITY:**

**FOR THE PERIOD FROM:**

**TO:**

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**Page 7**
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ____________________________

SUBSCRIPTION SERVICE REVENUE AND
DIRECT SELLING EXPENSES

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<td>Medicare Settlement</td>
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<td>Subscription Service Settlements</td>
<td>(To Page 2, Line 5)</td>
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Direct Expenses Incurred Selling Subscription Contracts:

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<td>Employee Fringe Benefits</td>
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AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ______________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: __________________________

OTHER OPERATING REVENUES AND EXPENSES

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OTHER Operating Expenses:

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**AMBULANCE REVENUE AND COST REPORT**

**AMBULANCE SERVICE ENTITY:** ________________________________

**FOR THE PERIOD FROM:** ________________________________ **TO:** ________________________________

**DETAIL OF SALARIES/WAGES**  
**OFFICERS/OWNERS**  
**SCHEDULE 1**

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<th>EMCT *FTE</th>
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*Full-time equivalents (F.T.E.) is the sum of all hours for which employee wages were paid during the year divided by 2080.

1 Total wages paid to owners to Page 4 Col 2 Line 01  
2 Total FTEs to Page 4 Col 1 Line 01
AMBULANCE SERVICE ENTITY: ________________________________________________________________

FOR THE PERIOD FROM: ___________________________________ TO: __________________________

OPERATING EXPENSES
DETAIL OF SALARIES/WAGES
SCHEDULE II

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Page 11
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ____________________________

DEPRECIATION AND/OR RENT/LEASE EXPENSE
SCHEDULE III

AMBULANCE VEHICLES AND
ACCESSORIAL EQUIPMENT ONLY

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<th>Business Use Percent</th>
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<th>Method</th>
<th>Recovery Period</th>
<th>Depreciation Prior Years</th>
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* Complete Description of property, date placed in service, and rent/lease amount only.
1 To Page 13, Line 19, Column I
2 To Page 13, Line 19, Column K
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ___________________________

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* Complete Description of property, date placed in service, and rent/lease amount only.

3 To Page 6, Line 01
4 To Page 6, Line 04
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ___________________________

DETAIL OF INTEREST - Schedule IV

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Page 14
### AMBULANCE REVENUE AND COST REPORT

**AMBULANCE SERVICE ENTITY:** __________________________________________________________

**FOR THE PERIOD FROM:** ___________________________ **TO:** _____________________________

---

#### BALANCE SHEET

**ASSETS**

**CURRENT ASSETS**

- **01 Cash** $ _______________
- **02 Accounts Receivable** _______________
- **03 Less: Allowance for Doubtful Accounts** _______________
- **04 Inventory** _______________
- **05 Prepaid Expenses** _______________
- **06 Other Current Assets** _______________

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**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

- **11 Accounts Payable** $ _______________
- **12 Current Portion of Notes Payable** _______________
- **13 Current Portion of Long Term Debt** _______________
- **14 Deferred Subscription Income** _______________
- **15 Accrued Expenses and Other** _______________

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<td><strong>19 NOTES PAYABLE</strong></td>
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</tr>
<tr>
<td><strong>20 LONG TERM DEBT OTHER</strong></td>
<td></td>
</tr>
<tr>
<td><strong>21 TOTAL LONG-TERM DEBT</strong></td>
<td>$ _______________</td>
</tr>
</tbody>
</table>

**EQUITY AND OTHER CREDITS**

**Paid-in Capital:**

- **22 Common Stock** $ _______________
- **23 Paid-In Capital in Excess of Par Value** _______________
- **24 Contributed Capital** _______________
- **25 Retained Earnings** _______________
- **26 Fund Balances** _______________

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>27 TOTAL EQUITY</strong></td>
<td>$ _______________</td>
</tr>
<tr>
<td><strong>28 TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td>$ _______________</td>
</tr>
</tbody>
</table>
AMBULANCE SERVICE ENTITY: ________________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: _____________________________

### STATEMENT OF CASH FLOWS

#### OPERATING ACTIVITIES:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>01</td>
<td>Net (loss) Income</td>
<td>$ _________________</td>
</tr>
<tr>
<td></td>
<td>Adjustments to reconcile net income to net cash provided by operating activities:</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Depreciation Expense</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Deferred Income Tax</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Loss (gain) on Disposal of Property and Equipment (Increase) Decrease in:</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Inventories</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Prepaid Expenses (Increase) Decrease in:</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Accounts Payable</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Accrued Expenses</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Deferred Subscription Income</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Net Cash Provided (Used) by Operating Activities</td>
<td>$ _________________</td>
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</table>

#### INVESTING ACTIVITIES:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>12</td>
<td>Purchases of Property and Equipment</td>
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<tr>
<td>13</td>
<td>Proceeds from Disposal of Property and Equipment</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Purchases of Investments</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Proceeds from Disposal of Investments</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Loans Made</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Collections on Loans</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Net Cash Provided (Used) by Investing Activities</td>
<td>$ _________________</td>
</tr>
</tbody>
</table>

#### FINANCING ACTIVITIES:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>20</td>
<td>New Borrowings: Long-Term</td>
<td>$ _________________</td>
</tr>
<tr>
<td>21</td>
<td>Short-Term Debt Reduction:</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Long-Term</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Short-Term</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Capital Contributions</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Dividends paid</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Net Cash Provided (Used) by Financing Activities</td>
<td>$ _________________</td>
</tr>
<tr>
<td>27</td>
<td>Net Increase (Decrease) in Cash</td>
<td>$ _________________</td>
</tr>
<tr>
<td>28</td>
<td>Cash at Beginning of Year</td>
<td>$ _________________</td>
</tr>
<tr>
<td>29</td>
<td>Cash at End of Year</td>
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#### SUPPLEMENTAL DISCLOSURES:

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<tr>
<td>30</td>
<td>Non-cash Investing and Financing Transactions:</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td>$ _________________</td>
</tr>
<tr>
<td>32</td>
<td>Interest Paid (Net of Amounts Capitalized)</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Income Taxes Paid</td>
<td></td>
</tr>
</tbody>
</table>

### Historical Note

Exhibit 9A renumbered from Exhibit A and amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

Exhibit A. Renumbered

**Historical Note**

New Exhibit adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1). New Exhibit A recodified from Article 12 at 12 A.A.R. 2243, effective June 2, 2006 (Supp. 06-2). Exhibit A renumbered to Exhibit 9A by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).
Exhibit 9B. Ambulance Revenue and Cost Report, Fire District and Small Rural Company

Department of Health Services

Annual Ambulance Financial Report

Reporting Ambulance Service

Report Fiscal Year

From: / / / To: / / /

Mo. Day Year Mo. Day Year

CERTIFICATION

I hereby certify that I have directed the preparation of the enclosed annual report in accordance with the reporting requirements of the State of Arizona.

I have read this report and hereby certify that the information provided is true and correct to the best of my knowledge.

This report has been prepared using the accrual basis of accounting.

Authorized Signature: __________________________ Date: __________________________

Print Name and Title: __________________________

Mail to:
Department of Health Services
Bureau of Emergency Medical Services and Trauma System
Certificate of Necessity and Rates Section
150 North 18th Avenue, Suite 540
Phoenix, AZ 85007
Telephone: (602) 364-3150
Fax: (602) 364-3567

Revised December 2013
AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: __________________________ TO: ________________________________

STATISTICAL SUPPORT DATA

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>(1) SUBSCRIPTION SERVICE TRANSPORTS</th>
<th>*(2) TRANSPORTS UNDER CONTRACT</th>
<th>(3) TRANSPORTS NOT UNDER CONTRACT</th>
<th>(4) TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Number of ALS Billable Transports:</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>02</td>
<td>Number of BLS Billable Transports:</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>03</td>
<td>Number of Loaded Billable Miles:</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>04</td>
<td>Waiting Time (Hr. &amp; Min.):</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
<tr>
<td>05</td>
<td>Canceled (Non-Billable) Runs:</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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</tbody>
</table>

AMBULANCE SERVICE ROUTINE OPERATING REVENUE

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>ALS Base Rate Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>07</td>
<td>BLS Base Rate Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>08</td>
<td>Mileage Charge Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>09</td>
<td>Waiting Charge Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>10</td>
<td>Medical Supplies Charge Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>11</td>
<td>Nurses Charge Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>12</td>
<td>Standby Charge Revenue:</td>
<td>$_______</td>
</tr>
<tr>
<td>13</td>
<td>TOTAL AMBULANCE SERVICE ROUTINE OPERATING REVENUE:</td>
<td>$_______</td>
</tr>
</tbody>
</table>

SALARY AND WAGE EXPENSE DETAIL

GROSS WAGES:

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>Revenue</th>
<th><strong>No. of F.T.E.s</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Management:</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>15</td>
<td>Paramedics, EMT-I(99)s, and AEMTs:</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>16</td>
<td>Emergency Medical Technician (EMT):</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>17</td>
<td>Other Personnel:</td>
<td>$_______</td>
<td>$_______</td>
</tr>
<tr>
<td>18</td>
<td>Payroll Taxes and Fringe Benefits - All Personnel:</td>
<td>$_______</td>
<td>$_______</td>
</tr>
</tbody>
</table>

*This column reports only those runs where a contracted discount rate was applied.

**Full-time equivalents (F.T.E.) is the sum of all hours for which employees’ wages were paid during the year divided by 2080.
AMBULANCE SERVICE ENTITY: __________________________________________

FOR THE PERIOD FROM: ___________________________ TO: _______________________

### SCHEDULE OF REVENUES AND EXPENSES

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Total Ambulance Service Operating Revenue</td>
<td>Page 2, Line 13</td>
</tr>
<tr>
<td>02</td>
<td>AHCCCS Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
<tr>
<td>03</td>
<td>Medicare Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
<tr>
<td>04</td>
<td>Subscription Service Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
<tr>
<td>05</td>
<td>Contractual Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
<tr>
<td>06</td>
<td>Other Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
<tr>
<td>07</td>
<td>Total (Sum of Lines 02 through 06) Operating Revenue Settlement Amounts</td>
<td>(                      )</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>08</td>
<td>Total Operating Revenue (Line 01 minus Line 07)</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

### Operating Revenues:

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>09</td>
<td>Bad Debt</td>
<td>$ ____________</td>
</tr>
<tr>
<td>10</td>
<td>Total Salaries, Wages, and Employee-Related Expenses</td>
<td>$ ____________</td>
</tr>
<tr>
<td>11</td>
<td>Professional Services</td>
<td>$ ____________</td>
</tr>
<tr>
<td>12</td>
<td>Travel and Entertainment</td>
<td>$ ____________</td>
</tr>
<tr>
<td>13</td>
<td>Other General Administrative Expenses</td>
<td>$ ____________</td>
</tr>
<tr>
<td>14</td>
<td>Depreciation</td>
<td>$ ____________</td>
</tr>
<tr>
<td>15</td>
<td>Rent/Leasing</td>
<td>$ ____________</td>
</tr>
<tr>
<td>16</td>
<td>Building/Station</td>
<td>$ ____________</td>
</tr>
<tr>
<td>17</td>
<td>Vehicle Expense</td>
<td>$ ____________</td>
</tr>
<tr>
<td>18</td>
<td>Other Operating Expense</td>
<td>$ ____________</td>
</tr>
<tr>
<td>19</td>
<td>Cost of Medical Supplies Charged to Patients</td>
<td>$ ____________</td>
</tr>
<tr>
<td>20</td>
<td>Interest</td>
<td>$ ____________</td>
</tr>
<tr>
<td>21</td>
<td>Subscription Service Sales Expense</td>
<td>$ ____________</td>
</tr>
<tr>
<td>22</td>
<td>Total Operating Expense (Sum of Lines 09 through 21)</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line No.</th>
<th>DESCRIPTION</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Total Operating Income or Loss (Line 08 minus Line 22)</td>
<td>$ ____________</td>
</tr>
<tr>
<td>24</td>
<td>Subscription Contract Sales</td>
<td>$ ____________</td>
</tr>
<tr>
<td>25</td>
<td>Other Operating Revenue</td>
<td>$ ____________</td>
</tr>
<tr>
<td>26</td>
<td>Local Supportive Funding</td>
<td>$ ____________</td>
</tr>
<tr>
<td>27</td>
<td>Other Non-Operating Income (Attach Schedule)</td>
<td>$ ____________</td>
</tr>
<tr>
<td>28</td>
<td>Other Non-Operating Expense (Attach Schedule)</td>
<td>$ ____________</td>
</tr>
<tr>
<td>29</td>
<td>NET INCOME/(LOSS) (Line 23 plus Sum of Lines 24 through 28)</td>
<td>$ ____________</td>
</tr>
</tbody>
</table>
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: __________________________________________

FOR THE PERIOD FROM: ___________________________ TO: ______________________

BALANCE SHEET

<table>
<thead>
<tr>
<th>ASSETS</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>CURRENT ASSETS</td>
<td></td>
</tr>
<tr>
<td>01 Cash</td>
<td>$ ______</td>
</tr>
<tr>
<td>02 Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>03 Less: Allowance for Doubtful Accounts</td>
<td></td>
</tr>
<tr>
<td>04 Inventory</td>
<td></td>
</tr>
<tr>
<td>05 Prepaid Expenses</td>
<td></td>
</tr>
<tr>
<td>06 Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>07 TOTAL CURRENT ASSETS</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

PROPERTY & EQUIPMENT

<table>
<thead>
<tr>
<th>PROPERTY &amp; EQUIPMENT</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>08 Less: Accumulated Depreciation</td>
<td>$ ______</td>
</tr>
<tr>
<td>09 OTHER NONCURRENT ASSETS</td>
<td>$ ______</td>
</tr>
<tr>
<td>10 TOTAL ASSETS</td>
<td>$ ______</td>
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LIABILITIES AND EQUITY

<table>
<thead>
<tr>
<th>LIABILITIES AND EQUITY</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>CURRENT LIABILITIES</td>
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</tr>
<tr>
<td>11 Accounts Payable</td>
<td>$ ______</td>
</tr>
<tr>
<td>12 Current Portion of Notes Payable</td>
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</tr>
<tr>
<td>13 Current Portion of Long term Debt</td>
<td></td>
</tr>
<tr>
<td>14 Deferred Subscription Income</td>
<td></td>
</tr>
<tr>
<td>15 Accrued Expenses and Other</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
</tr>
<tr>
<td>18 TOTAL CURRENT LIABILITIES</td>
<td>$ ______</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>19 NOTES PAYABLE</td>
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</tr>
<tr>
<td>20 LONG TERM DEBT OTHER</td>
<td></td>
</tr>
<tr>
<td>21 TOTAL LONG-TERM DEBT</td>
<td>$ ______</td>
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</table>

EQUITY AND OTHER CREDITS

<table>
<thead>
<tr>
<th>EQUITY AND OTHER CREDITS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid-in Capital:</td>
<td></td>
</tr>
<tr>
<td>22 Common Stock</td>
<td>$ ______</td>
</tr>
<tr>
<td>23 Paid-In Capital in Excess of Par Value</td>
<td></td>
</tr>
<tr>
<td>24 Contributed Capital</td>
<td></td>
</tr>
<tr>
<td>25 Retained Earnings</td>
<td></td>
</tr>
<tr>
<td>26 Fund Balances</td>
<td></td>
</tr>
<tr>
<td>27 TOTAL EQUITY</td>
<td>$ ______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>28 TOTAL LIABILITIES &amp; EQUITY</td>
<td>$ ______</td>
</tr>
</tbody>
</table>
AMBULANCE REVENUE AND COST REPORT

AMBULANCE SERVICE ENTITY: ____________________________________________________________

FOR THE PERIOD FROM: ___________________________ TO: _____________________________

STATEMENT OF CASH FLOWS

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<tr>
<th>OPERATING ACTIVITIES:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>01 Net (loss) Income</td>
<td>$</td>
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<td>02 Depreciation Expense</td>
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</tr>
<tr>
<td>03 Deferred Income Tax</td>
<td></td>
</tr>
<tr>
<td>04 Loss (gain) on Disposal of Property and Equipment</td>
<td></td>
</tr>
<tr>
<td>(Increase) Decrease in:</td>
<td></td>
</tr>
<tr>
<td>05 Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td>06 Inventories</td>
<td></td>
</tr>
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<td></td>
</tr>
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<td>(Increase) Decrease in:</td>
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<td></td>
</tr>
<tr>
<td>11 Net Cash Provided (Used) by Operating Activities</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVESTING ACTIVITIES:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>12 Purchases of Property and Equipment</td>
<td></td>
</tr>
<tr>
<td>13 Proceeds from Disposal of Property and Equipment</td>
<td></td>
</tr>
<tr>
<td>14 Purchases of Investments</td>
<td></td>
</tr>
<tr>
<td>15 Proceeds from Disposal of Investments</td>
<td></td>
</tr>
<tr>
<td>16 Loans Made</td>
<td></td>
</tr>
<tr>
<td>17 Collections on Loans</td>
<td></td>
</tr>
<tr>
<td>18 Other</td>
<td></td>
</tr>
<tr>
<td>19 Net Cash Provided (Used) by Investing Activities</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCING ACTIVITIES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New Borrowings:</td>
<td></td>
</tr>
<tr>
<td>20 Long-Term</td>
<td></td>
</tr>
<tr>
<td>21 Short-Term</td>
<td></td>
</tr>
<tr>
<td>Debt Reduction:</td>
<td></td>
</tr>
<tr>
<td>22 Long-Term</td>
<td></td>
</tr>
<tr>
<td>23 Short-Term</td>
<td></td>
</tr>
<tr>
<td>Capital Contributions</td>
<td></td>
</tr>
<tr>
<td>25 Dividends paid</td>
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</tr>
<tr>
<td>26 Net Cash Provided (Used) by Financing Activities</td>
<td>$</td>
</tr>
<tr>
<td>27 Net Increase (Decrease) in Cash</td>
<td>$</td>
</tr>
<tr>
<td>28 Cash at Beginning of Year</td>
<td>$</td>
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<tr>
<td>29 Cash at End of Year</td>
<td>$</td>
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</table>

<table>
<thead>
<tr>
<th>SUPPLEMENTAL DISCLOSURES:</th>
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<tr>
<td>Non-cash Investing and Financing Transactions:</td>
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</tr>
<tr>
<td>31</td>
<td></td>
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<tr>
<td>32</td>
<td></td>
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<tr>
<td>33 Interest Paid (Net of Amounts Capitalized)</td>
<td></td>
</tr>
<tr>
<td>34 Income Taxes Paid</td>
<td></td>
</tr>
</tbody>
</table>

Page 5
INSTRUCTIONS

Page 1: COVER

1. Enter the name of the ambulance service on the line “Reporting Ambulance Service.”
2. Print the name and title of the ambulance service’s authorized representative on the lines indicated; enter the date of signature; authorized representative must sign the report.

Page 2: STATISTICAL SUPPORT DATA and ROUTINE OPERATING REVENUE

Enter the ambulance service’s business name and the appropriate reporting period.

Statistical Support Data:

Lines 01-02: Enter the number of billable ALS and BLS transports for each of the three categories. Subscription Service Transports should not be included with Transports Under Contract.
Lines 03-04: Enter the total of patient loaded transport miles and waiting times for each of the transport categories.
Line 05: List TOTAL of canceled/non-billable runs.

Ambulance Service Routine Operating Revenue:

Line 06: Enter the total amount of all ALS Base Rate gross billings.
Line 07: Enter the total amount of all BLS Base Rate gross billings.
Line 08: Enter the total of Mileage Charge gross billings.
Line 09: Enter the total Waiting Time gross billings.
Line 10: Enter the total of all gross billings of Medical Supplies to patients.
Line 11: RESERVED FOR FUTURE USE - Charges for Nurses currently are not allowed.
Line 12: Enter the total of all Standby Time charges. (Attach a schedule showing sources.)

Salary and Wage Expense Detail:

Line 14: Enter the total salary amount allocated and paid to Management of the ambulance service.
Line 15: Enter the total salary amount allocated and paid to Paramedics, EMT-I(99)s, and AEMTs.
Line 16: Enter the total salary amount allocated and paid to Emergency Medical Technicians (EMTs).
Line 17: Enter the total salary amount allocated and paid to Other Personnel involved with the ambulance service. (Examples: Dispatch, Mechanics, Office)
Line 18: Enter the total allocated amount of Payroll Taxes and Fringe Benefits paid to employees included in lines 14 through 17.
### EXPENSE CATEGORIES FOR USE ON PAGE 3

<table>
<thead>
<tr>
<th>Line</th>
<th>Category Description</th>
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<tbody>
<tr>
<td>09</td>
<td>Bad Debt</td>
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<tr>
<td>10</td>
<td>Total Salaries, Wages, and Employee-Related Expenses</td>
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<tr>
<td></td>
<td>- Salaries, Wages, Payroll Taxes, and Employee Benefits</td>
</tr>
<tr>
<td>11</td>
<td>Professional Services</td>
</tr>
<tr>
<td></td>
<td>- Legal/Management Fees</td>
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<tr>
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<td>- Collection Fees</td>
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<td></td>
<td>- Accounting/Auditing</td>
</tr>
<tr>
<td></td>
<td>- Data Processing Fees</td>
</tr>
<tr>
<td>12</td>
<td>Travel and Entertainment (Administrative)</td>
</tr>
<tr>
<td></td>
<td>- Meals and Entertainment</td>
</tr>
<tr>
<td></td>
<td>- Travel/Transportation</td>
</tr>
<tr>
<td>13</td>
<td>Other General and Administrative</td>
</tr>
<tr>
<td></td>
<td>- Office Related (Supplies, Phone, Postage, Advertising)</td>
</tr>
<tr>
<td></td>
<td>- Professional Liability Insurance</td>
</tr>
<tr>
<td></td>
<td>- Dues, Subscriptions, Miscellaneous</td>
</tr>
<tr>
<td>14</td>
<td>Depreciation</td>
</tr>
<tr>
<td>15</td>
<td>Rent/Leasing</td>
</tr>
<tr>
<td>16</td>
<td>Building/Station</td>
</tr>
<tr>
<td></td>
<td>- Utilities, Property Taxes/Insurance, Cleaning/Maintenance</td>
</tr>
<tr>
<td>17</td>
<td>Vehicle Expenses</td>
</tr>
<tr>
<td></td>
<td>- License/Registration</td>
</tr>
<tr>
<td></td>
<td>- Repairs/Maintenance</td>
</tr>
<tr>
<td></td>
<td>- Insurance</td>
</tr>
<tr>
<td>18</td>
<td>Other Operating Expenses</td>
</tr>
<tr>
<td></td>
<td>- Dispatch Contracts</td>
</tr>
<tr>
<td></td>
<td>- Employee Education/Training, Uniforms, Travel/Meals</td>
</tr>
<tr>
<td></td>
<td>- Maintenance Contracts</td>
</tr>
<tr>
<td></td>
<td>- Minor Equipment, Non-Chargeable Ambulance Supplies</td>
</tr>
<tr>
<td>19</td>
<td>Cost of Medical Supplies Charged to Patients</td>
</tr>
<tr>
<td>20</td>
<td>Interest Expense</td>
</tr>
<tr>
<td></td>
<td>- Interest on: Bank Loans/Lines of Credit</td>
</tr>
<tr>
<td>21</td>
<td>Subscription Service Sales Expenses</td>
</tr>
<tr>
<td></td>
<td>- Sales Commissions, Printing</td>
</tr>
</tbody>
</table>
Page 3: SCHEDULE OF REVENUES AND EXPENSES

Operating Revenues:

Line 01: Transfer appropriate total from Page 2 as indicated.
Line 02: Enter settlement amounts from AHCCCS transports. (DO NOT include settlement amounts resulting from a transport made under a SUBSCRIPTION SERVICE CONTRACT)
Line 03: Enter settlement amounts from Medicare transports. (DO NOT include settlement amounts resulting from a transport made under a SUBSCRIPTION SERVICE CONTRACT)
Line 04: Enter total of ALL settlement amounts from Subscription Service Contract transports.
Line 05: Enter total of ALL settlement amounts from Contractual transports only.
Line 06: Enter total from any other settlement sources.
Line 07: Enter sum of lines 02 through 06.
Line 08: Total Operating Revenue (The amount from Line 01 minus Line 07).

Operating Expenses:
Lines 09-21: Report as either actual or allocated from expenses shared with Fire or other departments.
Line 22: Enter the total sum of lines 09 through 21.
Line 23: Enter the difference of line 08 minus line 22.
Line 24: Enter the gross amount of sales from Subscription Service Contracts.
Line 25: Enter the amount of Other Operating Revenues.
Line 26: Enter the total of Local Supportive Funding.
Line 27: List other non-operating revenues (Ex: Donations, sales of assets, fund raisers).
Line 28: List other non-operating expenses (Ex: Civil fines or penalties, loss on sale of assets).

Page 4: BALANCE SHEET

Current audited financial statements may be submitted in lieu of this page.

Page 5: STATEMENT OF CASH FLOWS

Current audited financial statements may be submitted in lieu of this page.

Questions regarding this reporting form can submitted to:
Arizona Department of Health Services
Bureau of Emergency Medical Services and Trauma System
Certificate of Necessity and Rates Section
150 North 18th Avenue, Suite 540
Phoenix, AZ 85007
Telephone: (602) 364-3150
Fax: (602) 364-3567

Page 8
Historical Note
Exhibit 9B renumbered from Exhibit B and amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

Exhibit B. Renumbered

Historical Note
New Table adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1). New Exhibit B recodified from Article 12 at 12 A.A.R. 2243, effective June 2, 2006 (Supp. 06-2). Exhibit B renumbered to Exhibit 9B by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

ARTICLE 10. GROUND AMBULANCE VEHICLE REGISTRATION

R9-25-1001. Initial and Renewal Application for a Certificate of Registration (A.R.S. §§ 36-2212, 36-2232, 36-2240)

A. A person applying for an initial or renewal certificate of registration of a ground ambulance vehicle shall submit an application form to the Department that contains:
   1. The applicant’s legal business or corporate name;
   2. The applicant’s mailing address, physical address of the business, and business, facsimile, and emergency telephone numbers;
   3. The identifying information of the ground ambulance vehicle, including:
      a. The make of the ground ambulance vehicle;
      b. The ground ambulance vehicle manufacture year;
      c. The ground ambulance vehicle identification number;
      d. The unit number of the ground ambulance vehicle;
CHAPTER 25. DEPARTMENT OF HEALTH SERVICES - EMERGENCY MEDICAL SERVICES

9 A.A.C. 25

Title 9

E. The Department shall approve or deny an application under
An applicant shall submit the following fees:
D. Under A.R.S. § 36-2232(A)(11), the Department shall either
C. Under A.R.S. § 36-2232(A)(11), the Department shall inspect
B. Under A.R.S. § 36-2232(A)(11), the Department shall either
A. Under A.R.S. § 36-2232(A)(11), the Department shall inspect

1. An engine intake air cleaner that meets the ground ambulance vehicle manufacturer’s engine specifications;
2. A brake system that meets the requirements in A.R.S. § 28-952;
3. A cooling system in the engine compartment that maintains the engine temperature operating range required to prevent damage to the ground ambulance vehicle engine;
4. A battery:
   a. With no leaks, corrosion, or other visible defects;
   b. As measured by a voltage meter, capable of generating:
      i. 12.6 volts at rest, and
      ii. 13.2 to 14.2 volts on high idle with all electrical equipment turned on;
5. A wiring system in the engine compartment designed to prevent the wire from being cut by or tangled in the engine or hood;
6. Hoses, belts, and wiring with no visible defects;
7. An electrical system capable of maintaining a positive amperage charge while the ground ambulance vehicle is stationary and operating at high idle with headlights, running lights, patient compartment lights, environmental systems, and all warning devices turned on;
8. An exhaust pipe, muffler, and tailpipe under the ground ambulance vehicle and securely attached to the chassis;
9. A frame capable of supporting the gross vehicle weight of the ground ambulance vehicle;
10. A horn that meets the requirements in A.R.S. § 28-954(A);
11. A siren that meets the requirements in A.R.S. § 28-954(E);
12. A front bumper that is positioned at the forward-most part of the ground ambulance vehicle extending to the ground ambulance vehicle’s outer edges;
13. A fuel cup of a type specified by the manufacturer for each fuel tank;
14. A steering system to include:
   a. Power-steering belts free from frays, cracks, or slippage;
   b. Power-steering that is free from leaks;
   c. Fluid in the power-steering system that fills the reservoir between the full level and the add level indicator on the dipstick; and
   d. Bracing extending from the center of the steering wheel to the steering wheel ring that is not cracked;
15. Front and rear shock absorbers that are free from leaks;
16. Tires on each axle that:
   a. Are properly inflated;
   b. Are of equal size, equal ply ratings, and equal type;
   c. Are free of bumps, knots, or bulges;
   d. Have no exposed ply or belting; and
   e. Have tread groove depth equal to or more than 4/32 inch;
17. An air cooling system capable of achieving and maintaining a 20° F difference between the intake and the cool air outlet;
18. Air cooling and heater hoses secured in all areas of the ground ambulance vehicle and chassis to prevent wear due to vibration;
19. Body free of damage or rust that interferes with the physical operation of the ground ambulance vehicle or creates a hole in the driver’s compartment or the patient compartment;
20. Windshield defrosting and defogging equipment;
21. Emergency warning lights that provide 360° conspicuity;
22. At least one 5-lb. ABC dry, chemical, multi-purpose fire extinguisher in a quick release bracket with a current inspection tag;
23. A heating system capable of achieving and maintaining a temperature of not less than 68° F in the patient compartment within 30 minutes;
24. Sides of the ground ambulance vehicle insulated and sealed to prevent dust, dirt, water, carbon monoxide, and gas fumes from entering the interior of the patient compartment and to reduce noise;
25. Interior patient compartment wall and floor coverings that are:
   a. In good repair and capable of being disinfected, and
   b. Maintained in a sanitary manner;
26. Padding over exit areas from the patient compartment and over sharp edges in the patient compartment;
27. Secured interior equipment and other objects;
28. When present, hangers or supports for equipment mounted not to protrude more than 2 inches when not in use;
29. Functional lamps and signals, including:
   a. Bright and dim headlamps,
   b. Brake lamps,
   c. Parking lamps,
   d. Backup lamps,
   e. Tail lamps,
   f. Turn signal lamps,
   g. Side marker lamps,
   h. Hazard lamps,
   i. Patient loading door lamps and side spot lamps,
   j. Spot lamp in the driver’s compartment and within reach of the ambulance attendant, and
   k. Patient compartment interior lamps;
30. Side-mounted rear vision mirrors and wide vision mirror mounted on, or attached to, the side-mounted rear vision mirrors;
31. A patient loading door that permits the safe loading and unloading of a patient occupying a stretcher in a supine position; and
   e. The ground ambulance vehicle’s state license number; and
   f. The location at which the ground ambulance vehicle will be available for inspection;
4. The identification number of the certificate of necessity to which the ground ambulance vehicle is registered;
5. The name and telephone number of the person to contact to arrange for inspection, if the inspection is pre-announced; and
6. The signature of the applicant or applicant’s designated representative.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

An applicant for a certificate of registration or certificate holder shall ensure a ground ambulance vehicle is equipped with the following:

1. An engine intake air cleaner that meets the ground ambulance vehicle manufacturer’s engine specifications;
2. A brake system that meets the requirements in A.R.S. § 28-952;
3. A cooling system in the engine compartment that maintains the engine temperature operating range required to prevent damage to the ground ambulance vehicle engine;
4. A battery:
   a. With no leaks, corrosion, or other visible defects;
   b. As measured by a voltage meter, capable of generating:
      i. 12.6 volts at rest, and
      ii. 13.2 to 14.2 volts on high idle with all electrical equipment turned on;
5. A wiring system in the engine compartment designed to prevent the wire from being cut by or tangled in the engine or hood;
6. Hoses, belts, and wiring with no visible defects;
7. An electrical system capable of maintaining a positive amperage charge while the ground ambulance vehicle is stationary and operating at high idle with headlights, running lights, patient compartment lights, environmental systems, and all warning devices turned on;
8. An exhaust pipe, muffler, and tailpipe under the ground ambulance vehicle and securely attached to the chassis;
9. A frame capable of supporting the gross vehicle weight of the ground ambulance vehicle;
10. A horn that meets the requirements in A.R.S. § 28-954(A);
11. A siren that meets the requirements in A.R.S. § 28-954(E);
12. At least two means of egress from the patient compart-
33. Functional open door securing devices on a patient loading door;
34. Patient compartment upholstery free of cuts or tears and capable of being disinfected;
35. A seat belt installed for each seat in the driver’s compartment;
36. Belts or devices installed on a stretcher to be used to secure a patient;
37. A seat belt installed for each seat in the patient compartment;
38. A crash stable side or center mounting fastener of the quick release type to secure a stretcher to a ground ambulance vehicle;
39. Windshield and windows free of obstruction;
40. A windshield free from unpaired starred cracks and line cracks that extend more than 1 inch from the bottom and sides of the windshield or that extend more than 2 inches from the top of the windshield;
41. A windshield-washer system that applies enough cleaning solution to clear the windshield;
42. Operable windshield wipers with a minimum of two speeds;
43. Functional hood latch for the engine compartment;
44. Fuel system with fuel tanks and lines that meets manufacturer’s specifications;
45. Suspension system that meets the ground ambulance vehicle manufacturer’s specifications;
46. Instrument panel that meets the ground ambulance vehicle manufacturer’s specifications; and
47. Wheels that meet and are mounted according to manufacturer’s specifications.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).
Amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

A. A ground ambulance vehicle used for either BLS or ALS level of service shall contain the following operational equipment and supplies:
1. A portable and a fixed suction apparatus;
2. Wide-bore tubing, a rigid pharyngeal curved suction tip, and a flexible suction catheter in the following French sizes:
   a. Two in 6, 8, or 10; and  
   b. Two in 12, 14, or 16;
3. One fixed oxygen cylinder or equivalent with a minimum capacity of 106 cubic feet, a minimum pressure of 500 p.s.i., and a variable flow regulator;
4. One portable oxygen cylinder with a minimum capacity of 13 cubic feet, a minimum pressure of 500 p.s.i., and a variable flow regulator;
5. Oxygen administration equipment including: tubing, two adult-size and two pediatric-size non-rebreather masks, and two adult-size and two pediatric-size nasal cannula;
6. One adult-size, one child-size, one infant-size, and one neonate-size hand-operated, disposable, self-expanding bag-valve with one of each size bag-valve mask;
7. Nasal airways in the following French sizes:
   a. One in 16, 18, 20, 22, or 24; and
   b. One in 26, 28, 30, 32, or 34;
8. Two adult-size, two child-size, and two infant-size oropharyngeal airways;
9. Two large-size, two medium-size, and two small-size cervical immobilization’s devices;
10. Two small-size, two medium-size, and two large size upper extremities splints;
11. Two small-size, two medium-size, and two large size lower extremities splints;
12. One child-size and one adult-size lower extremity traction splints;
13. Two full-length spine boards;
14. Supplies to secure a patient to a spine board;
15. One cervical-thoracic spinal immobilization device for extrication;
16. Two sterile burn sheets;
17. Two triangular bandages;
18. Three sterile multi-trauma dressings, 10” x 30” or larger;
19. Fifty non-sterile 4” x 4” gauze sponges;
20. Ten non-sterile soft roller bandages, 4” or larger;
21. Four sterile occlusive dressings, 3” x 8” or larger;
22. Two 2” or 3” adhesive tape rolls;
23. Containers for biohazardous medical waste that comply with requirements in 18 A.A.C. 13, Article 14;
24. A sterile obstetrical kit containing towels, 4” x 4” dressing, scissors, bulb suction, and clamps or tape for cord;
25. One blood glucose testing kit;
26. A meconium aspirator adapter;
27. A length/weight-based pediatric reference guide to determine the appropriate size of medical equipment and drug dosing;
28. A pulse oximeter with both pediatric and adult probes;
29. One child-size, one adult-size, and one large adult-size sphygmomanometer;
30. One stethoscope;
31. One heavy duty scissors capable of cutting clothing, belts, or boots;
32. Two blankets;
33. One thermal absorbent blanket with head cover or blanket of other appropriate heat-reflective material;
34. Two sheets;
35. Body substance isolation equipment, including:
   a. Two pairs of non-sterile disposable gloves;
   b. Two gowns;
   c. Two masks that are at least as protective as a National Institute for Occupational Safety and Health-approved N-95 respirator, which may be of universal size;
   d. Two pairs of shoe coverings; and
   e. Two sets of protective eye wear;
36. At least three pairs of non-latex gloves; and
37. A wheeled, multi-level stretcher that is:
   a. Suitable for supporting a patient at each level,
   b. At least 69 inches long and 20 inches wide,
   c. Rated for use with a patient weighing up to or more than 350 pounds,
   d. Adjustable to allow a patient to recline and to elevate the patient’s head and upper torso to an angle at least 70° from the horizontal plane,
   e. Equipped with a mattress that has a protective cover,
   f. Equipped with at least two attached straps to secure a patient during transport, and
   g. Equipped to secure the stretcher to the interior of the vehicle during transport using the fastener required under R9-25-1002(38).
B. In addition to the equipment and supplies in subsection (A), a ground ambulance vehicle equipped to provide BLS shall contain at least:
1. The minimum supply of agents required in a table of agents, established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references, that an administrative medical director may authorize for an EMT;
2. The capability of providing automated external defibrillation;
3. Two 3 mL syringes; and
4. Two 10-12 mL syringes.

C. In addition to the equipment and supplies in subsection (A), a ground ambulance vehicle equipped to provide ALS shall contain at least the minimum supply of agents required in a table of agents, established according to A.R.S. § 36-2204 and available through the Department at www.azdhs.gov/ems-regulatory-references, that an administrative medical director may authorize for the highest level of service to be provided by the ambulance’s crew and at least the following:
   1. Four intravenous solution administration sets capable of delivering 10 drops per cc;
   2. Four intravenous solution administration sets capable of delivering 60 drops per cc;
   3. Intravenous catheters in:
      a. Three different sizes from 14 gauge to 20 gauge, and
      b. Either 22 or 24 gauge;
   4. One child-size and one adult-size intraosseous needle;
   5. Venous tourniquet;
   6. Two endotracheal tubes in each of the following sizes:
      2.5 mm, 3.0 mm, 3.5 mm, 4.0 mm, 4.5 mm, 5.0 mm, 5.5 mm, 6.0 mm, 7.0 mm, 8.0 mm, and 9.0 mm;
   7. One pediatric-size and one adult-size stylette for endotracheal tubes;
   8. End tidal CO2 monitoring/capnography equipment with capability for pediatric and adult patients;
   9. One laryngoscope with blades in sizes 0-4, straight or curved or both;
   10. One pediatric-size and one adult-size Magill forceps;
   11. One scalpel;
   12. One portable, battery-operated cardiac monitor-defibrillator with strip chart recorder and adult and pediatric EKG electrodes and defibrillation capabilities;
   13. Electrocardiogram leads;
   14. The following syringes:
      a. Two 1 mL tuberculin,
      b. Four 3 mL,
      c. Four 5 mL,
      d. Four 10-12 mL,
      e. Two 20 mL, and
      f. Two 50-60 mL;
   15. Three 5 micron filter needles; and
   16. Assorted sizes of non-filter needles.

D. A ground ambulance vehicle shall be equipped to provide, and capable of providing, voice communication between:
   1. The ambulance attendant and the dispatch center;
   2. The ambulance attendant and the ground ambulance service’s assigned medical direction authority, if any; and
   3. The ambulance attendant in the patient compartment and the ground ambulance service’s assigned medical direction authority, if any.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

When transporting a patient, a ground ambulance service shall staff a ground ambulance vehicle according to A.R.S. § 36-2202(J).

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).
Amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

A. A certificate holder shall make the ground ambulance vehicle, equipment, and supplies available for inspection at the request of the Director or the Director’s authorized representative.
B. If inspected by the Department, a certificate holder shall allow the Director or the Director’s authorized representative to ride in or operate the ground ambulance vehicle being inspected.
C. A certificate holder may request the Department to inspect all of the certificate holder’s ground ambulance vehicles at the same date and location.
D. A Department-approved inspection facility may inspect a ground ambulance vehicle under A.R.S. § 36-2232(A)(11).
E. The Department classifies defects on a ground ambulance vehicle as major or minor as follows:

<table>
<thead>
<tr>
<th>INSPECTION ITEM</th>
<th>MAJOR DEFECT</th>
<th>MINOR DEFECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAMPS:</td>
<td>Lack of 360° of conspicuity</td>
<td>Cracked, broken, or missing lens</td>
</tr>
<tr>
<td>Emergency warning lights</td>
<td>Inoperative lamps</td>
<td>Inoperative</td>
</tr>
<tr>
<td>Back-up lamps</td>
<td>Inoperative</td>
<td>Inoperative</td>
</tr>
<tr>
<td>Brake lamps</td>
<td>Both inoperative</td>
<td>1 inoperative</td>
</tr>
<tr>
<td>Hazard lamps</td>
<td>Inoperative</td>
<td>Inoperative</td>
</tr>
<tr>
<td>Head lamps</td>
<td>Inoperative</td>
<td>High beam inoperative</td>
</tr>
<tr>
<td>Loading lamps</td>
<td>Inoperative</td>
<td>Low beam inoperative</td>
</tr>
<tr>
<td>Parking lamps</td>
<td>Inoperative</td>
<td>Inoperative dimmer switch</td>
</tr>
<tr>
<td>Patient Compartment interior lamps</td>
<td>All lamps inoperative</td>
<td>Inoperative individual lamps</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Missing lens</td>
</tr>
<tr>
<td>Side marker lamps</td>
<td>Inoperative Cracked, broken, or missing lens</td>
<td></td>
</tr>
<tr>
<td>Spot lamp in driver’s compartment</td>
<td>Inoperative</td>
<td></td>
</tr>
<tr>
<td>Tail lamps</td>
<td>Both inoperative</td>
<td></td>
</tr>
<tr>
<td>Turn signal lamps</td>
<td>Any turn signal lamp inoperative Cracked, broken, or missing lens</td>
<td></td>
</tr>
<tr>
<td>MECHANICAL, STRUCTURAL, ELECTRICAL:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bumpers</td>
<td>Loose or missing bumper</td>
<td></td>
</tr>
<tr>
<td>Defroster</td>
<td>Inoperative Ventilation system openings partially blocked</td>
<td></td>
</tr>
<tr>
<td>Electrical system</td>
<td>Does not comply with R9-25-1002(6)</td>
<td></td>
</tr>
<tr>
<td>Engine compartment</td>
<td>Inoperative hood latch Deterioration of hoses, belts, or wiring Deterioration of battery hold-down clamps Corrosive acid buildup on battery terminals Incapable of generating voltage in compliance with R9-25-1002(4)(b)</td>
<td></td>
</tr>
<tr>
<td>Engine compartment wiring system</td>
<td>Does not comply with R9-25-1002(5)</td>
<td></td>
</tr>
<tr>
<td>Engine cooling system</td>
<td>Does not comply with R9-25-1002(3) Leaks in system</td>
<td></td>
</tr>
<tr>
<td>Engine intake air cleaner</td>
<td>Does not comply with R9-25-1002(1)</td>
<td></td>
</tr>
<tr>
<td>Exhaust</td>
<td>Exhaust fumes in the patient or driver compartment Exhaust pipe brackets not securely attached to the chassis and tailpipe End of tailpipe pinched or bent</td>
<td></td>
</tr>
<tr>
<td>Frame</td>
<td>Cracks in frame</td>
<td></td>
</tr>
<tr>
<td>Fuel system</td>
<td>Fuel tank not mounted according to manufacturer’s specifications Fuel tank brackets cracked or broken Leaking fuel tanks or fuel lines Fuel caps missing or of a type not specified by the manufacturer</td>
<td></td>
</tr>
<tr>
<td>Ground ambulance vehicle body</td>
<td>Damage or rust to the exterior of the ground ambulance vehicle, which interferes with the operation of the ground ambulance vehicle Damage resulting in a hole in the driver’s compartment or the patient compartment Holes that may allow exhaust or dust to enter the patient compartment Bolts attaching body to chassis loose, broken, or missing Damage resulting in cuts or rips to the exterior of the ground ambulance vehicle</td>
<td></td>
</tr>
<tr>
<td>Heating and air conditioning systems</td>
<td>Unsecured hoses Does not maintain minimum temperature required in R9-25-1002(23) and 1002(17)</td>
<td></td>
</tr>
<tr>
<td>Horn</td>
<td>Inoperative</td>
<td></td>
</tr>
<tr>
<td>Parking brake</td>
<td>Inoperative</td>
<td></td>
</tr>
<tr>
<td>Siren</td>
<td>Inoperative</td>
<td></td>
</tr>
<tr>
<td>Steering</td>
<td>Steering wheel bracing cracked Inoperative Power steering belts slipping Power steering belts cracked or frayed Fluid leaks Fluid does not fill the reservoir between the full level and the add level indicator on the dipstick</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>Broken suspension parts U-bolts loose or missing Bent suspension parts Leaking shock absorbers Cracks or breaks in shock absorber mounting brackets</td>
<td></td>
</tr>
<tr>
<td>Vehicle brakes</td>
<td>Inoperative Fluid leaks</td>
<td></td>
</tr>
<tr>
<td>INTERIOR:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication equipment</td>
<td>Lack of operative communication equipment Inoperative communication equipment in the patient compartment</td>
<td></td>
</tr>
<tr>
<td>Edges</td>
<td>Presence of exposed sharp edges</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>Inability to secure oxygen tanks Inability to secure other equipment</td>
<td></td>
</tr>
</tbody>
</table>
### F.

If the Department determines that there is a major defect on the ground ambulance vehicle after inspection, the certificate holder shall take the ground ambulance vehicle out-of-service until the defect is corrected.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire extinguisher</td>
<td>Absent</td>
</tr>
<tr>
<td>Hangers</td>
<td>Not at full charge</td>
</tr>
<tr>
<td></td>
<td>Expired inspection tag</td>
</tr>
<tr>
<td>Instrument panel</td>
<td>Supports or hangers protruding more than 2&quot; when not in use</td>
</tr>
<tr>
<td>Padding</td>
<td>Inoperative gauges, switches, or illumination</td>
</tr>
<tr>
<td>Patient compartment</td>
<td>Missing padding over exits in the patient compartment</td>
</tr>
<tr>
<td>Seat belts and securing belts</td>
<td>Absence of seat belt or inoperative seat belt in the driver’s compartment</td>
</tr>
<tr>
<td></td>
<td>More than one inoperative seat belt in the patient compartment</td>
</tr>
<tr>
<td></td>
<td>Absence of securing belts on a stretcher</td>
</tr>
<tr>
<td>Stretcher fastener</td>
<td>Does not comply with R9-25-1002(36)</td>
</tr>
</tbody>
</table>

### G.

If the Department finds a minor defect on the ground ambulance vehicle after inspection, the ground ambulance vehicle may be operated to transport patients for up to 15 days until the minor defect is corrected.

1. The Department may grant an extension of time to repair the minor defect upon a written request from the certificate holder detailing the reasons for the need of an extension of time.
   - Absence of seat belt or inoperative seat belt in the driver’s compartment
   - More than one inoperative seat belt in the patient compartment
   - Absence of securing belts on a stretcher

2. If the minor defect is not repaired within the time prescribed by the Department, and an extension has not been granted, the certificate holder shall take the ground ambulance vehicle out-of-service until the minor defect is corrected.

### H.

Within 15 days of the date of repair of the major or minor defect, the certificate holder shall submit written notice of the repair to the Department.

#### Historical Note

New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).


A. A ground ambulance vehicle shall be marked on its sides with the certificate of registration applicant’s legal business or corporate name with letters not less than 6 inches in height.

B. A ground ambulance vehicle marked with a level of ground ambulance service shall be equipped and staffed to provide the level of ground ambulance service identified while in service.

#### Historical Note

New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).
ARTICLE 11. GROUND AMBULANCE SERVICE RATES AND CHARGES; CONTRACTS

R9-25-1101. Application for Establishment of Initial General Public Rates (A.R.S. §§ 36-2232, 36-2239)
A. An applicant for a certificate of necessity or a certificate holder applying for initial general public rates shall submit an application packet to the Department that includes:
1. The applicant’s name;
2. The requested general public rates;
3. A copy of the applicant’s most recent financial statements or an Ambulance Revenue and Cost Report;
4. For a consecutive 12-month period:
   a. A projected income statement; and
   b. A projected cash-flow statement;
5. A list of all purchase agreements or lease agreements for real estate, ground ambulance vehicles, and equipment exceeding $5,000 used in connection with the ground ambulance service, that includes the monetary amount and duration of each agreement;
6. The identification of:
   a. Each of the applicant’s affiliations, such as a parent company or subsidiary owned or operated by the applicant; and
   b. The methodology and calculations used in allocating costs among the applicant and government entities or profit or not-for-profit businesses;
7. A copy of the applicant’s contract with each federal or tribal entity for ground ambulance service, if applicable;
8. Other documents, exhibits, or statements that may assist the Department in setting the general public rates;
9. An attestation signed by the applicant that the information and documents provided by the applicant are true and correct; and
10. Any other information or documents requested by the Director to clarify or complete the application.
B. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1102. Application for Adjustment of General Public Rates (A.R.S. §§ 36-2234, 36-2239)
A. A certificate of necessity holder applying for an adjustment of general public rates not exceeding the monetary amount calculated according to A.R.S. § 36-2234(E) shall submit an application form to the Department that includes:
1. The name of the applicant;
2. A statement that the applicant is making the request according to A.R.S. § 36-2234(E);
3. A statement that the applicant has not applied for an adjustment to its general public rates within the last six months;
4. The effective date of the proposed general public rate adjustment; and
5. An attestation signed by the applicant that the information and documents provided by the applicant are true and correct.
B. An applicant requesting an adjustment of general public rates exceeding the monetary amount calculated according to A.R.S. § 36-2234(E) shall submit an application packet to the Department that includes:
1. The name of the applicant;
2. A statement that the applicant is making the request according to A.R.S. § 36-2234(A);
3. The reason for the general public rate adjustment request;
4. A statement that the applicant has not applied for an adjustment to its general public rates within the last six months;
5. The effective date of the proposed general public rate adjustment;
6. A copy of the applicant’s most recent financial statements;
7. A copy of the Ambulance Revenue and Cost Report;
8. For a consecutive 12-month period:
   a. A projected income statement; and
   b. A projected cash-flow statement;
9. A list of all purchase agreements or lease agreements for real estate, ground ambulance vehicle, and equipment exceeding $5,000 used in connection with the ground ambulance service, that includes the monetary amount and duration of each agreement;
10. The identification of:
   a. Each of the applicant’s affiliations, such as a parent company or subsidiary owned or operated by the applicant; and
   b. The methodology and calculations used in allocating costs among the applicant and government entities or profit or not for profit businesses;
11. A copy of the applicant’s contract with each federal or tribal entity for a ground ambulance service, if applicable;
12. Other documents, exhibits, or statements that may assist the Department in setting the general public rates;
13. An attestation signed by the applicant that the information and documents provided by the applicant are true and correct; and
14. Any other information or documents requested by the Director to clarify or complete the application.
C. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1103. Application for a Contract Rate or Range of Rates Less than General Public Rates (A.R.S. §§ 36-2234(G) and (I), 36-2239)
A. Before providing interfacility transports or convalescent transports, a certificate holder shall apply to the Department for approval of a contract rate or range of contract rates under A.R.S. § 36-2234(G).
1. For a contract rate or range of rates under A.R.S. § 36-2234(G), the certificate holder shall submit an application form to the Department that contains:
   a. The name of the certificate holder;
   b. A statement that the certificate holder is making the request under A.R.S. § 36-2234(G);
   c. The contract rate or range of rates being requested; and
   d. Information demonstrating the cost and economics of providing the transports for the requested contract rate or range of rates.
2. For a contract rate or range of rates under A.R.S. § 36-2234(I), the certificate holder shall submit the information required in R9-25-1102(B)(1) and (B)(6) through (B)(14).
B. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R.
A. Before implementing a ground ambulance service contract, a certificate holder shall submit to the Department for approval a copy of the contract with a cover letter that indicates the total number of pages in the contract. The contract shall:
1. Include the certificate holder’s legal name and any other name listed on the certificate holder’s initial application required in R9-25-302(A)(1)(a); and
2. List the contract rate or range of rates approved by the Director according to R9-25-1101, R9-25-1102, or R9-25-1103;
3. Comply with A.R.S. §§ 36-2201 through 36-2246 and 9 A.A.C. 25; and
4. Not preclude use of the 9-1-1 system or a similarly designated emergency telephone number.

B. The Department shall approve or deny an application under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1104. Ground Ambulance Service Contracts (A.R.S. §§ 36-2232, 36-2234(K))

A. In determining the rate of return on gross revenue in A.R.S. § 36-2239(I)(4), the Director shall not consider:
1. Depreciation of the portion of ground ambulance vehicles and equipment obtained through Department funding;
2. The certificate holder’s travel and entertainment expenses that do not directly relate to providing the ground ambulance service;
3. The monetary value of any goodwill accumulated by the certificate holder;
4. Any penalties or fines imposed on the certificate holder by a court or government agency, and
5. Any financial contributions received by the certificate holder.

C. In determining just, reasonable, and sufficient rates in A.R.S § 36-2232(A)(1) the director shall establish rates to provide for a rate of return that is at least 7% of gross revenue, calculated using the accrual method of accounting according to generally accepted accounting principles, unless the certificate holder requests a lower rate of return.

D. Rate of return on gross revenue is calculated by dividing Ambulance Revenue and Cost Report Exhibit A or Exhibit B net income or loss by gross revenue.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1105. Application for Provision of Subscription Service or to Establish a Subscription Service Rate (A.R.S. § 36-2232(A)(1))

A. A certificate holder applying to provide subscription service, establish a subscription service rate, or request approval of a subscription service contract shall submit an application packet to the Department that includes:
1. The following information:
   a. The number of estimated subscription service contracts and documents supporting the estimate, such as a survey of the service area;
   b. An estimate of the number of annual subscription service transports for the service area;
   c. The proposed subscription service rate;
   d. An estimate of the cost of providing subscription service to the service area; and
   e. Any other information or documents that the certificate holder believes may assist the Department in setting a subscription service rate; and
2. A copy of the proposed subscription service contract.

B. The Department shall approve or deny a subscription service rate under this Section according to 9 A.A.C. 25, Article 12.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1106. Rate of Return Setting Considerations (A.R.S. §§ 36-2232, 36-2239)

A. In determining the rate of return on gross revenue in A.R.S. § 36-2239(I)(4), the Director shall consider ground ambulance service’s:
1. Direct and indirect costs for operating the ground ambulance service within its service area;
2. Balance sheet;
3. Income statement;
4. Cash flow statement;
5. Ratio between variable and fixed costs on the financial statements;
6. Method of indirect costs allocation to specific cost-center areas;
E. The Department shall determine the standby waiting rate by dividing the BLS base rate by 4.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

A. A certificate holder shall assess rates and charges as follows:
1. When calculating a rate or charge, the certificate holder shall:
   a. Omit fractions of less than 1/2 of 1 cent; or
   b. Increase to the next whole cent, fractions of 1/2 of 1 cent or greater.
2. The certificate holder shall calculate the number of miles for a transport by using:
   a. The ground ambulance vehicle’s odometer reading; or
   b. A regional map.
3. The certificate holder shall calculate the reimbursement amount for mileage of a transport by multiplying the number of miles for the transport by the mileage rate.
4. When transporting two or more patients in the same ground ambulance vehicle, the certificate holder shall assess each patient:
   a. Fifty percent of the mileage rate and one hundred percent of the ALS or BLS base rate; and
   b. One hundred percent of:
      i. The charge for each disposable supply, medical supply, medication, and oxygen-related cost used on the patient; and
      ii. Waiting time assessed according to subsection (C).
5. When agreed upon by prior arrangement to transport a patient to one destination and return to the point of pick-up or to one destination and then to a subsequent destination, assess only the ALS or BLS base rate, mileage rate, and standby waiting rate for the transport.
B. When a certificate holder transfers a patient to an air ambulance, the certificate holder shall assess the patient the rates and charges for EMS and transport provided to the patient before the transfer.
C. A certificate holder shall assess a standby waiting rate in quarter-hour increments, except for:
   1. The first 15 minutes after arrival to load the patient at the point of pick-up;
   2. The time, exceeding the first 15 minutes, required by ambulance attendants to provide necessary medical treatment and stabilization of the patient at the point of pick-up; and
   3. The first 15 minutes to unload the patient at the point of destination.
D. When a certificate holder responds to a request outside the certificate holder’s service area, the certificate holder shall assess its own rates and charges for EMS or transport provided to the patient.
E. When the Department or the certificate holder determines that a refund of a rate or a charge is required, the certificate holder shall refund the rate or charge within 90 days from the date of the determination.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1109. Charges (A.R.S. §§ 36-2232, 36-2239(D))
A. A certificate holder that charges patients for disposable supplies, medical supplies, medications, and oxygen-related costs shall submit to the Department a list of the items and the proposed charges. The list shall include a non-retroactive effective date.
B. A certificate holder shall submit to the Department a new list each time the certificate holder proposes a change in the items or the amount charged. The list shall contain the information required in subsection (A), including a non-retroactive effective date.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

R9-25-1110. Invoices (A.R.S. §§ 36-2234, 36-2239)
A. Each invoice for rates and charges shall contain the following:
   1. The patient’s name;
   2. The certificate holder’s name, address, and telephone number;
   3. The date of service;
   4. An itemized list of the rates and charges assessed;
   5. The total monetary amount owed the certificate holder; and
   6. The payment due date.
B. Any subsequent invoice to the same patient for the same EMS or transport shall contain all the information in subsection (A) except the information in subsection (A)(4).
C. Charges may be combined into one line item if the supplies are used for a specific purpose and the name of the combined item is included in the certificate holder’s disposable medical supply listing provided to the Department under R9-25-1109.
D. A certificate holder may combine rates and charges into one line item if required by a third-party payor.

Historical Note
New Section adopted by final rulemaking at 7 A.A.R. 1098, effective February 13, 2001 (Supp. 01-1).

ARTICLE 12. TIME-FRAMES FOR DEPARTMENT APPROVALS

R9-25-1201. Time-frames (Authorized by A.R.S. §§ 41-1072 through 41-1079)
A. The overall time-frame described in A.R.S. § 41-1072 for each type of approval granted by the Department is listed in Table 12.1. The applicant and the Director may agree in writing to extend the overall time-frame. The substantive review time-frame shall not be extended by more than 25% of the overall time-frame.
B. The administrative completeness review time-frame described in A.R.S. § 41-1072 for each type of approval granted by the Department is listed in Table 12.1. The administrative completeness review time-frame begins on the date that the Department receives an application form or an application packet.
1. If the application packet is incomplete, the Department shall send to the applicant a written notice specifying the missing document or incomplete information. The administrative completeness review time-frame and the overall time-frame are suspended from the postmark date of the written request until the date the Department receives a complete application packet from the applicant.
2. When an application packet is complete, the Department shall send a written notice of administrative completeness.
3. If the Department grants an approval during the time provided to assess administrative completeness, the Depart-
C. The substantive review time-frame described in A.R.S. § 41-1072 is listed in Table 12.1 and begins on the postmark date of the notice of administrative completeness.

1. As part of the substantive review time-frame for an application for an approval other than renewal of an ambulance registration, the Department shall conduct inspections, conduct investigations, or hold hearings required by law.
2. If required under R9-25-402, the Department shall fix the period and terms of probation as part of the substantive review.
3. During the substantive review time-frame, the Department may make one comprehensive written request for additional documents or information and may make supplemental requests for additional information with the applicant’s written consent.
4. The substantive review time-frame and the overall time-frame are suspended from the postmark date of the written request for additional information or documents until the Department receives the additional information or documents.
5. The Department shall send a written notice of approval to an applicant who:
   a. Meets the qualifications in A.R.S. Title 36, Chapter 21.1 and this Chapter for the type of application submitted; or
   b. Is not in compliance with requirements in A.R.S. Title 36, Chapter 21.1 and this Chapter, for the type of application submitted, that do not directly affect the health or safety of a patient and submits to the Department a corrective action plan that is acceptable to the Department to address issues of compliance.
6. The Department shall send a written notice of denial to an applicant who fails to meet the qualifications in A.R.S. Title 36, Chapter 21.1, and this Chapter for the type of application submitted.

D. If an applicant fails to supply the documents or information under subsections (B)(1) and (C)(3) within the number of days specified in Table 12.1 from the postmark date of the written notice or comprehensive written request, the Department shall consider the application withdrawn.

E. An applicant that does not wish an application to be considered withdrawn may request a denial in writing within the number of days specified in Table 12.1 from the postmark date of the written notice or comprehensive written request for documents or information under subsections (B)(1) and (C)(3).

F. If a time-frame’s last day falls on a Saturday, Sunday, or an official state holiday, the Department shall consider the next business day as the time-frame’s last day.

**Historical Note**

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Table 12.1. Time-frames (in days)

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Statutory Authority</th>
<th>Overall Time-frame</th>
<th>Administrative Completeness Time-frame</th>
<th>Time to Respond to Written Notice</th>
<th>Substantive Review Time-frame</th>
<th>Time to Respond to Comprehensive Written Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALS Base Hospital Certification (R9-25-204)</td>
<td>A.R.S. §§ 36-2201, 36-2202(A)(3), and 36-2204(5)</td>
<td>45</td>
<td>15</td>
<td>60</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Training Program Certification (R9-25-301)</td>
<td>A.R.S. §§ 36-2202(A)(3) and 36-2204(1) and (3)</td>
<td>120</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>60</td>
</tr>
<tr>
<td>Addition of a Course (R9-25-303)</td>
<td>A.R.S. §§ 36-2202(A)(3) and 36-2204(1) and (3)</td>
<td>90</td>
<td>30</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
<tr>
<td>EMCT Certification (R9-25-403)</td>
<td>A.R.S. §§ 362202(A)(2), (3), and (4), 36-2202(G), and 36-2204(1)</td>
<td>120</td>
<td>30</td>
<td>90</td>
<td>90</td>
<td>270</td>
</tr>
<tr>
<td>EMCT Recertification (R9-25-404)</td>
<td>A.R.S. §§ 362202(A)(2), (3), (4), and (6), 36-2202(G), and 36-2204(1)</td>
<td>120</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>60</td>
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<tr>
<td>Extension to File for EMCT Recertification (R9-25-405)</td>
<td>A.R.S. §§ 362202(A)(2), (3), (4), (6), 36-2202(G), and 36-2204(1) and (7)</td>
<td>30</td>
<td>15</td>
<td>60</td>
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<td>60</td>
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<tr>
<td>Downgrading of Certification (R9-25-406)</td>
<td>A.R.S. §§ 362202(A)(2), (3), and (4), 36-2202(G), and 36-2204(1) and (6)</td>
<td>30</td>
<td>15</td>
<td>60</td>
<td>15</td>
<td>60</td>
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<tr>
<td>Initial Air Ambulance Service License (R9-25-704)</td>
<td>A.R.S. §§ 36-2202(A)(3) and (4), 36-2209(A)(2), 36-2213, 36-2214, and 36-2215</td>
<td>150</td>
<td>30</td>
<td>60</td>
<td>120</td>
<td>60</td>
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<tr>
<td>Description</td>
<td>A.R.S. Sections</td>
<td>Amounts</td>
<td></td>
<td></td>
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<tr>
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<td>--------------------------------------------------------------------------------</td>
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<td></td>
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<tr>
<td>Renewal of an Air Ambulance Service License (R9-25-704)</td>
<td>§§ 36-2202(A)(3) and (4), 36-2209(A)(2), 36-2213, 36-2214, and 36-2215</td>
<td>90 30 60 60</td>
<td></td>
<td></td>
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<tr>
<td>Initial Certificate of Registration for an Air Ambulance (R9-25-801)</td>
<td>§§ 36-2202(A)(4) and (5), 36-2209(A)(2), 36-2212, 36-2213, 36-2214, and 36-2240(4)</td>
<td>90 30 60 60</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Renewal of a Certificate of Registration for an Air Ambulance (R9-25-801)</td>
<td>§§ 36-2202(A)(4) and (5), 36-2209(A)(2), 36-2212, 36-2213, 36-2214, and 36-2240(4)</td>
<td>90 30 60 60</td>
<td></td>
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</tr>
<tr>
<td>Initial Certificate of Necessity (R9-25-902)</td>
<td>§§ 36-2204, 36-2232, 36-2233, 36-2240</td>
<td>450 30 60 420</td>
<td></td>
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<tr>
<td>Provision of ALS Services (R9-25-902)</td>
<td>§§ 36-2232, 36-2233, 36-2240</td>
<td>450 30 60 420</td>
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<tr>
<td>Transfer of a Certificate of Necessity (R9-25-902)</td>
<td>§§ 36-2236(A) and (B), 36-2240</td>
<td>450 30 60 420</td>
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<tr>
<td>Renewal of a Certificate of Necessity (R9-25-904)</td>
<td>§§ 36-2233, 36-2235, 36-2240</td>
<td>90 30 60 60</td>
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<td>Amendment of a Certificate of Necessity (R9-25-905)</td>
<td>§§ 36-2232(A)(4), 36-2240</td>
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<td>§§ 36-2212, 36-2232, 36-2240</td>
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<td>§§ 36-2212, 36-2232, 36-2240</td>
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<td>Establishment of Initial General Public Rates (R9-25-1101)</td>
<td>§§ 36-2232, 36-2239</td>
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<td>Contract Rate or Range of Rates Less than General Public Rates</td>
<td>§§ 36-2234, 36-2239</td>
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**Historical Note**

Table 12.1 renumbered from Table 1 and amended by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4). Amended by final expedited rulemaking at 24 A.A.R.268, with an immediate effective date of January 9, 2018 (Supp. 18-1).

Amended by final rulemaking at 28 A.A.R. 842 (April 29, 2022), effective June 5, 2022 (Supp. 22-2).

Table 1. Renumbered
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Historical Note
New Table adopted by final rulemaking at 7 A.A.R. 1998, effective February 13, 2001 (Supp. 01-1). Amended by final rulemaking at 8 A.A.R. 2352, effective May 9, 2002 (Supp. 02-2). Amended by final rulemaking at 9 A.A.R. 5372, effective January 3, 2004 (Supp. 03-4). Amended by final rulemaking at 12 A.A.R. 656, effective April 8, 2006 (Supp. 06-1). Table 1 renumbered to Table 12.1 by exempt rulemaking at 19 A.A.R. 4032, effective December 1, 2013 (Supp. 13-4).

Exhibit A. Recodified

Historical Note
New Exhibit adopted by final rulemaking at 7 A.A.R. 1998, effective February 13, 2001 (Supp. 01-1). Exhibit A recodified to Article 9 at 12 A.A.R. 2243, effective June 2, 2006 (Supp. 06-2).

Exhibit B. Recodified

Historical Note
New Table adopted by final rulemaking at 7 A.A.R. 1998, effective February 13, 2001 (Supp. 01-1). Exhibit B recodified to Article 9 at 12 A.A.R. 2243, effective June 2, 2006 (Supp. 06-2).

ARTICLE 13. TRAUMA CENTERS AND TRAUMA REGISTRIES

In addition to the definitions in A.R.S. § 36-2201 and R9-25-101, the following definitions apply in this Article, unless otherwise specified:

1. “Admitted” means when a patient is either:
   a. Held for observation of a trauma-related injury; or
   b. Considered an inpatient, as defined in A.A.C. R9-10-201.

2. “Business day” means a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a state holiday.

3. “Designation” means a formal determination by the Department that a health care institution complies with requirements in A.R.S. § 36-2225 and this Article for providing a particular Level of trauma service.

4. “Emergency department” means a designated area of a hospital that provides emergency services, as defined in A.A.C. R9-10-201, as an organized service, 24 hours per day, seven days per week, to individuals who present for immediate medical services.

5. “ICD-code” means an International Classification of Diseases code, a set of numbers or letters or a combination of letters and numbers that specify a disease, condition, or injury; the location of the disease, condition, or injury; or the circumstances under which a patient may have incurred the disease, condition, or injury, which is used by a health care institution for billing purposes.

6. “Level I Pediatric trauma center” means a Level I trauma center that has a trauma service specifically intended to meet the needs of children requiring trauma care.

7. “Level II Pediatric trauma center” means a Level II trauma center that has a trauma service specifically intended to meet the needs of children requiring trauma care.

8. “Medical services” means the services pertaining to the “practice of medicine,” as defined in A.R.S. § 32-1401, or “medicine,” as defined in A.R.S. § 32-1800, performed at the direction of a physician.

9. “National verification organization” has the same meaning as in A.R.S. § 36-2225.

10. “Nursing services” means services that pertain to the curative, restorative, and preventive aspects of “registered nursing,” as defined in A.R.S. § 32-1601, performed:
   a. At the direction of a physician; and
   b. By or under the supervision of a registered nurse licensed:
      i. According to Title 32, Chapter 15; or
      ii. When performed in a health care institution operating under federal or tribal law as an administrative unit of the U.S. government or a sovereign tribal nation, by a similar licensing board in another state.

11. “On-call” means assigned to respond and, if necessary, come to a health care institution when notified by a personnel member of the health care institution.

12. “Organized service” has the same meaning as in A.A.C. R9-10-201.

13. “Owner” means one of the following:
   a. For a health care institution licensed under 9 A.A.C. 10, the licensee;
   b. For a health care institution operated under federal or tribal laws, the administrative unit of the U.S. government or a sovereign tribal nation operating the health care institution.

14. “Personnel member” means an individual providing medical services, nursing services, or health-related services, as defined in A.R.S. § 36-401, to a patient.

15. “Physician” means an individual licensed:
   a. According to A.R.S. Title 32, Chapter 13 or 17; or
   b. When working in a health care institution operating under federal or tribal law as an administrative unit of the U.S. government or a sovereign tribal nation, by a similar licensing board in another state.

16. “Signature” means:
   a. A handwritten or stamped representation of an individual’s name or a symbol intended to represent an individual’s name, or
   b. An “electronic signature” as defined in A.R.S. § 44-7002.

17. “Substantial compliance” has the same meaning as in A.R.S. § 36-401.

18. “Transport” means the conveyance of a patient by ground ambulance or air ambulance from one location to another location.

19. “Trauma care” means medical services and nursing services provided to a patient suffering from a sudden physical injury.

20. “Trauma center” has the same meaning as in A.R.S. § 36-2225.

21. “Trauma critical care course” means a multidisciplinary class or series of classes consisting of interactive tutorials, skills teaching, and simulated patient management scenarios of trauma care, consistent with training recognized by the American College of Surgeons.

22. “Trauma facility” means a health care institution that provides trauma care to a patient as organized trauma service.

23. “Trauma service” means designated personnel members, equipment, and area within a health care institution and the associated policies and procedures for the personnel members to follow when providing trauma care to a patient.
24. “Trauma team” means a group of personnel members with defined roles and responsibilities in providing trauma care to a patient.

25. “Trauma team activation” means a notification to respond that is sent to trauma team personnel members in reaction to triage information received concerning a patient with injury or suspected injury.

26. “Verification” means formal confirmation by a national verification organization that a health care institution meets the national verification organization’s standards for providing trauma care at a specific Level of trauma service.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).


A. A health care institution is eligible for designation as a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, Level II Pediatric trauma center, or Level III trauma center if the health care institution:

1. Is either:
   a. Licensed by the Department under 9 A.A.C. 10 to operate as a hospital; or
   b. Operating as a hospital under federal or tribal law as an administrative unit of the U.S. government or a sovereign tribal nation; and

2. For designation as a:
   a. Level I trauma center:
      i. Holds verification, issued within the six months before the date of designation, as a Level I trauma facility;
      ii. Has documentation issued by a national verification organization, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level I trauma center; or
      iii. Meets the requirements in subsection (C);
   b. Level I Pediatric trauma center:
      i. Holds verification, issued within the six months before the date of designation, as a Level I Pediatric trauma facility;
      ii. Has documentation issued by a national verification organization, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level I Pediatric trauma center; or
      iii. Meets the requirements in subsection (C);
   c. Level II trauma center:
      i. Holds verification, issued within the six months before the date of designation, as a Level II trauma facility; or
      ii. Has documentation issued by a national verification organization, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level II trauma center; or
      iii. Meets the requirements in subsection (C);
   d. Level II Pediatric trauma center:
      i. Holds verification, issued within the six months before the date of designation, as a Level II Pediatric trauma facility;
      ii. Has documentation issued by a national verification organization, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level II Pediatric trauma center; or
      iii. Meets the requirements in subsection (C);
   e. Level III trauma center:
      i. Holds verification, issued within the six months before the date of designation, as a Level III trauma facility; or
      ii. Has documentation issued by a national verification organization or the Department, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level III trauma center.

B. A health care institution is eligible for designation as a Level IV trauma center if the health care institution:

1. Is either:
   a. Licensed by the Department under 9 A.A.C. 10 to operate as:
      i. A hospital; or
      ii. An outpatient treatment center authorized to provide emergency room services, as defined in A.A.C. R9-10-1001, according to A.A.C. R9-10-1019; or
   b. Operating as a hospital or an outpatient treatment center providing emergency services under federal or tribal law as an administrative unit of the U.S. government or a sovereign tribal nation; and

2. Either:
   a. Holds verification, issued within the six months before the date of designation, as a Level IV trauma facility; or
   b. Has documentation issued by a national verification organization or the Department, within the six months before the date of designation, stating that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for a Level IV trauma center.

C. A health care institution is eligible for designation as a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, Level II Pediatric trauma center, or Level II Pediatric trauma center based on assessment by the Department that the health care institution meets the standards specified in R9-25-1308 and Table 13.1 for the Level of trauma center for which designation is requested if the health care institution:

1. Applies for verification from a national verification organization;
2. Informs the Department, at least 30 calendar days before, of the dates the national verification organization will be on the premises of the health care institution to assess the health care institution for compliance with the national verification organization’s standards for verification;
3. Invites the Department to review the facility and documentation of capabilities of the health care institution during the national verification organization’s assessment in subsection (C)(2); and
4. Is not issued verification from the national verification organization at the Level of designation sought;
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5. Does not receive the documentation required in subsection (A)(2)(a)(ii), (b)(ii), (c)(ii), or (d)(ii), as applicable; and

6. Receives the documentation specified in R9-25-1306(G) and, if applicable, submits to the Department a written plan in R9-25-1306(H), acceptable to the Department, to correct instances of non-compliance.

D. A health care institution is eligible to retain designation as a specific Level of trauma center if the health care institution complies with the applicable requirements in this Article for the specific Level of trauma center.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).


A. An owner applying for initial designation or to renew designation for a health care institution shall submit to the Department an application including:

1. The following information, in a Department-provided format:
   a. The name, address, and telephone number of the health care institution for which the owner is requesting designation;
   b. The owner’s name, address, e-mail address, telephone number, and, if available, fax number;
   c. The name, e-mail address, telephone number, and, if available, fax number of the chief administrative officer, as defined in A.A.C. R9-10-101, for the health care institution for which the owner is requesting designation;
   d. The designation Level for which the owner is applying;
   e. Whether the owner is requesting designation for the health care institution based on:
      i. Verification, or
      ii. Meeting the applicable standards specified in R9-25-1308 and Table 13.1;
   f. If the owner is requesting designation for the health care institution based on verification:
      i. The name of the national verification organization;
      ii. The name, telephone number, and e-mail address for a representative of the national verification organization;
      iii. The Level of verification held;
      iv. The effective date of the verification, and
      v. The expiration date of the verification;
   g. If the owner is requesting designation for the health care institution based on the applicable standards specified in R9-25-1308 and Table 13.1:
      i. Whether:
         (1) A national verification organization has assessed the health care institution, or
         (2) The Department will be assessing the health care institution;
      ii. If a national verification organization has assessed the health care institution:
         (1) The name of the national verification organization;
         (2) The name, telephone number, and e-mail address for a representative of the national verification organization; and
         (3) The date the national verification organization assessed the health care institution; and
   h. Unless the owner is an administrative unit of the U.S. government or a sovereign tribal nation, the license number, issued by the Department, for the health care institution for which designation is being requested;
   i. The name, e-mail address, telephone number, and, if available, fax number of the health care institution’s trauma program manager;
   j. Whether the health care institution’s trauma registry will be located at the health care institution or be part of a centralized trauma registry;
   k. The name, e-mail address, telephone number, and, if available, fax number of the health care institution’s trauma registrar;
   l. If applying for designation as a Level IV trauma center, whether the health care institution plans to submit, in addition to the information required in R9-25-1309(A), the information specified in R9-25-1309(B);
   m. If not already submitting trauma registry information to the Department, the time period for which the health care institution plans to begin submitting trauma registry information;
   n. Except for a health care institution applying for designation as a Level IV trauma center, the name, e-mail address, telephone number, and, if available, fax number of the health care institution’s trauma medical director;
   o. The name, title, address, and telephone number of the owner’s statutory agent or the individual designated by the owner to accept service of process and subpoenas;
   p. Attestation that:
      i. The owner will comply with all applicable requirements in A.R.S. Title 36, Chapter 21.1 and this Article; and
      ii. The information and documents provided as part of the application are accurate and complete; and
   q. The dated signature of the applicable individual according to R9-25-102;

2. If applicable, documentation demonstrating that the health care institution is operating as a hospital or an outpatient treatment center providing emergency services under federal or tribal law as an administrative unit of the U.S. government or a sovereign tribal nation; and

3. One of the following:
   a. Documentation from the national verification organization, identified according to subsection (A)(1)(f)(i), establishing that the owner holds verification for the health care institution at the Level of designation being requested and showing the effective date and expiration date of the verification;
   b. Documentation from the national verification organization, identified according to subsection (A)(1)(g)(ii)(1), demonstrating that the health care institution meets the applicable standards specified in R9-25-1308 and Table 13.1; or
c. The information and documents required in R9-25-1307(C), (D), or (F), as applicable.

B. An owner applying to renew designation for a health care institution shall submit the application in subsection (A) to the Department at least 60 calendar days and no more than 90 calendar days before the expiration of the current designation.

C. Within 30 calendar days after receiving an application submitted according to subsection (A), the Department shall review the application submitted for completeness, and, if the application is:

1. Incomplete, provide to the owner a written notice listing each missing item and the information or items needed to complete the application; and
2. Complete and based on:
   a. Verification, comply with R9-25-1307(A);
   b. A national verification organization assessing the health care institution’s meeting the applicable standards specified in R9-25-1308 and Table 13.1, comply with R9-25-1307(B); or
   c. The Department assessing the health care institution’s meeting the applicable standards specified in R9-25-1308 and Table 13.1, assess compliance with applicable requirements in A.R.S. Title 36, Chapter 21.1 and this Article according to R9-25-1307(E) or (G).

D. The Department shall consider an application withdrawn if an owner:

1. Fails to submit to the Department all of the information or items listed in a notice of missing items within 60 calendar days after the date on the notice of missing items, unless the Department and the owner agree to an extension of this time; or
2. Submits a written request withdrawing the application.

E. If an owner submits an application for renewal of designation for a health care institution according to subsection (A) before the expiration date of the current designation, the designation of the health care institution remains in effect until the:

1. Department has determined whether or not to issue a renewal of the designation, or
2. Application is withdrawn.

Historical Note
New Section made by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).


A. An owner of a trauma center shall:

1. Notify the Department, in writing or in a Department-provided format, no later than 60 calendar days after the date of a change in the health care institution’s:
   a. Name,
   b. Trauma program manager, or
   c. If applicable, trauma medical director; and
2. Provide the effective date of the change and, as applicable, the:
   a. Current and new name of the health care institution, or
   b. Name of the new trauma program manager or trauma medical director.

B. An owner of a trauma center shall notify the Department in writing within three business days after:

1. The trauma center’s health care institution license expires or is suspended or revoked;
2. The trauma center’s health care institution license is changed to a provisional license under A.R.S. § 36-425;
3. The trauma center no longer holds verification; or
4. A change, which is expected to last for more than seven consecutive calendar days, in the trauma center’s ability to meet:
   a. The applicable standards specified in R9-25-1308 and Table 13.1, or
   b. If designation is based on verification, the national verification organization’s standards for verification.

C. At least 90 calendar days before a trauma center ceases to provide a trauma service, the owner of the trauma center shall notify the Department, in writing or in a Department-provided format, of the owner’s intention to cease providing the trauma service and to relinquish designation, including the effective date.

D. The Department shall, upon receiving a notice described in:

1. Subsection (A), issue an amended designation that incorporates the name change but retains the expiration date of the current designation;
2. Subsection (B)(1), send the owner a written notice stating that the health care institution no longer meets the definition of a trauma center and that the Department intends to dedesignate the health care institution, according to R9-25-1307(J)(2);
3. Subsection (B)(2), evaluate the restrictions on the provisional license to determine if the trauma service was affected and may send the owner a written notice of the Department’s intention to:
   a. Dedesignate the health care institution, according to R9-25-1307(J) through (M);
   b. Require a modification of the health care institution’s designation within 15 calendar days after the date of the notice, according to R9-25-1305; or
   c. Require a corrective action plan to address issues of compliance with the applicable standards specified in R9-25-1308 and Table 13.1, according to R9-25-1306(E);
4. Subsection (B)(3), send the owner written notice that the owner is required, within 15 calendar days after the date of the notice, to submit to the Department:
   a. An application for designation at a specific Level of trauma center, according to R9-25-1303, based on
meeting the applicable standards specified in R9-25-1308 and Table 13.1; or
b. Written notification of the owner’s intention to relinquish designation;

5. Subsection (B)(4), send the owner written notice that the owner is required, within 15 calendar days after the date of the notice, to submit to the Department:
   a. An application for modification of the health care institution’s designation, according to R9-25-1305;
   b. A corrective action plan to address issues of compliance with the applicable standards specified in R9-25-1308 and Table 13.1, according to R9-25-1306(E); or
   c. Written notification of the owner’s intention to relinquish designation; or

6. Subsection (C), (D)(4)(b), or (D)(5)(c), send the owner written confirmation of the voluntary relinquishment of designation.

E. An owner of a trauma center, who obtains verification for the trauma center during a term of designation that was based on the trauma center meeting the applicable standards specified in R9-25-1308 and Table 13.1, may obtain a new initial designation based on verification, with a designation term based on the dates of the verification, by submitting an application according to R9-25-1303.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1308 revised; new Section R9-25-1305 filed under subsection (E); or


A. Except as provided in R9-25-1304(D)(3)(b) and (5)(a), at least 30 calendar days before ceasing to provide a trauma service consistent with a trauma center’s current designation, an owner of a trauma center may request a designation that requires fewer resources and capabilities than the trauma center’s current designation by submitting to the Department an application for modification of the trauma center’s designation, in a Department-provided format, that includes:
   1. The name and address of the trauma center for which the owner is requesting modification of designation;
   2. A list of the criteria for the current designation with which the owner no longer intends to comply;
   3. An explanation of the changes being made in the trauma center’s resources or operations, related to each criterion specified according to subsection (A)(2), to ensure the health and safety of a patient;
   4. The Level of designation being requested;
   5. An attestation that:
      a. The owner will be in compliance with all applicable requirements in A.R.S. Title 36, Chapter 21.1 and this Article for the Level of designation requested if modified designation is issued; and
      b. The information provided in the application is accurate and complete; and
   6. The dated signature of the applicable individual according to R9-25-102.

B. The Department shall review the application submitted according to R9-25-1307(I) to determine whether, with the changes being made in the trauma center’s resources and operations, the trauma center will be in substantial compliance based the applicable standards specified in R9-25-1308 and Table 13.1 for the Level of designation requested.

C. To retain trauma center designation for a health care institution, an owner who holds modified designation shall, before the expiration date of the modified designation:
   1. Apply for renewal of designation according to R9-25-1303, based on the health care institution’s meeting the applicable standards specified in R9-25-1308 and Table 13.1, for the Level of the modified designation; or
   2. Apply for initial designation according to R9-25-1303, based on the health care institution meeting the applicable standards specified in R9-25-1308 and Table 13.1, for a Level other than the Level of the modified designation.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1305 repealed; new Section R9-25-1305 renumbered from R9-25-1309 and amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).
an announced or unannounced inspection of the trauma center according to subsection (A).

D. Within 30 calendar days after completing an inspection, the Department shall send to an owner a written report of the Department’s findings, including, if applicable, a list of any instances of non-compliance identified during the inspection and a request for a written corrective action plan.

E. Within 15 calendar days after receiving a request for a written corrective action plan, an owner shall submit to the Department a written corrective action plan that includes for each identified instance of non-compliance:
   1. A description of how the instance of non-compliance will be corrected and reoccurrence prevented; and
   2. A date of correction for the instance of non-compliance.

F. The Department shall accept a written corrective action plan if the corrective action plan:
   1. Describes how each identified instance of non-compliance will be corrected and reoccurrence prevented, and
   2. Includes a date for correcting each instance of non-compliance that is appropriate to the actions necessary to correct the instance of non-compliance.

G. If the Department reviews a health care institution’s facility and documentation of capabilities during a national verification organization’s assessment according to R9-25-1302(C)(3) and the health care institution is not issued verification from the national verification organization at the Level of designation sought, the Department shall send to an owner of the health care institution, within 30 calendar days after the review, a written report of the Department’s findings, including, if applicable, a list of any instances of non-compliance with requirements in R9-25-1308 and Table 13.1 identified during the review.

H. A health care institution receiving a written report in subsection (G) containing a list of instances of non-compliance with requirements in R9-25-1308 and Table 13.1 identified during a review of the health care institution’s facility and documentation of capabilities may submit to the Department a written plan to correct instances of non-compliance that includes:
   1. A description of how the health care institution will correct each instance of non-compliance and prevent the reoccurrence, and
   2. A date by which the health care institution plans to correct each instance of non-compliance.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1306 repealed; new Section R9-25-1306 made by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).


A. For designation of a health care institution based on verification, the Department shall, within 45 calendar days after receiving a complete application from an owner:
   1. If the application complies with the applicable requirements in this Article, issue a designation for the health care institution that is valid for the duration of the verification; or
   2. If the application does not comply with the applicable requirements in this Article, provide a written notice that complies with A.R.S. Title 41, Chapter 6, Article 10 that the Department intends to decline to issue a designation for the health care institution.

B. Except as provided in subsection (F), for designation of a health care institution based on an assessment by a national verification organization, the Department shall, within 60 calendar days after receiving a complete application from an owner, review the application and, if the Department determines that:
   1. The application and the health care institution comply with the applicable requirements in this Article, issue a designation for the health care institution that is valid for three years from the issue date;
   2. The application complies with the applicable requirements in this Article, the health care institution is in substantial compliance with the applicable requirements in this Article, and the Department has accepted a written corrective action plan submitted according to R9-25-1306(E), issue a designation for the health care institution that is valid for one year from the issue date; or
   3. The application or the health care institution does not comply with the applicable requirements in this Article, provide a written notice that complies with A.R.S. Title 41, Chapter 6, Article 10 that the Department intends to decline to issue a designation for the health care institution.

C. Except as provided in subsection (F) for renewal of a one-year designation, for designation of a health care institution as a Level III trauma center or a Level IV trauma center based on an assessment by the Department, an owner shall include as part of the application required in R9-25-1303(A):
   1. The following information in a Department-provided format:
      a. The name of the health care institution for which the owner is requesting designation;
      b. The services the health care institution is providing or plans to provide as part of the trauma service;
      c. The name and title of the liaison to the trauma service from each of the services listed according to subsection (C)(1)(b);
      d. If applicable, the name, e-mail address, telephone number, and, if available, fax number of the health care institution’s emergency department physician director;
      e. If applicable, the name, e-mail address, telephone number, and, if available, fax number of the health care institution’s surgical director or co-director;
      f. If a multidisciplinary peer review committee is required according to Table 13.1 for the Level of the trauma center, the name and title of each member of the multidisciplinary peer review committee;
      g. If the health care institution’s trauma registry will be part of a centralized trauma registry, a description of the training provided to the trauma program manager to enable the trauma program manager to comply with R9-25-1308(D)(2);
      h. If applicable, for an application for initial designation, a description of the health care institution’s plans for the continuing education activities related to trauma care, required in R9-25-1308(G)(4);
      i. For renewal of designation, a description of the continuing education activities conducted during the term of the designation;
      j. If applicable, the name, e-mail address, telephone number, and, if available, fax number of the health care institution’s injury prevention coordinator;
      k. A description of the methods by which trauma team personnel members communicate with EMS personnel;
      l. A description of the trauma-related training received by registered nurses in the intensive care unit;
m. An attestation that the owner of the health care institution will prohibit:
   i. The trauma medical director from serving as trauma medical director for another health care institution; and
   ii. A physician on-call for general surgery, neurosurgery, or orthopedic surgery to be on-call or on a back-up call list at another health care institution; and

n. The dated signature of the applicable individual according to R9-25-102;

2. A copy of the policies and procedures required in R9-25-1308(B)(6) for the health care institution’s trauma registry;

3. A copy of the policies and procedures required in R9-25-1308(B)(7) for the health care institution’s performance improvement program;

4. A copy of the policies and procedures required in R9-25-1308(F)(2) for the health care institution’s trauma service;

5. If applicable, a copy of the policies and procedures required in R9-25-1308(F)(9) for operating rooms;

6. A copy of the applicable policies and procedures required in R9-25-1308(H)(4);

7. A copy of the health care institution’s clinical practice guidelines, describing the health care institution’s capability to resuscitate, stabilize, and transfer pediatric patients;

8. If applicable, a copy of the bylaws of the health care institution’s multidisciplinary peer review committee;

9. Copies of the job descriptions for the health care institution’s:
   a. Trauma program manager;
   b. Trauma registrar; and
   c. If applicable, injury prevention coordinator;

10. A list of the trauma care parameters the health care institution is or will be monitoring as part of the performance improvement program;

11. A list of trauma team members, including:
   a. Name,
   b. Title, and
   c. Role on the trauma team;

12. If required for an individual listed according to subsection (C)(11), a copy of documentation of the individual’s:
   a. Board certification or board eligibility,
   b. Most recent certification in a trauma critical care course,
   c. Pediatric-specific credentials, and
   d. Other trauma-related training; and

13. If the trauma medical director is not a member of the trauma team, the applicable documentation required in subsection (C)(12) for the trauma medical director.

D. Except as provided in subsection (F) for renewal of a one-year designation, for designation of a health care institution as a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, or Level II Pediatric trauma center based on an assessment by the Department under R9-25-1302(C), an owner shall include as part of the application required in R9-25-1303(A):

1. A copy of the documentation submitted to the national verification organization as part of an application for verification;

2. If not included in the documentation in subsection (D)(1):
   a. Any information or documents required in subsection (C);

b. For an application for initial designation, a description of the health care institution’s plans for:
   i. Injury prevention activities, required in R9-25-1308(G)(5)(a); and
   ii. Educational outreach activities, required in R9-25-1308(G)(5)(b); and

c. For an application for renewal of designation, a description of the injury prevention activities and educational outreach activities conducted during the term of the designation;

3. A copy of the national verification organization’s written report to the health care institution describing the results of the national verification organization’s assessment of the health care organization;

4. A copy of the written report in R9-25-1306(G); and

5. If applicable, the written plan to correct instances of non-compliance in R9-25-1306(H)

E. Except as provided in subsection (G) for renewal of a one-year designation, for designation of a health care institution based on an assessment by the Department, the Department shall, within 90 calendar days after receiving a complete application from an owner, review the application, inspect the health care institution, if applicable, and, if the Department determines that:

1. The application and the health care institution comply with the applicable requirements in this Article; issue a designation for the health care institution that is valid for three years from the issue date;

2. The application complies with the applicable requirements in this Article, the health care institution is in substantial compliance with the applicable requirements in this Article, and the Department has accepted the document submitted according to R9-25-1306(E) or subsection (D)(5), issue a designation for the health care institution that is valid for one year from the issue date; or

3. The application or the health care institution does not comply with the applicable requirements in this Article, provide a written notice that complies with A.R.S. Title 41, Chapter 6, Article 10 that the Department intends to decline to issue a designation for the health care institution.

F. For renewal, at the same Level of trauma center, of a one-year designation issued according to subsection (B)(2) or (E)(2), an owner shall include, as part of the application required in R9-25-1303(A), documentation related to the completion of the plan specified in the document accepted by the Department in subsection (B)(2) or (E)(2).

G. Except as specified in subsection (H), the Department shall, within 60 calendar days after receiving from an owner an application submitted according to subsection (F), review the information and documentation, inspect the health care institution if applicable, and:

1. Issue a designation for the health care institution that is valid for two years from the issue date if the Department determines that:
   a. The application and the health care institution comply with the applicable requirements in this Article; and
   b. The owner has completed the plan specified in the document accepted by the Department in subsection (B)(2) or (E)(2), as applicable; or

2. Provide a written notice that complies with A.R.S. Title 41, Chapter 6, Article 10 that the Department intends to decline to issue a designation for the health care institution if the Department determines that:
I. For modification of a designation according to R9-25-1305, the Department shall review according to R9-25-1303(C) and subsection (A), (B), or (E), as applicable, an application for renewal of designation submitted by the owner of a trauma center that:
1. Had been issued a one-year designation according to subsection (B)(2) or (E)(2); and
2. Has not completed all of the components of the plan specified in the document accepted by the Department in subsection (B)(2) or (E)(2), as applicable.

II. The Department shall review according to R9-25-1303(C) and subsection (A), (B), or (E), as applicable, an application for renewal of designation submitted by the owner of a trauma center that:
1. Has been issued a one-year designation according to subsection (B)(2) or (E)(2); and
2. Has not completed all of the components of the plan specified in the document accepted by the Department in subsection (B)(2) or (E)(2), as applicable.

I. For modification of a designation according to R9-25-1305, the Department shall, within 30 calendar days after receiving a complete application for modification in R9-25-1305(A) from an owner, review the application, inspect the health care institution, if applicable, and:
1. Issue a modified designation for the Level of designation requested for the health care institution that is valid for the duration of the original designation or one year from the issue date, whichever is longer, if the Department determines that:
   a. The application and the health care institution comply with the applicable requirements in this Article for the Level of designation requested; or
   b. The application complies with the applicable requirements in this Article, the health care institution is in substantial compliance with the applicable requirements in this Article for the Level of designation requested, and the Department has accepted a written corrective action plan submitted according to R9-25-1306(E);
2. Issue a modified designation for a lower Level of designation than the Level of designation requested for the health care institution that is valid for the duration of the original designation or one year from the issue date, whichever is longer, if the Department determines that:
   a. The application and the health care institution comply with the applicable requirements in this Article for the Level of designation and the health care institution:
      i. Does not comply with the applicable requirements in this Article for the Level of designation requested; or
      ii. Is in substantial compliance with the applicable requirements in this Article for the Level of designation requested, and the Department has not accepted a written corrective action plan submitted according to R9-25-1306(E); or
   b. The application complies with the applicable requirements in this Article, the health care institution is in substantial compliance with the applicable requirements in this Article for the Level of designation, and the Department has accepted a written corrective action plan according to R9-25-1306(E); or
3. Provide a written notice that complies with A.R.S. Title 9, A.A.C. 25.

J. The Department may desynchronize a health care institution as a trauma center if an owner:
1. Has provided false or misleading information to the Department;
2. Is not eligible for designation under R9-25-1302(A) or (B); or
3. Fails to comply with an applicable requirement in A.R.S. Title 36, Chapter 21.1 or this Article.

K. In determining whether to desynchronize a health care institution as a trauma center, the Department shall consider:
1. The severity of each instance relative to public health and safety;
2. The number of instances;
3. The nature and circumstances of each instance;
4. Whether each instance was corrected, the manner of correction, and the duration of the instance; and
5. Whether the instances indicate a lack of commitment to having the trauma center meet the verification standards of a national verification organization or, if applicable, the standards specified in R9-25-1308 and Table 13.1.

L. If the Department intends to desynchronize a health care institution, the Department shall send to the owner a written notice that complies with A.R.S. Title 41, Chapter 6, Article 10.

M. An owner who receives a written notice in subsection (A)(2), (B)(3), (E)(3), (G)(2), (I)(3), or (J) may file a written notice of appeal with the Department that complies with A.R.S. Title 41, Chapter 6, Article 10.

Historical Note
New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1307 repealed; new Section R9-25-1307 renamed from R9-25-1312 and amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

R9-25-1308. Trauma Center Responsibilities (A.R.S. §§ 36-2202(A)(4), 36-2208(A), 36-2209(A)(2), 36-2221, and 36-2225(A)(4), (5), and (6))
A. The owner of a trauma center shall ensure that:
1. If designation is based on:
   a. Verification, the trauma center meets the applicable standards of the verifying national verification organization; or
   b. Meeting the applicable standards specified in this Section and Table 13.1, the trauma center meets the applicable standards for the Level of trauma center for which designation has been issued;
2. The trauma center complies with a written corrective action plan accepted by the Department according to R9-25-1306(F); and
3. The Department has access to:
   a. The trauma center and to personnel members present in the trauma center; and
   b. Documents that are requested by the Department and not confidential under A.R.S. Title 36, Chapter 4, Article 4 or 5, within two hours after the Department’s request.

B. The owner of a trauma center shall ensure that the trauma center:
1. Except as provided in subsection (D), establishes a trauma registry of patients receiving trauma care who meet the criteria specified in subsection (C)(1) that contains the information required in R9-25-1309, as applicable for the specific Level of the trauma center;
2. Appoint an individual to act as trauma registrar to coordinate trauma registry activities;
3. If necessary to comply with subsections (C)(2) and (3), provides sufficient additional individuals to assist with trauma registry activities;

4. Establishes a performance improvement program for the trauma service to develop and implement processes to improve trauma care parameters;

5. If required according to Table 13.1 for the Level of the trauma center, establishes as part of the performance improvement program, established according to subsection (B)(4), a multidisciplinary peer review committee to review the quality of trauma care provided by the trauma center, including information from the trauma registry, and suggest methods to improve the quality of trauma care;

6. Establishes, documents, and implements policies and procedures for the trauma registry established according to subsection (B)(1) that include:
   a. Ensuring that individuals responsible for collecting, entering, or reviewing information in the trauma registry have received training in gaining access to, and retrieving information from, the trauma registry;
   b. Collection of the information required in R9-25-1309 about the patients specified in subsection (C)(1) receiving trauma care;
   c. Submission to the Department of the information required in subsection (C)(2);
   d. Review of information in the trauma center’s trauma registry; and
   e. Performance improvement activities required in R9-25-1310; and

7. Establishes, documents, and implements policies and procedures for the performance improvement program established according to subsection (B)(4), including:
   a. A list of the positions of personnel members who have defined roles in the performance improvement program and, if applicable, a list of positions that are dedicated to performance improvement activities for patients receiving trauma care from the trauma center;
   b. The qualifications, skills, and knowledge required of the personnel members in the positions specified according to subsection (B)(6)(a);
   c. The role each personnel member specified according to subsection (B)(6)(a) plays in the performance improvement program;
   d. The trauma care parameters to be reviewed as part of the performance improvement program;
   e. The frequency of review of trauma care parameters;
   f. If an issue related to trauma care or to trauma care parameters is identified:
      i. How a plan to address the issue is developed to reduce the chance of the issue recurring in the future;
      ii. How the plan is documented;
      iii. The mechanism and criteria by which the plan is reviewed and approved;
      iv. How the plan is implemented; and
      v. How implementation of the plan and future recurrences are monitored;
   g. If applicable, the composition, duties, responsibilities, and frequency of meetings of the multidisciplinary peer review committee established according to subsection (B)(5);
   h. If applicable, how the multidisciplinary peer review committee collaborates with the trauma center’s quality management program; and
   i. How changes proposed by the performance improvement program are reviewed by the trauma center’s quality management program.

C. The owner of a trauma center shall ensure that:

1. The trauma registry, established according to subsection (B)(1), includes the information required in R9-25-1309 for each patient with whom the trauma center had contact who meets one or more of the following criteria:
   a. A patient with injury or suspected injury who is:
      i. Transferred from a scene to a trauma center or an emergency department based on the responding emergency medical services provider’s or ambulance service’s triage protocol required in R9-25-201(E)(2)(b), or
      ii. Transferred from one health care institution to another health care institution by an emergency medical services provider or ambulance service;
   b. A patient with injury or suspected injury for whom a trauma team activation occurs; or
   c. A patient with injury, who is admitted as a result of the injury or who dies as a result of the injury, and whose medical record includes one or more of specific ICD-codes indicating that:
      i. At the initial encounter with the patient, the patient had:
         (1) An injury or injuries to specific body parts,
         (2) Unspecified multiple injuries,
         (3) Injury of an unspecified body region,
         (4) A burn or burns to specific body parts,
         (5) Burns assessed through Total Body Surface Area percentages, or
         (6) Traumatic Compartment Syndrome; and
      ii. The patient’s injuries or burns were not only:
         (1) An isolated distal extremity fracture from a same-level fall,
         (2) An isolated femoral neck fracture from a same-level fall,
         (3) Effects resulting from an injury or burn that developed after the initial encounter,
         (4) A superficial injury or contusion, or
         (5) A foreign body entering through an orifice;
   2. The following information is submitted to the Department, in a Department-provided format, according to subsection (C)(3):
      a. The name and physical address of the trauma center;
      b. The date the trauma registry information is being submitted to the Department;
      c. The total number of patients whose trauma registry information is being submitted;
      d. The quarter and year for which the trauma registry information is being submitted;
      e. The range of emergency department or hospital arrival dates for the patients for whom trauma registry information is being submitted;
      f. The name, title, e-mail address, telephone number, and, if available, fax number of the trauma center’s point of contact for the trauma registry information;
      g. Any special instructions or comments to the Department from the trauma center’s point of contact;
      h. The information from the trauma registry for patients identified during the quarter specified according to subsection (C)(2)(d); and
      i. How the trauma registry for patients identified during the quarter specified according to subsection (C)(2)(d); and
2. Monitor at least the following trauma care parameters, as
   reviewed in the trauma center’s trauma registry, according
   to policies and procedures:
   a. Use the information contributed by the trauma center to the
      centralized trauma registry when complying with performance improvement program
      requirements in this Section.
   b. For patients identified between April 1 and June 30,
      so that the information in subsections (C)(2)(a) through (h) is received by the Department
      by October 1 of the same calendar year;
   c. For patients identified between July 1 and September
      30, so that the information in subsections (C)(2)(a) through (h) is received by the Department
      by January 2 of the following calendar year; and
   d. For patients identified between October 1 and December
      31, so that the information in subsections (C)(2)(a) through (h) is received by the Department
      by April 1 of the following calendar year.

D. Trauma centers under the same governing authority, as defined
   in A.R.S. § 36-401, may establish a single, centralized trauma registry
   and submit to the Department consolidated information from the trauma registry, according to subsections (C)(2) and (3), if:
   1. The information submitted to the Department specifies
      for each patient in the trauma registry the trauma center
      that had contact with the patient, and
   2. Each trauma center contributing information to the centralized trauma registry is able to:
      a. Access, edit, and update the information contributed
         by the trauma center to the centralized trauma registry;
      b. Use the information contributed by the trauma center
         to the centralized trauma registry when complying
         with performance improvement program requirements in this Section.

E. As part of the performance improvement program, the owner
   of a trauma center shall ensure that the trauma program manager
   and, if applicable, trauma medical director periodically, according to policies and procedures:
   1. Review the information in the trauma center’s trauma
      registry; and
   2. Monitor at least the following trauma care parameters, as
      applicable, for patients in the trauma registry:
      a. EMS received by a patient;
      b. Length of stay longer than two hours in the emergency
         department before transfer;
      c. Instances of trauma team activation to determine if
         trauma team activation was timely and appropriate;
      d. Instances where trauma care was provided to a
         patient but trauma team activation did not occur;
      e. Time from notification of a surgeon on the trauma
         team that a patient described in subsection (H)(6)(b)(i) is in the emergency department to when
         the surgeon arrives in the emergency department;
      f. Documentation of the nursing services provided to a
         patient;
      g. Instances and reasons for transfer of a patient;
      h. Instances and reasons for transfer to a hospital not
         designated as a trauma center;
      i. For a hospital designated as a Level I trauma center,
         Level I Pediatric trauma center, Level II trauma
         center, or Level II Pediatric trauma center, instances and
         reasons for diversion, as defined in A.A.C. R9-10-201, of a patient requiring trauma care;
      j. Instances of and circumstances related to the death
         of a patient;
      k. Other patient outcomes;
      l. Trauma care parameters for pediatric patients,
         including pediatric-specific measures; and
      m. The completeness and timeliness of trauma data submission.

F. In addition to the requirements in subsections (A) through (E),
   the owner of a trauma center designated based on meeting the
   applicable standards specified in this Section and Table 13.1 shall:
   1. Ensure that a trauma service is established if required by
      Table 13.1;
   2. Ensure that policies and procedures for the trauma service
      are established, documented, and implemented that
      include:
      a. The composition of the trauma team;
      b. The qualifications, skills, and knowledge required of
         each personnel member of the trauma team;
      c. Continuing education or continuing medical education
         requirements for each personnel member of the
         trauma team;
      d. The roles and responsibilities of each personnel
         member of the trauma team;
      e. Under what circumstances the trauma team is activated;
         and
      f. How the trauma team is activated;
   3. Ensure that the personnel members on the trauma team
      have the qualifications, skills, and knowledge required in
      the policies and procedures;
   4. If the trauma center is required according to Table 13.1 to
      have a trauma medical director, appoint a board-certified
      or board-eligible surgeon as trauma medical director;
   5. Prohibit a physician from serving as trauma medical
      director for the trauma center if the physician is serving
      as trauma medical director for another health care institution;
   6. Ensure that the trauma medical director completes:
      a. If the trauma center’s designation is for a three-year
         period, at least 48 hours of external trauma-related
         continuing medical education during the term of the
         designation;
      b. If the trauma center’s designation is for a one-year
         period, at least 16 hours of external trauma-related
         continuing medical education during the term of the
         designation; and
      c. If the trauma center is designated as a Level I Pediatric
         trauma center or Level II Pediatric trauma center,
         at least 12 of the 48 hours required in subsection
         (F)(6)(a) or four of the 16 hours required in subsection
         (F)(6)(b) in pediatric trauma-related continuing
         medical education;
   7. Appoint an individual to act as trauma program manager
      to coordinate trauma service activities;
   8. If the trauma center is required by Table 13.1 to have a
      multidisciplinary peer review committee, ensure that
      each surgeon on the trauma team designated according to
      subsection (F)(3) attends at least 50% of the meetings of the
      multidisciplinary peer review committee;
   9. If the trauma center provides surgical services, ensure that
      policies and procedures for operating rooms and an
      operating room team are established, documented, and
      implemented that include:
a. The availability of an operating room for trauma care;
b. The composition of an operating room team;
c. The qualifications, skills, and knowledge required of each personnel member of an operating room team;
d. The roles and responsibilities of each personnel member of an operating room team;
e. If an operating room team is not on the premises of the health care institution 24 hours a day, under what circumstances the operating room team is notified to come to the trauma center; and
f. How the operating room team is notified;

10. Ensure that the following personnel members on the trauma team:
   a. Hold current certification in a trauma critical care course:
      i. Trauma medical director, if applicable;
      ii. Each emergency medicine physician who is not board-certified or board-eligible; and
      iii. Each physician assistant or registered nurse practitioner who is responsible for patients in an emergency department in the absence of an emergency physician; or
   b. Have held certification in a trauma critical care course:
      i. Each general surgeon other than the trauma medical director, and
      ii. Each emergency medicine physician who is board-certified or board-eligible;

11. If the trauma center is designated as a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, or Level II Pediatric trauma center, ensure that each of the trauma team personnel members required in Table 13.1(C)(2) and (C)(3)(a) through (f) are board-certified or board-eligible;

12. If the trauma center is designated as a Level I Pediatric trauma center, ensure that the following trauma team members are fellowship-trained:
   a. The surgeon credentialed for pediatric trauma care required in Table 13.1(C)(2)(a)(iii),
   b. The pediatric emergency medicine physician required in Table 13.1(C)(2)(c),
   c. The pediatric-credentialed orthopedic surgeon required in Table 13.1(C)(3)(b),
   d. The pediatric-credentialed neurosurgeon required in Table 13.1(C)(3)(d), and
   e. The pediatric-credentialed critical care medicine physician required in Table 13.1(C)(3)(f);

13. If the trauma center is designated as a Level II Pediatric trauma center, ensure that:
   a. The pediatric-credentialed critical care medicine physician required in Table 13.1(C)(3)(f) is fellowship-trained, and
   b. A fellowship-trained pediatric emergency medicine physician provides supervision for pediatric emergency trauma care and is appointed as a liaison to the multidisciplinary peer review committee established according to subsection (B)(5); and

14. If the trauma center is not designated as a Level I Pediatric trauma center or Level II Pediatric trauma center and annually provides trauma care to 100 or more injured children younger than 15 years of age, ensure that the trauma center:
   a. Complies with subsection (F)(13) and Table 13.1(C)(2)(a)(iii), (3)(b), (3)(d), and (3)(f) and (F)(2); and
   b. Has a:
      i. Pediatric emergency department area,
      ii. Pediatric intensive care area, and
      iii. Pediatric-specific trauma performance improvement program.

G. In addition to the requirements in subsections (A) through (E), the owner of a trauma center designated based on meeting the applicable standards specified in this Section and Table 13.1 shall ensure that the trauma center:

1. Establishes, documents, and implements a patient transfer plan, consistent with A.A.C. R9-10-211, that include:
   a. The criteria for transferring a patient,
   b. The health care institution to which a patient meeting specific criteria will be transferred,
   c. The personnel members who are responsible for coordinating the transfer of a patient, and
   d. The process for transferring a patient;

2. Participates in state, local, or regional trauma-related activities such as:
   a. The State Trauma Advisory Board, established by A.R.S. § 36-2222;
   b. A regional emergency medical services coordinating council described in A.R.S. § 36-2222(A)(3);
   c. Trauma Registry Users Group, established by the Department;
   d. Trauma Managers Workgroup, established by the Department; or
   e. Injury Prevention Council;

3. Participates in injury prevention programs specific to the trauma center’s patient population at the national, regional, state, or local levels;

4. Except for a Level IV trauma center, conducts trauma care continuing education activities for physicians, trauma center personnel members, and EMCTs;

5. If the trauma center holds a designation as a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, or Level II Pediatric trauma center, establishes and maintains:
   a. An injury prevention program:
      i. Independently or in collaboration with other health care institutions, health advocacy groups, or the Department; and
      ii. That includes:
         (1) Designating a prevention coordinator who serves as the trauma center’s representative for injury prevention and injury control activities;
         (2) Carrying out injury prevention and injury control activities, including activities specific to the patient population;
         (3) Conducting injury control studies;
         (4) Monitoring the progress and effect of the injury prevention program; and
         (5) Providing injury prevention and injury control information resources for the public; and
   b. An educational outreach program:
      i. Independently or in collaboration with other health care institutions, health advocacy groups, or the Department;
      ii. That includes providing education to physicians, trauma center personnel members, EMCTs, and the general public; and
      iii. That may include education about:
         (1) Injury prevention,
         (2) Trauma care,
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(3) Other topics specific to the patient population,
(4) Criteria for assessing a patient who may require trauma care,
(5) Criteria for the transfer of a patient requiring trauma care; and

6. If the trauma center holds a designation as a Level I trauma center or Level I Pediatric trauma center:
   a. Establishes and maintains, either independently or in collaboration with other hospitals, a residency program or fellowship program that provides advanced medical training in emergency medicine, general surgery, orthopedic surgery, or neurosurgery;
   b. Participates in the provision of a trauma critical care course;
   c. Conducts or participates in research related to trauma and trauma care; and
   d. Maintains an Institutional Review Board, established consistent with 45 CFR Part 46, to review biomedical and behavioral research related to trauma and trauma care involving human subjects, conducted, funded, or sponsored by the trauma center, in order to protect the rights of the human subjects of such research.

H. In addition to the requirements in subsections (A) through (E), the owner of a trauma center designated based on meeting the applicable standards specified in this Section and Table 13.1 shall:

1. Ensure the presence of a surgeon at all operative procedures;
2. If the trauma center provides emergency medicine, neurosurgery, orthopedic surgery, anesthesiology, critical care, or radiology as an organized service, ensure that:
   a. A physician from the organized service is appointed to act as a liaison between the organized service and the trauma center’s trauma service;
   b. The physician in subsection (H)(2)(a) completes:
      i. If the trauma center’s designation is for a three-year period, at least 48 hours of trauma-related continuing medical education during the term of the designation;
      ii. If the trauma center’s designation is for a one-year period, at least 16 hours of trauma-related continuing medical education during the term of the designation; and
      iii. If the trauma center is designated as a Level I Pediatric trauma center or Level II Pediatric trauma center, at least 12 of the 48 hours required in subsection (H)(2)(b)(i) or four of the 16 hours required in subsection (H)(2)(b)(ii) in pediatric trauma-related continuing medical education; and
   c. If the trauma center is required by Table 13.1 to have a multidisciplinary peer review committee, ensure the physician in subsection (H)(2)(a) attends at least 50% of the meetings of the multidisciplinary peer review committee;
3. Ensure that, when a physician is on-call for general surgery, neurosurgery, or orthopedic surgery, the physician is not on-call or on a back-up call list at another health care institution;
4. Ensure that policies and procedures are established, documented, and implemented for:
   a. Except for a Level IV trauma center, the formulation of blood products to be available during an event requiring multiple blood transfusions for a patient or patients; and
   b. For a Level IV trauma center, the expedited release of blood products during an event requiring multiple blood transfusions for a patient or patients;
5. Ensure that the patient transfer plan required in subsection (G)(1) includes processes for transferring a patient needing:
   a. Acute hemodialysis or pediatric trauma care to a hospital providing the required service if the trauma center is designated as a:
      i. Level III or Level IV trauma center;
      ii. Level II trauma center and does not provide, as applicable, acute hemodialysis or pediatric trauma care;
   b. Burn care as an organized service, acute spinal cord management, microvascular surgery, or replant surgery to a hospital providing the required service if the trauma center is designated as a:
      i. Level III or Level IV trauma center;
      ii. Level I or Level II trauma center and does not provide, as applicable, burn care as an organized service, acute spinal cord management, microvascular surgery, or replant surgery; or
   c. Another service that the trauma center is not authorized or not able to provide to a hospital providing the required service;
6. Except for a Level IV trauma center or as provided in subsection (I), require that:
   a. An emergency medicine physician is present in the emergency department at all times;
   b. A surgeon on the trauma team is present in the emergency department:
      i. For a patient:
         (1) If an adult, with a systolic blood pressure less than 90 mm Hg or, if a child, with confirmed age-specific hypotension;
         (2) With respiratory compromise, respiratory obstruction, or intubation;
         (3) Who is transferred from another hospital and is receiving blood to maintain vital signs;
         (4) Who has a gunshot wound to the abdomen, neck, or chest;
         (5) Who has a Glasgow Coma Scale score less than 8 associated with an injury attributed to trauma; or
         (6) Who is determined by an emergency department physician to have an injury that has the potential to cause prolonged disability or death;
      ii. No later than the following times:
         (1) For a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, or Level II Pediatric trauma center, within 15 minutes after notification or at the time the patient arrives in the emergency department, whichever is later; or
         (2) For a Level III trauma center, within 30 minutes after notification or at the time the patient arrives in the emergency department, whichever is later; and
   c. One of the following anesthesia personnel members is available for an operative procedure on a patient at the indicated time point:
For a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, or Level II Pediatric trauma center, an anesthesiologist, anesthesia chief resident, or certified registered nurse anesthetist is present in the emergency department or in an operating room area awaiting the patient no later than 15 minutes after patient arrival in the emergency department; and

For a Level III trauma center, an anesthesiologist, anesthesia chief resident, or certified registered nurse anesthetist is present in the emergency department or in an operating room area awaiting the patient no later than 30 minutes after patient arrival in the emergency department;

For a clinical capability required for the trauma center according to Table 13.1(C)(3), require that the on-call radiologist, critical care medicine physician, or surgical specialist is available to provide medical services, as applicable to the specialist, for a patient requiring trauma care within 45 minutes after notification; and

For personnel members assigned to an operating room team according to subsection (F)(9), require that the personnel members on the operating room team are on the premises of the trauma center while on duty or:

a. For a Level I trauma center, Level I Pediatric trauma center, Level II trauma center, Level II Pediatric trauma center:
   i. Are available to provide operative services for a patient requiring trauma care within 15 minutes after notification or patient arrival at the trauma center, whichever is later; and
   ii. Have response times and patient outcomes monitored through the performance improvement program; and

b. For a Level III trauma center or Level IV trauma center, if the Level IV trauma center provides surgical services:
   i. Are available to provide operative services for a patient requiring trauma care within 30 minutes after notification or patient arrival at the trauma center, whichever is later; and
   ii. Have response times and patient outcomes monitored through the performance improvement program.

The Department shall consider a trauma center designated based on meeting the applicable standards specified in this Section and Table 13.1 to be in compliance with subsection (H)(6)(a), (b), or (c), as applicable, if the trauma center has documentation showing that:

1. The individual required to be present at the indicated location and within the indicated time period was present 80% or more of the time, and
2. The trauma center monitors the rate of compliance with subsection (H)(6) and patient outcomes through the performance improvement program.

The requirement in subsection (H)(6)(b) applies whether or not the owner of a trauma center allows a surgery resident in the fourth or fifth year of residency training to begin treating a patient described in subsection (H)(6)(b)(i) while awaiting the arrival of the surgeon on the trauma team, as required in subsection (H)(6)(b)(i)(1) or (2).

An ALS base hospital certificate holder that chooses to submit trauma registry information to the Department, as allowed by A.R.S. § 36-2221(A), shall:

1. Include in the ALS base hospital’s trauma registry at least the information required in R9-25-1309(A) for each patient who meets one or more of the criteria in subsections (C)(1)(a) through (c), and
2. Comply with the submission requirements in subsections (C)(2) and (3).

**Historical Note**

New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4), Section R9-25-1308 renumbered to R9-25-1304; new Section R9-25-1308 renumbered from R9-25-1313 and amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3). Incomplete citations to Table 13.1(C)(3)(f) under subsections (F)(12)(e) and (F)(13)(a) corrected at the request of the Department (Supp. 18-4).

**R9-25-1309. Trauma Registry Data (Authorized by A.R.S. §§ 36-2202(A)(4), 36-2208(A), 36-2209(A)(2), 36-2221, and 36-2225(A)(5) and (6))**

A. A trauma registry established according to R9-25-1308(B)(1) includes the following in the record of a patient’s episode of care, as defined in A.A.C. R9-11-101, for each patient meeting the criteria in R9-25-1308(C)(1):

1. An identification code specific to the health care institution that had contact with the patient during the episode of care;
2. Demographic information about the patient:
   a. The unique number assigned by the health care institution to the patient;
   b. A code indicating whether the patient’s record will be submitted to the Department as required in R9-25-1308(C)(2);
   c. The unique number assigned by the health care institution for the episode of care;
   d. The date the patient arrived at the health care institution for the episode of care;
   e. For the episode of care, a code indicating whether the patient:
      i. Was directly admitted to the health care institution,
      ii. Was admitted to the health care institution through the emergency department,
      iii. Was seen in the emergency department then transferred to another health care institution by an ambulance service or emergency medical services provider,
      iv. Was seen in the emergency department and discharged, or
      v. Died in the emergency department or was dead on arrival;
   f. The patient’s first name, middle initial, and last name;
   g. The patient’s Social Security Number;
   h. The patient’s date of birth and age;
   i. Codes indicating the patient’s gender, race, and ethnicity;
   j. The zip code of the patient’s residence or, if applicable, an indication of why no zip code was reported; and
   k. The city, state, and county of the patient’s residence;
3. Information about the occurrence of the patient’s injury:
   a. The date and time the injury occurred;
   b. The ICD-code describing the type of location where the injury occurred;
   c. The zip code of the location where the injury occurred;
4. Information about the patient’s arrival at the health care institution:
   a. A code identifying the mode of transportation by which the patient arrived at the health care institution; and
   b. If applicable:
      i. The ambulance service or emergency medical services provider that transported the patient to the health care institution;
      ii. The unique identifier given by the ambulance service or emergency medical services provider to the incident during which the patient received EMS;
      iii. The date the ambulance service or emergency medical services provider transported the patient to the trauma center; and
      iv. If the patient was transferred from another health care institution, the name of the other health care institution;

5. Information about the health care institution’s assessment or treatment of the patient in the emergency department:
   a. A code indicating which of the criteria in R9-25-1308(C)(1) the patient met;
   b. A code indicating whether an ambulance service or emergency medical services provider transported the patient to the health care institution and, if so, the criteria used by the transporting ambulance service or emergency medical services provider for transporting the patient to the health care institution;
   c. The date and time the patient arrived at the emergency department of the health care institution for the episode of care;
   d. The date and time the patient died or left the emergency department of the health care institution for the episode of care;
   e. The length of time in hours and minutes that the patient remained in the emergency department of the health care institution during the episode of care;
   f. If trauma team activation occurred, the time when the last trauma team personnel member arrived at their assigned location in the health care institution;
   g. Whether the patient showed signs of life when the patient arrived at the health care institution;
   h. The values of the following for the patient at the time of their first assessment at the health care institution:
      i. Pulse rate;
      ii. Respiratory rate;
      iii. Oxygen saturation;
      iv. Systolic blood pressure; and
      v. Temperature, including the units of temperature and the route used to measure the patient’s temperature;
   i. A code indicating whether the patient was receiving respiratory assistance at the time the patient’s respiratory rate was assessed;
   j. A code indicating whether the patient was receiving supplemental oxygen at the time the patient’s oxygen saturation was assessed;
   k. Codes indicating the Glasgow Coma Score for:
      i. Eye opening,
      ii. Verbal response to stimulus, and
      iii. Motor response to stimulus;
   l. The patient’s total Glasgow Coma Score;
   m. Whether the patient was intubated at the time of the patient’s assessments in subsections (A)(5)(h)(ii), (k)(ii), and (l);
   n. A code indicating whether a paralytic agent or sedative had been administered to the patient at the time the patient’s Glasgow Coma Score was measured;
   o. A code indicating another factor that may have affected the patient’s Glasgow Coma Score;
   p. A revised trauma score for the patient, auto-calculated based on the patient’s systolic blood pressure, respiratory rate, and Glasgow Coma Score;
   q. A code indicating the status of alcohol use by the patient and, if applicable, the blood alcohol concentration in the patient’s blood;
   r. A code indicating the status of drug use by the patient and, if applicable, the code for each drug class detected in the patient’s blood;
   s. A code indicating the disposition of the patient at the time the patient was discharged from the emergency department; and
   t. If the patient was transferred to another health care institution upon discharge from the emergency department:
      i. The name of the health care institution to which the patient was transferred;
      ii. The name of the ambulance service or emergency medical services provider providing the interfacility transport;
      iii. A code indicating the reason for transfer; and
      iv. If there was a delay in transferring the patient to another health care institution, a code indicating the reason for the delay;

6. Information about the patient’s discharge from the health care institution:
   a. The date and time the patient was discharged from the health care institution;
   b. The length of time the patient remained as an inpatient, as defined in A.A.C. R9-10-201, in the health care institution;
   c. The length of time the patient remained in the health care institution’s intensive care unit;
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9 A.A.C. 25

2. Information about the occurrence of the patient’s injury:

a. Whether the time specified according to subsection (A)(3)(a) is the actual time of occurrence or an estimate;

b. The street address of the location where the injury occurred or, if the location at which the injury occurred does not have a street address, another indicator of the location at which the injury occurred;

c. Any additional ICD-code describing the mechanism or cause of the patient’s injury resulting in the episode of care and the manner or intent through which the injury occurred;

d. The ICD-code indicating the activity the patient was engaged in that resulted in the patient’s injury;

e. If the patient’s injury resulted from a crash involving a means of transportation, including a motor vehicle, other motorized means of transportation, watercraft, bicycle, or aircraft, a code describing the type of vehicle in use at the time of the injury and the patient’s location in the vehicle;

f. A description of any issues related to a protective device or safety equipment in use at the time of the patient’s injury; and

g. Whether the patient’s injury occurred during the patient’s paid employment and, if so, a code indicating:
   i. The type of occupation associated with the patient’s employment, and
   ii. The patient’s occupation;

3. A code indicating whether EMS was provided to the patient and, if applicable, the type of transport provided to the patient;

4. If EMS was provided to the patient, whether a prehospital incident history report was provided to the trauma center and, if so:
   a. The date on the prehospital incident history report;
   b. The identifying number on the prehospital incident history report assigned by the ambulance service or emergency medical services provider;
   c. The date and time the ambulance service or emergency medical services provider was dispatched, as defined in R9-25-901, to the scene;
   d. The date and time the ambulance service or emergency medical services provider responded to the dispatch;
   e. The date and time the ambulance service or emergency medical services provider arrived at the scene;
   f. The date and time the ambulance service or emergency medical services provider established contact with the patient;
   g. The date and time the ambulance service or emergency medical services provider left the scene;
   h. The date and time the patient’s pulse, respiration, oxygen saturation, and systolic blood pressure were first measured;
   i. At the date and time the patient’s pulse, respiration, oxygen saturation, and systolic blood pressure were first measured, the patient’s:
      i. Pulse rate,
      ii. Respiratory rate,
      iii. Oxygen saturation, and
      iv. Systolic blood pressure;
   j. Whether the patient was intubated at the date and time the patient’s pulse, respiration, and oxygen saturation were first measured;
   k. Codes indicating the Glasgow Coma Score for:
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i. Eye opening,
ii. Verbal response to stimulus, and
iii. Motor response to stimulus;

m. The patient’s total Glasgow Coma Score;

n. A code indicating whether a paralytic agent or sedative had been administered to the patient at the date and time the patient’s Glasgow Coma Score was measured;

o. A revised trauma score for the patient, auto-calculated based on the patient’s systolic blood pressure, respiratory rate, and Glasgow Coma Score;

p. Codes indicating all airway management procedures performed on the patient by an ambulance service or emergency medical services provider before the patient’s arrival at the first health care institution; and

q. Whether the patient experienced cardiac arrest subsequent to the injury before the patient’s arrival at the first health care institution;

5. The amount of time that elapsed from the date and time the ambulance service or emergency medical services provider:
   a. Was dispatched and the date and time the ambulance service or emergency medical services provider arrived at the scene,
   b. Arrived at the scene and the date and time the ambulance service or emergency medical services provider left the scene,
   c. Left the scene and the date and time the ambulance service or emergency medical services provider arrived at the transport destination, and
   d. Was dispatched and the date and time the ambulance service or emergency medical services provider arrived at the transport destination;

6. Whether the patient arrived at the trauma center for treatment of the injury resulting in the episode of care through an interfacility transport;

7. If the patient arrived at the trauma center through an interfacility transport, the following information about the health care institution at which the patient was seen immediately before arriving at the trauma center:
   a. The name of the health care institution;
   b. The date and time the patient arrived at the health care institution in subsection (B)(7)(a); and
   c. The date and time the patient left the health care institution in subsection (B)(7)(a);

8. If the patient arrived at the health care institution in subsection (B)(7)(a) through an interfacility transport, the information in subsections (B)(7)(a) through (c) about each health care institution at which the patient was seen for the injury resulting in the episode of care before arriving at the health care institution in subsection (B)(7)(a);

9. If the patient arrived at the trauma center through an interfacility transport, for each health care institution at which the patient was seen for the injury resulting in the episode of care before arriving at the trauma center, information for the first instance of assessing the patient’s:
   a. Respiratory rate,
   b. Systolic blood pressure,
   c. The patient’s total Glasgow Coma Score, and
   d. Revised trauma score; and

10. Information about the patient’s episode of care at the trauma center and the patient’s discharge from the trauma center:
   a. The patient’s height and weight when the patient arrived at the trauma center;
   b. The number of days the patient spent on a mechanical ventilator;
   c. If applicable, the identification number assigned by a medical examiner or alternate medical examiner, as defined in A.R.S. § 11-591, to the documentation of the patient’s autopsy;
   d. The total length of time the patient remained at the trauma center before discharge;
   e. For each ICD-code identified according to subsection (A)(6)(e), a code that reflects the severity of the injury to which the ICD-code refers;
   f. For each ICD-code identified according to subsection (A)(6)(e) that does not include an indication of the part of the patient’s body that was injured, a code supplementing the ICD-code that indicates the part of the body that was injured;
   g. For each procedure performed on the patient:
      i. The ICD-code for the procedure,
      ii. The health care institution at which the procedure was performed,
      iii. A code indicating the organized service unit within the health care institution in which the procedure was performed, and
      iv. The date and time the procedure was begun;
   h. Any complications experienced by the patient while the patient remained at the trauma center;
   i. The Abbreviated Injury Scale code indicating the severity of each of the patient’s injuries;
   j. The Abbreviated Injury Scale code indicating the body region affected by each of the patient’s injuries;
   k. If the trauma center is designated as a Level I trauma center or Level I Pediatric trauma center, the six-digit Abbreviated Injury Scale code and the software version used to calculate the six-digit Abbreviated Injury Scale code; and
   l. The patient’s probability of survival.

Historical Note

R9-25-1310. Trauma Registry Data Quality Assurance
(Authorized by A.R.S. §§ 36-2202(A)(4), 36-2208(A), 36-2209(A)(2), 36-2220(A), 36-2221, and 36-2225(A)(5) and (6))
A. To ensure the completeness and accuracy of trauma registry reporting, a health care institution submitting trauma registry information to the Department shall allow the Department to review the following, upon prior notice from the Department of at least five business days:
   1. The health care institution’s trauma registry or other database containing trauma registry information;
   2. Patient medical records; and
   3. Any record, other than those specified in subsections (A)(1) and (2), that may contain information about diagnostic evaluation or treatment provided to a patient receiving trauma care.

B. Upon prior notice from the Department of at least five business days, a health care institution submitting trauma registry information to the Department shall provide the Department with all patient medical records for a time period specified by the Department, to allow the Department to determine the accuracy and completeness of the information submitted to the
trauma registry for patients receiving trauma care during the period.

C. For purposes of subsection (B), the Department considers a health care institution to be in compliance with R9-25-1308(C)(2) if the health care institution submitted to the Department trauma registry information for 97% of the patients receiving trauma care during the period.

D. If trauma registry information submitted to the Department by a health care institution according to R9-25-1308(C)(2) and (3) is not in compliance with requirements in R9-25-1308 or R9-25-1309, the Department shall:
   1. Notify the health care institution that the trauma registry information submitted to the Department is not in compliance with requirements in R9-25-1308 or R9-25-1309, and
   2. Identify the revisions or actions that are needed to bring the data into compliance with R9-25-1308 and R9-25-1309.

E. A health care institution that has trauma registry information returned, as provided in subsection (D), shall:
   1. Revise the trauma registry information as identified by the Department, and
   2. Submit the revised data to the Department within 15 business days after the date the Department notified the health care institution according to subsection (D)(1) or within a longer period agreed upon between the Department and the health care institution.

F. Within 15 business days after receiving a written request from the Department that includes a simulated patient medical record, a health care institution submitting trauma registry information to the Department shall prepare and submit to the Department the information required in R9-25-1309, applicable to the Level of health care institution, for the patient described in the simulated patient medical record.

   **Historical Note**
   New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1310 repealed; new Section R9-25-1310 renumbered from R9-25-1406 and amended by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

R9-25-1312. **Repealed**

   **Historical Note**

R9-25-1313. **Repealed**

   **Historical Note**
   New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section R9-25-1313 renumbered to R9-25-1308 by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

R9-25-1314. **Expired**

   **Historical Note**
   New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section expired under A.R.S. 41-1056(E) at 18 A.A.R. 2153, effective June 30, 2012 (Supp. 12-3).

R9-25-1315. **Repealed**

   **Historical Note**
   New Section made by final rulemaking 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Section repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**Table 1. Repealed**

   **Historical Note**
   New Table made by final rulemaking at 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Table 1 Application Processing Time Periods repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**Exhibit I. Repealed**

   **Historical Note**
   New Exhibit made by final rulemaking at 11 A.A.R. 4363, effective October 6, 2005 (Supp. 05-4). Exhibit I Arizona Trauma Center Standards repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).
Table 13.1. Arizona Trauma Center Standards (A.R.S. §§ 36-2202(A)(4), 36-2209(A)(2), and 36-2225(A)(4))

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<td>2. Trauma program medical director</td>
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<td>3. Trauma multidisciplinary peer review committee</td>
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### B. Hospital Departments/Divisions/Sections

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### C. Clinical Capabilities

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<td>iii. Surgeon credentialed for pediatric trauma care</td>
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<tr>
<td>b. Emergency medicine physician</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>c. Pediatric emergency medicine physician</td>
<td>-</td>
<td>E</td>
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<tr>
<td>3. Specialist on-call and available 24 hours/day</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>a. Orthopedic surgeon</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<td>-</td>
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</tr>
<tr>
<td>b. Pediatric-credentialed orthopedic surgeon</td>
<td>-</td>
<td>E</td>
<td>-</td>
<td>E</td>
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<tr>
<td>c. Neurosurgeon</td>
<td>E</td>
<td>E</td>
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<tr>
<td>d. Pediatric-credentialed neurosurgeon</td>
<td>-</td>
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<tr>
<td>e. Critical care medicine physician</td>
<td>E</td>
<td>E</td>
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<tr>
<td>f. Pediatric-credentialed critical care medicine physician</td>
<td>-</td>
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<tr>
<td>g. Radiologist</td>
<td>E</td>
<td>E</td>
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<tr>
<td>h. Hand surgeon</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>i. Ophthalmic surgeon</td>
<td>E</td>
<td>E</td>
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<td>E</td>
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<td>-</td>
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<tr>
<td>j. Plastic surgeon</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<td>-</td>
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<tr>
<td>k. Thoracic surgeon</td>
<td>E</td>
<td>E</td>
<td>E</td>
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<tr>
<td>l. Cardiac surgeon</td>
<td>E</td>
<td>E</td>
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<tr>
<td>m. Obstetrics/gynecologic surgeon</td>
<td>E</td>
<td>E</td>
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<tr>
<td>n. Oral/maxillofacial surgeon (plastic surgeon, otolaryngologist, or oral/maxillofacial surgeon)</td>
<td>E</td>
<td>E</td>
<td>E</td>
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</tr>
</tbody>
</table>
### Table 13.1 Continued, Arizona Trauma Center Standards (A.R.S. §§ 36-2202(A)(4), 36-2209(A)(2), and 36-2225(A)(4))

<table>
<thead>
<tr>
<th>Trauma Facilities Criteria</th>
<th>Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
</tr>
<tr>
<td>4. Qualified anesthesia personnel member on-call and available 24 hours/day</td>
<td></td>
</tr>
<tr>
<td>a. Physician or certified nurse anesthetist</td>
<td>E</td>
</tr>
<tr>
<td>b. Physician or certified nurse anesthetist with a pediatric credential</td>
<td>-</td>
</tr>
<tr>
<td>5. Volume performance standards:</td>
<td></td>
</tr>
<tr>
<td>a. 1200 trauma admissions per year,</td>
<td></td>
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<tr>
<td>b. 240 admissions with ISS &gt; 15 per year, or</td>
<td></td>
</tr>
<tr>
<td>c. Average of 35 patients with ISS &gt; 15 for each trauma team surgeon per year</td>
<td>E</td>
</tr>
<tr>
<td>d. 200 trauma admissions &lt; 15 years of age per year,</td>
<td>-</td>
</tr>
</tbody>
</table>

### D. Facilities/Resources/Capabilities

1. Emergency department

   a. Designated physician director | E      | E      | E      | E      | E      |

   b. Personnel members with pediatric-specific trauma-related training | -      | E      | -      | E      | -      |

   c. Resuscitation equipment for patients of all sizes

      i. Airway control and ventilation equipment | E      | E      | E      | E      | E      |

      ii. Pulse oximetry | E      | E      | E      | E      | E      |

      iii. Suction devices | E      | E      | E      | E      | E      |

      iv. Electrocadiograph-oscilloscope-defibrillator | E      | E      | E      | E      | E      |

      v. Color-coded, length-based tool to assist with medication dosing and equipment selection for children | E      | E      | E      | E      | E      |

      vi. Central venous pressure monitoring equipment | E      | E      | E      | E      | E      |

      vii. Standard intravenous fluids and administration sets | E      | E      | E      | E      | E      |

      viii. Large-bore intravenous catheters | E      | E      | E      | E      | E      |

   ix. Sterile surgical sets for:

      (1) Airway control/cricothyrotomy | E      | E      | E      | E      | E      |

      (2) Thoracostomy | E      | E      | E      | E      | E      |

      (3) Central line insertion | E      | E      | E      | E      | E      |

      (4) Thoracotomy | E      | E      | E      | E      | E      |

   x. Arterial catheters | E      | E      | E      | E      | -      |

   xi. X-ray availability 24 hours/day | E      | E      | E      | E      | E      |

   xii. Thermal control equipment

      (1) For patient | E      | E      | E      | E      | E      |

      (2) For fluids and blood | E      | E      | E      | E      | E      |

   xiii. Rapid infusion system/capability | E      | E      | E      | E      | E      |

   xiv. Qualitative end-tidal CO2 monitoring | E      | E      | E      | E      | E      |

   d. Communication with EMS personnel | E      | E      | E      | E      | E      |

   e. Capability to resuscitate, stabilize, and transfer pediatric patients | E      | E      | E      | E      | E      |

2. Operating room

   a. Immediately available 24 hours/day | E      | E      | E      | E      | E      |

   b. Size-specific equipment

      i. Cardiopulmonary bypass | E      | E      | -      | -      | -      |

      ii. Operating microscope | E      | E      | -      | -      | -      |

   c. Thermal control equipment

      i. For patient | E      | E      | E      | E      | E      |

      ii. For fluids and blood | E      | E      | E      | E      | E      |

   d. X-ray capability including C-arm image intensifier | E      | E      | E      | E      | E      |

   e. Endoscopes, bronchoscope | E      | E      | E      | E      | E      |

   f. Craniotomy instruments | E      | E      | E      | E      | -      |

   g. Equipment for long bone and pelvic fixation | E      | E      | E      | E      | E      |
### Table 13.1 Continued, Arizona Trauma Center Standards (A.R.S. §§ 36-2202(A)(4), 36-2209(A)(2), and 36-2225(A)(4))

<table>
<thead>
<tr>
<th>Trauma Facilities Criteria</th>
<th>Levels</th>
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<tbody>
<tr>
<td></td>
<td>I</td>
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<tr>
<td></td>
<td>II</td>
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<td></td>
<td>II(P)</td>
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<tr>
<td></td>
<td>III</td>
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<td></td>
<td>IV</td>
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<tr>
<td>3. Postanesthesia recovery room or surgical ICU</td>
<td></td>
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<tr>
<td>a. Registered nurses available 24 hours/day</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>b. Equipment for monitoring and resuscitation</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
</tr>
<tr>
<td>c. Intracranial pressure monitoring equipment</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
</tr>
<tr>
<td>d. Pulse oximetry</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
</tr>
<tr>
<td>e. Thermal control equipment</td>
<td>E</td>
</tr>
<tr>
<td>i. For patient</td>
<td>E</td>
</tr>
<tr>
<td>ii. For fluids and blood</td>
<td>E</td>
</tr>
<tr>
<td>4. ICU or critical care unit for injured patients</td>
<td></td>
</tr>
<tr>
<td>a. Pediatric ICU</td>
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<tr>
<td>b. Registered nurses with trauma-related training</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
</tr>
<tr>
<td>c. Registered nurses with pediatric-specific trauma-related training</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>d. Designated surgical director or surgical co-director</td>
<td>E</td>
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<td></td>
<td>E</td>
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<tr>
<td>e. Physician (fourth year of residency training or higher) assigned to surgical ICU service and in-house 24 hours/day</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>f. Physician (fourth year of residency training or higher) with a pediatric credential assigned to surgical ICU service and in-house 24 hours/day</td>
<td>-</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>g. Surgically directed and staffed ICU service</td>
<td>E</td>
</tr>
<tr>
<td>h. Equipment for monitoring and resuscitation</td>
<td>E</td>
</tr>
<tr>
<td>i. Intracranial pressure monitoring equipment</td>
<td>E</td>
</tr>
<tr>
<td>5. Respiratory therapy services (Available 24 hours/day)</td>
<td></td>
</tr>
<tr>
<td>a. Available in-house</td>
<td>E</td>
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<tr>
<td></td>
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<tr>
<td>b. On-call and available within 45 minutes after notification</td>
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<tr>
<td>6. Radiological services (Available 24 hours/day)</td>
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<tr>
<td>a. In-house radiology technologist</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>b. Radiology technologist on-call and available within 45 minutes after notification</td>
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<td></td>
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<tr>
<td>c. Resuscitation equipment for patients of all sizes, as specified in subsection (D)(1)(c)(i) to (v)</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>d. Angiography</td>
<td>E</td>
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<tr>
<td>e. Sonography</td>
<td>E</td>
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<tr>
<td>f. Computed tomography (CT)</td>
<td>E</td>
</tr>
<tr>
<td>i. In-house CT technician</td>
<td>E</td>
</tr>
<tr>
<td>ii. CT technician on-call and available within 45 minutes after notification</td>
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<td></td>
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<tr>
<td>f. Magnetic resonance imaging</td>
<td>E</td>
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<tr>
<td>7. Clinical laboratory service (Available 24 hours/day)</td>
<td></td>
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<tr>
<td>a. Standard analyses of blood, urine, and other body fluids</td>
<td>E</td>
</tr>
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<td></td>
<td>E</td>
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<tr>
<td>b. Blood typing and cross-matching</td>
<td>E</td>
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<td></td>
<td>E</td>
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<tr>
<td>c. Coagulation studies</td>
<td>E</td>
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<td></td>
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<tr>
<td>d. Comprehensive blood bank or access to a community central blood bank and adequate storage facilities</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>e. Blood gases and pH determinations</td>
<td>E</td>
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<td></td>
<td>E</td>
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<tr>
<td>f. Microbiology</td>
<td>E</td>
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<tr>
<td>8. Child maltreatment assessment capability</td>
<td>E</td>
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<tr>
<td></td>
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<td></td>
<td>E</td>
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<tr>
<td>E. Rehabilitation Services Specific to the Patient Population</td>
<td></td>
</tr>
<tr>
<td>1. Physical therapy</td>
<td>E</td>
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<tr>
<td></td>
<td>E</td>
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<tr>
<td>2. Occupational therapy</td>
<td>E</td>
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<td>E</td>
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<tr>
<td>3. Speech therapy</td>
<td>E</td>
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</tbody>
</table>
Table 13.1 Continued, Arizona Trauma Center Standards (A.R.S. §§ 36-2202(A)(4), 36-2209(A)(2), and 36-2225(A)(4))

<table>
<thead>
<tr>
<th>Trauma Facilities Criteria</th>
<th>Levels</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
</tr>
<tr>
<td><strong>F. Social Services Specific to the Patient Population</strong></td>
<td></td>
</tr>
<tr>
<td>1. Social services</td>
<td>E</td>
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<tr>
<td>2. Child life program</td>
<td>-</td>
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<tr>
<td><strong>G. Performance Improvement</strong></td>
<td></td>
</tr>
<tr>
<td>1. Multidisciplinary peer review committee</td>
<td>E</td>
</tr>
<tr>
<td>2. Performance improvement personnel dedicated to the trauma service</td>
<td>E</td>
</tr>
</tbody>
</table>

**Historical Note**
Table 13.1, Arizona Trauma Center Standards, made by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3). Subsections under (D)(2) were incorrectly labeled at 23 A.A.R. 2656; clerical error corrected and labeled as f through h (Supp. 22-2).

**ARTICLE 14. REPEALED**

**R9-25-1401. Repealed**

**Historical Note**
New Section made by final rulemaking at 13 A.A.R. 4301, effective January 12, 2008 (Supp. 07-4). Section repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**R9-25-1402. Repealed**

**Historical Note**
New Section made by final rulemaking at 13 A.A.R. 4301, effective January 12, 2008 (Supp. 07-4). Section repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**Table 1. Repealed**

**Historical Note**
New Table 1 made by final rulemaking at 13 A.A.R. 4301, effective January 12, 2008 (Supp. 07-4). Table 1 Trauma Registry Data Set, repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**R9-25-1403. Repealed**

**Historical Note**
New Section made by final rulemaking at 13 A.A.R. 4301, effective January 12, 2008 (Supp. 07-4). Section repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**R9-25-1404. Expired**

**Historical Note**

**R9-25-1405. Repealed**

**Historical Note**
New Section made by final rulemaking at 13 A.A.R. 4301, effective January 12, 2008 (Supp. 07-4). Section heading corrected at request of the Department, Office File No. M12-82, filed March 5, 2012 (Supp. 11-4). Section repealed by final rulemaking at 23 A.A.R. 2656, effective January 1, 2018 (Supp. 17-3).

**R9-25-1406. Renumbered**

**Historical Note**