

INSTRUCTIONS FOR SUBMITTING PROTOCOLS FOR REVIEW

Your request(s) will be reviewed by the Quality Assurance Task Force pursuant to Administrative Rule 325.22208 and you will be notified in writing via email of the decision to approve or deny the request(s).

Adopting State Protocols as Written

Submit a signed letter from the Medical Director that indicates that the State Protocols are being adopted as written with no changes. This letter must be emailed and directed to the attention of Julia Chamberlain: MDHHS-MCAProtocols@michigan.gov.

MCA Request for Addendum of State Protocols

1. Fill out the MCA Request for Addendum of Michigan Protocols form(s) electronically;
2. Attach:
 - a. written protocol(s) with track changes showing the addendum(s) and;
 - b. a clean copy of written protocol(s) with track changes accepted

Note: Your revised protocol must include the effective/implementation date, as well as your MCA name in the header of the protocol;

3. The form must be completed for each protocol you are requesting an addendum for with all attachments mentioned in this section in order to be reviewed. Forms that do not have all attachments will be returned;
4. Email to Julia Chamberlain at: MDHHS-MCAProtocols@michigan.gov.
5. You will be notified of the date and time of the next EMSCC - Quality Assurance Task Force (QATF) meeting to review your protocol(s). A representative from your MCA must be in attendance at this meeting (either in person or by phone) to address questions or concerns with your protocol(s).