

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 of the decision to approve or deny the request(s).

Adopting State Protocols as Written

1. Submit a letter to Robin Shivley signed by the Medical Director.
2. Indicate that the protocol(s) are being adopted as written.
3. Attach a copy of the protocol(s).
4. Do not change the name/date of the protocol(s) or modify/change in any way.

MCA Request for Addendum of Michigan Protocols

1. Contact Linda Nesbitt at (517) 241-0720 or NesbittL@michigan.gov to receive a copy of the state protocol you are requesting an addendum for in *Word* format. (Do not distribute the *Word* formatted protocols to other MCAs, as we will be tracking these requests.)
2. Fill out the MCA Request for Addendum of Michigan Protocols form(s) completely.
3. Attach a copy of the state protocol(s) you are requesting an addendum for.
4. Attach your protocol(s) written with the addendum(s) in place.
5. Your protocol must include the effective/implementation date.
6. When requesting an addendum of state protocols place your MCA name in the header of the protocol (any modification you are making is changing ownership from the state protocol to your MCA).
7. The form must be completed for each protocol you are requesting an addendum for with all attachments mentioned in numbers 2-5 of this section in order to be reviewed. Forms that do not have all attachments will be returned.
8. All forms must be signed by the Medical Director.