



Michigan Department of Health and Human Services
Bureau of EMS, Trauma and Preparedness
Division of EMS and Trauma
P.O. Box 30207
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www.michigan.gov/ems

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 Emily Bergquist: MDHHS-MCAProtocols@michigan.gov.

MCA Request for Addendum of State Protocols

1. Fill out the MCA Request for Addendum of Michigan Protocols form(s) completely;
2. Attach a copy of the state protocol(s) you are requesting an addendum for;
3. Attach your protocol(s) written with the addendum(s) in place (your protocol must include the effective/implementation date);
4. 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);
5. All forms must be signed by the Medical Director;
6. 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;
7. Email to Emily Bergquist at: MDHHS-MCAProtocols@michigan.gov.