

Medical Control Authority Change Request

Authority: Public Act 368 of 1978, as amended

This form is to be utilized for the MCA changes such as additions or deletions of townships, mergers of one or more existing MCAs, division of an existing MCA into one or more smaller MCAs, etc. This form and guide are intended as a starting point for changes; please make descriptions and explanations brief. Upon completion of the form, involved MCA's will be contacted for further information and/or a meeting. Upon completion, the change request will be placed on the Quality Assurance Task Force monthly agenda for review. **ALL MCA CHANGES MUST RECEIVE A DEPARTMENT APPROVAL DATE BEFORE BEING IMPLEMENTED.**

Documents required for MCA changes vary based on the type of change, the MCA's involved in the change, and other key stakeholders impacted by the change. Forms, questions and documents should be addressed to the MCA Coordinator Kristine Kuhl at kuhlk2@michigan.gov

Additions or deletions of townships/cities

This requires coordination and communication between both MCAs participating (MCA giving up the territory and MCA taking on the territory). It is intended for townships/cities that are geographically adjacent to the MCA which is taking on the territory.

1. Letters from BOTH MCAs' Boards of Directors (signed by the chair & dated) listing the township/cities to be added or removed, date of board approval, and date the change is proposed to take effect
2. Letters from BOTH MCAs' Medical Directors outlining and approving the change
3. MCA Change Request (this form) from BOTH MCAs

MCA Mergers & Separation

This requires coordination and communication between all involved MCAs. It can be a lengthy process. Mergers and Separation can come in several forms. Examples include, but are not limited to:

- MCA-A will join MCA-B and assume the bylaws, protocols, name, training requirements, etc. of MCA-B
- MCA-A and MCA-B (or more) will join to form a new MCA with a new name, bylaws, protocols, training requirements, etc.
- MCA-A will dissolve, half of the territory will join MCA-B, while the other half of the territory joins MCA-C
- MCA-A will remain intact, but a new MCA (MCA-X) will be formed from half of the territory that currently exists in MCA-A

Required documents will include:

1. Letters from EACH involved MCA's Board of Directors (signed by the chair & dated) outlining the proposed change, date of board approval, and date the change is proposed to take effect
2. Letters from EACH involved MCA's Medical Director stating they approve the change (or it can be one letter signed by each of the participating medical directors)
3. MCA Change Request Form from EACH MCA involved in the change
4. Updated bylaws as applicable
5. Protocols with new MCA names and implementation dates as applicable

MCA Name:		
Date:		
Addition or Removal of City or Township		
	<input type="checkbox"/> Add Townships to this MCA <input type="checkbox"/> Remove Townships from this MCA	
	List townships/cities involved	
	Other MCA involved:	
	Reason for Change	
MCA Mergers/Separations		
	Describe Merger/Separation	
	Reason for Merger/Separation	