

# Credentialing Application Instructions

January 2018

The Mesa County EMS System is beginning implementation of its new credentialing system, formally known as probation. In addition to added documentation requirements, there will be re-credentialing every two years to maintain appropriate information up to date on EMS personnel working under the Mesa County EMS Medical Director.

## Initial Credentialing:

1. **Download and save the blank application to your computer.**
  - a. **Fill out and save a copy of this application to your own files**
  - b. It is recommended that you also save a copy somewhere else
  - c. For re-credentialing you can just update this file for re-submission
2. Make sure your primary Mesa County EMS agency has filled out their approval of your employment (even if you are a volunteer)
3. Attach copies of all certifications (State, BLS, ACLS, PALS as applicable)
4. To expedite credentialing, please attach letters from any current positions outside of Mesa County stating you are in good standing with that agency. This should be from the agency supervisor. It is also preferred to have a letter from the medical director as well, but the name of the medical director will suffice.
5. Once all information is turned into the Mesa County EMS Coordinator, the provider may start seeing patients under an FTO.

## Re-credentialing:

1. **ALL** Mesa County EMS providers will be re-credentialed every two years.
  - a. Providers with last names A-L in even numbered years
  - b. Providers with last names M-Z in odd numbered years
  - c. Credentialing will run March 1 for two years
  - d. Re-credentialing applications are due by January 31 in the year of re-credentialing.
2. The re-credentialing process will **ONLY** include submission of an up-to-date credentialing application.
  - a. If you have any new out-of-county employment letters will be needed of good standing
  - b. Copies of all certifications will be needed with submission
3. Notification of re-credentialing will occur prior to March 1.
4. For 2018, those providers who will be filling out these applications for the first time will have until March 1 to submit with notification by April 1, 2018.