



Oklahoma State Department of Health
Creating a State of Health

Central (6) Regional Trauma Advisory Board
INTEGRIS Cancer Institute
5911 West Memorial Road
Oklahoma City, OK 73142
February 18th, 2020 – 1:00 pm

MINUTES

Meeting notice was posted with the Oklahoma Secretary of State on December 4th, 2019 at 2:47 pm and amended on January 23rd, 2020 at 11:08 am. Meeting notice was posted physically at the Oklahoma State Department of Health, 1000 Northeast 10th Street, Oklahoma City, OK 73117 on February 14th, 2020 and at the location of the meeting on February 18th, 2020.

I. Call to Order

The meeting was called to order by Chair Jason Likens at 101 pm.

II. Welcome and Introduction

Ms. Jeni GettysBourke from Miller EMS introduced herself.

III. Roll Call

Roll call was taken with the following Board Members present: EMSSTAT; INTEGRIS Canadian Valley Hospital; McClain-Grady County EMS; Noble Fire Department; Norman Regional; Purcell Municipal Hospital; REACT EMS; and Samaritan EMS – Yukon. Chandler Ambulance arrived at 1:17 pm, and Mercy Hospital Logan County arrived at approximately 1:30 pm. Quorum was met.

See the attached roster for the complete attendance record.

IV. Approval of Minutes – November 19th, 2019

A motion to approve the minutes was made by Eddie Sims and seconded by Elizabeth Lambert. There was no discussion, and the motion passed 8-0.

V. Reports/Updates

A. Emergency Systems quarterly activity report

Daniel Whipple discussed the events within Emergency Systems over the last three months. The EMS Administrator position is in the process of being filled, and the EMResource Administrator position interviews are underway. Dr. LaTrina Frazier has been named the Director of Medical Facilities Services. Emergency Systems is proud to have Veronica Palacio-Reed as our newest administrator assistant, and Atul Abraham as an intern with the OU College of Public Health. The Trauma Referral Center (TReC) contract has been signed, and it is anticipated that operations will begin on March 1st. Public Comment for regulations for EMS agencies, the Oklahoma

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Becky Payton (*Secretary*)

Jenny Alexopoulos, DO
Terry R Gerard II, DO
Charles W Grim, DDS, MHSA

R Murali Krishna, MD
Ronald D Osterhout
Charles Skillings

Central (6) Regional Trauma Advisory Board
Microsoft Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_Zig1ZDVInjQtMzhjOC00ZGM1LTliNzQtZDRiNTQvNGNiYTl3%40thread.v2/0?context=%7b%22Tid%22%3a%229a307864-3e98-4f08-b90a-728b62cf32c5%22%2c%22Oid%22%3a%22463c8334-e408-4d1d-b4eb-52f4b934efe4%22%7d

August 18th, 2020 – 1:00 pm

AGENDA

- I. Call to Order**
- II. Welcome and Introduction**
- III. Roll Call**
- IV. Approval of Minutes – February 18th, 2020**
- V. Reports/Updates**
 - A. Emergency Systems quarterly activity report – Daniel Whipple
 - B. Oklahoma Trauma and Emergency Response Advisory Council report from previous meeting – Eddie Sims
 - C. Quality Improvement Committee quarterly activity report – Eddie Sims
 - D. Regional Planning Committee quarterly activity report – Eddie Sims
 - E. Region 8 Trauma Rotation Committee report from previous meeting – Daniel Whipple
 - F. Regional Medical Response System quarterly activity report – Heather Yazdanipour
 - G. EMS for Children Quarterly Activity Report – Delores Welch
- VI. Business**
 - A. Update on number of Region 6 RTAB Annual Surveys received from members – Jason Likens
 1. CHG Cornerstone Hospital
 2. United EMS Lincoln County
 - B. Discussion of 2021 Board Meeting dates and times and solicitation for venue hosts – Jason Likens
 1. February 16th, 2021 – 1:00 pm –
 2. May 18th, 2021 – 1:00 pm –
 3. August 17th, 2021 – 1:00 pm –
 4. November 16th, 2021 – 1:00 pm –
 - C. 2021 Committee membership discussion – Jason Likens
 1. Regional Planning Committee
 2. Quality Improvement Committee
- VII. New Business**
(for matters not reasonably foreseen 48 hours prior to the meeting)
- VIII. Comments from the Board and General Members**

IX. Next Meetings

- A. Combined Region 6/8 Quality Improvement Committee
October 13th, 2020 – 10:00 am
- B. Central (6) Regional Planning Committee
November 17th, 2020 – 11:00 am
- C. Central (6) Regional Trauma Advisory Board
November 17th, 2020 – 1:00 pm

X. Adjournment



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Emergency Response Systems Stabilization Improvement Revolving Fund (OERSSIRF), and hospitals will be on March 6th. The Oklahoma EMS Information System (OKEMSIS) is hosting trainings on March 19th in Sapulpa and in Oklahoma City on May 28th; please contact Mr. Martin Lansdale to sign up for them. Trainings are scheduled for the Trauma Registry on March 4th at Moore-Norman Technology Center, September 16th in Lawton, and November 18th in Woodward; please contact Dr. Yang Wan to sign up for any of these sessions. Ms. Marva Williamson is the point of contact for the Trauma Care Assistance Revolving Fund with upcoming application deadlines for hospitals on June 1st and EMS and physicians on June 20th. Emergency Systems is hosting an EMS Director Training on March 31st; please contact our office. Oklahoma Trauma Education Program (OTEP) offerings will be in Region 2 on March 24th, Region 5 on June 23rd, Region 3 on September 22nd, and Region 1 December 8th.

B. Oklahoma Trauma and Emergency Response Advisory Council report from previous meeting

Mr. Eddie Sims provided the OTERAC report. He stated the last meeting had business items discussing regulations such as the recent law that amended the list of legal infractions that previously prohibited an individual from obtaining a professional license and the revised EMS rules that are going through the legislative pipeline with a potential implementation this summer or fall. He stated that the Council approved a treatment algorithm for Level III and Level IV stroke centers as approved by the Oklahoma State Stroke System Advisory Council (OSSSAC). Lastly, a request to create a STEMI Steering Committee that would gather information about the need for an organized statewide STEMI system of care was tabled until more information about the need for such a group is learned.

C. Quality Improvement Committee quarterly activity report

Mr. Sims stated that the Committee met in January and reviewed approximately ten cases. He stated that there were no new trends identified at this meeting, but the Committee identified cases where good job letters should be sent. The Committee has moved to utilizing electronic records for case review rather than mailing and reviewing paper records. He also expressed how the Committee is having difficulty in obtaining complete patient records from facilities in the region.

D. Regional Planning Committee quarterly activity report

Mr. Sims reviewed the discussions from this morning's meeting which included the need for entities which have not yet completed the annual survey to do so in order for the revision of the trauma plan can be made. The Committee will be reviewing bylaw language regarding the ability of one person to represent more than one licensed entity.

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- E. Region 8 Trauma Rotation Committee report from previous meeting
Mr. Whipple stated that the Committee approved the proposed schedules through summer. The Committee discussed the idea of removing the requirement of the on-call facility to have neurosurgery. This is due to the increased number of neurosurgeons present in the Oklahoma City area due to the increased capabilities regarding stroke. The Committee had a working group to discuss this, and they recommended that the current requirement to have neurosurgery be maintained. Lastly, the Committee reviewed its draft bylaws before sending them to the Region 8 RTAB for approval.
- F. Regional Medical Response System quarterly activity report
Ms. Heather Yazdanipour reported that the Health Care Coalition (HCC) has been working on the pediatric surge annex for the regional plans. The plan is due to be completed June 30th. The HCC is in need of volunteers from hospitals to help draft the plan. Drills regarding Personal Protective Equipment (PPE) status have gone well, and planning for the 25th anniversary of the Murrah Federal Building bombing memorial and marathon are underway. The HCC is looking for volunteers, especially for those who would be able to work in the Medical Emergency Response Center (MERC); if anyone is interested in helping, please contact Ms. Yazdanipour.
- G. EMS for Children Quarterly Activity Report
There was no representative from EMS for Children present at today's meeting.

VI. Business

- A. Update on number of Region 6 RTAB Annual Surveys received from members
Mr. Whipple reviewed the number of agencies that had not completed the Regional Planning Committee Annual Survey. That list included Chandler Ambulance, Mercy Hospital Logan County, Cornerstone Specialty Hospitals Shawnee, Pafford EMS, SSM Health St. Anthony Hospital – Shawnee, and United EMS Lincoln County.
- B. Accept volunteers and recommendations for Quality Improvement Committee membership:
1. Julia Day
2. Mike Isaac
3. Willis Snowden
A motion to add Julia Day, Mike Isaac, and Willis Snowden to the Quality Improvement Committee was made by Elizabeth Lambert and seconded by Eddie Sims. There was no discussion, and the motion passed 9-0.
- C. Discussion, consideration, possible action, and vote to recommend to the Oklahoma State Stroke System Advisory Council amendments to the Rural EMS Stroke Triage Algorithm
Mr. Sims participated in a conference call facilitated by the Oklahoma State Stroke

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Coordinators Association and Resources (OSSCAR) group to discuss a prehospital stroke triage guideline. As presented on the conference call, a window for thrombolytic usage was set for four and one half hours. Mr. Sims had concerns that the guideline did not address the logistical issues of moving the patient from the scene to a hospital that is capable of administering the thrombolytic as well as the time it takes to administer the drug. He recommended language that would account for that so that the patient would be in a position to receive the drug before the four and one half hour window passes. Liz Lambert stated that the hospital goal is to administer the drug within sixty minutes from the patient's arrival, and she recommended language that stated the patient should arrive at the hospital before three and one half hours after the last known well time. If that timeframe cannot be met, she recommended that the patient be transported directly to a Level I stroke center or a Level II stroke center capable of performing endovascular procedures.

D. Discussion, consideration, possible action, and vote to approve regional trauma system goals to include planning and implementation by January 2021

A motion to have the Regional Planning Committee develop a plan to implement the goals of reducing initial hospital length of stay for patients with Injury Severity Score of sixteen or greater by three percent and to reduce the number of Priority 1 patients delivered to a Level III or Level IV trauma center by ambulance by three percent by the end of 2021 by Steve Moran. The motion was seconded by Eddie Sims. There was no discussion, and the motion passed 10-0.

VII. Presentation

A. Process Improvement – Daniel Whipple, OSDH

Daniel Whipple spoke of process improvement steps based upon Lean Processing and Six Sigma methodologies. He began by reviewing the OSDH Emergency Systems mission statement of getting the right patient to right place getting the right treatment in the right amount of time. The main goals of Lean processing are to eliminate or reduce waste by improving process flow. This accomplished by using five principles that include: defining the expectation from the customer's perspective and removing process steps that detract from achieving that expectation; identifying all steps in the process and removing areas that incorporate waste; making the process meet the customer's needs; empowering employees; and creating a culture of continuous improvement. Six Sigma utilizes a mnemonic to assist with process changes: DMAIC. First, an issue must be defined; then the current state is measured; opportunities for improvement are analyzed; the process is improved by implementing those opportunities; and quality control processes are used to ensure its success. Mr. Whipple then reviewed 2018 data pertaining to the number of Priority 1 patients that EMS delivered to Level III and IV Trauma Centers and the number of patients with Injury Severity Scores (ISS) of ≥ 16 that were transferred from Region 6. Mr. Whipple expressed his desire for the region to use the tools discussed today to

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decrease the number of P-1 patients transported to Level III and IV Trauma Centers and to decrease the length of stay for transferred $ISS \geq 16$ patients by 3% by the end of 2021. He emphasized that this goal is attainable and will help set the stage to make larger changes in those numbers in the future.

VIII. New Business

(for matters not reasonably foreseen 48 hours prior to the meeting)

Elizabeth Lambert requested to be added to the Regional Planning Committee. A motion was made by Eddie Sims to add Ms. Lambert to the Regional Planning Committee and seconded by Steven Paul. There was no further discussion, and the motion passed 10-0.

IX. Comments from the Board and General Members

There were no comments from the Board or General Members.

X. Next Meetings

- A. Oklahoma Trauma and Emergency Response Advisory Council
Regulations workgroup
Oklahoma State Department of Health
November 13th, 2019 – 9:00 am
- B. Combined Region 6/8 Quality Improvement Committee
OU Medicine – Nicholson Conference Center
940 Northeast 13th Street
Oklahoma City, OK 73104
December 12th, 2019 – 1:00 pm
- C. Oklahoma Trauma and Emergency Response Advisory Council
Systems Improvement and Development workgroup
Oklahoma State Department of Health
January 16th, 2020 – 10:00 am
- D. Oklahoma Trauma and Emergency Response Advisory Council
Oklahoma State Department of Health
1000 Northeast 10th Street
Oklahoma City, OK 73117
February 12th, 2020 – 1:00 pm
- E. Central (6) Regional Planning Committee
INTEGRIS Canadian Valley Hospital
1201 Health Center Parkway
Yukon, OK 73099
February 18th, 2020 – 11:00 am
- F. Central (6) Regional Trauma Advisory Board
INTEGRIS Canadian Valley Hospital
1201 Health Center Parkway
Yukon, OK 73099
February 18th, 2020 – 1:00 pm

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XI. Adjournment

A motion to adjourn was made by Elizabeth Lambert and seconded Richard Robinson.
The meeting adjourned at 2:29 pm.

Approved

Jason Likens, Chair
Central Region (6) Regional Trauma Advisory Board
May 19th, 2020

DRAFT

Board of Health



CENTRAL (6) REGIONAL TRAUMA ADVISORY BOARD
2019 ATTENDANCE

Board Member	Representative	1Q	2Q	3Q	4Q	2019
<i>Chandler Ambulance</i>	Billy Buchanan	X				100%
	Bobby Buchanan					
<i>EMSSTAT</i>	Eddie Sims	X				100%
	Mike Combs					
<i>INTEGRIS Canadian Valley Hospital</i>	Elizabeth Lambert	X				100%
	Terra Collie					
<i>McClain-Grady County EMS</i>	Robin Robinson	X				100%
	Donnie Neer					
<i>Mercy Hospital Logan County, Inc.</i>	Daniel Calvert	X				100%
	Robin Channel					
<i>Noble Fire Department</i>	Steven Paul	X				100%
	Phil Scott					
<i>Norman Regional</i>	Jan Emmons	X				100%
	Eddie Sims					
<i>Purcell Municipal Hospital</i>	Steve Moran	X				100%
	Brittany cully					
<i>REACT EMS</i>	Willis Snowden	X				100%
	Galen Hankal					
<i>Samaritan EMS - Yukon</i>	Jason Likens	X				100%
	Chris Prutzman					

General Member	Representative	1Q	2Q	3Q	4Q	2019
<i>Cornerstone Specialty Hospitals Shawnee</i>	Kris Karns	A				0%
<i>EMSC</i>	Delores Welch	A				0%
<i>Guthrie Fire EMS</i>	Eric Harlow	A				0%
	Blake Braden					
<i>J.D. McCarty Center for Children</i>	Michael Isaac	X				100%
	Suanne Livingston					
<i>Miller EMS - Cashion/Crescent</i>	Jeni GettysBourke	X				100%
<i>MMRS/RMRS</i>		X				100%
<i>Pafford EMS of Oklahoma (El Reno)</i>		A				0%
<i>Prague Community Hospital</i>	Rachel Pritchett	X				100%
	Jennifer Messer					
<i>SSM Health St. Anthony Hospital - Shawnee</i>	Brandi Parsons	X				100%
	Rebecca Snowden					
<i>Stroud Regional Medical Center</i>	Julia Day	X				100%
	Dahna Abbey					
<i>Team Health</i>	Steven Roberts	A				0%
<i>TReC</i>		A				0%
<i>United EMS - Lincoln County</i>	Diana Whitten	A				0%
	Gerald Luschen					
<i>Wadley's EMS, Inc</i>	Dalton Bebout	A				0%
	Kathleen Heck					

TRAUMA FUND OCTOBER 2020 (Claims January 1, 2019 to June 30, 2019)
Projected Timelines and Activities (Updated 06 16 2020)

The processes and/or timelines listed below are subject to change.
Refer to the Application Notification Letter (email) for final instructions and deadline dates.

HOSPITALS

January 24, 2020	Data Error Report and Transfer Feedback Report identifying incomplete Trauma Registry data submitted, available for all Trauma Registrars via Box. For inquiries, please email esystems@health.ok.gov .
February 21, 2020	All incomplete/corrections in the Data Error Report must be submitted to the Trauma Registry by this deadline. (Incomplete cases are NOT eligible for Trauma Fund reimbursement.)
<p>↑ ↑ ↑</p> <p>- Above are MANDATORY TRAUMA REGISTRY ACTIVITIES -</p> <p>- For interested providers only - TRAUMA FUND APPLICATION ACTIVITIES BEGINS -</p> <p>↓ ↓ ↓</p>	
March 16, 2020	Notification sent to Trauma Registrars from Emergency Systems with instructions for downloading your facility-specific Major Trauma Case List from A T & T BOX. The MAJOR TRAUMA CASE LIST identifies clinically qualified major trauma cases as reported to the Trauma Registry. It is the responsibility of Trauma Registrars to review this in order to confirm/refute the List. Detailed instructions are provided by email.
April 3, 2020	5:00 PM: Deadline to respond to OSDH Emergency Systems office for Major Trauma Case List. <u>No changes to the Major Trauma Case List are allowed after this deadline. Any cases with data errors that were not corrected are not eligible for reimbursement. However, it is still the Registrar's responsibility to complete the corrections as required for your Hospital's licensure.</u>
April 17, 2020	Notification Letter with instructions and Major Trauma Summary Sheet e-mailed from OSDH to Hospital Administrator. <i>Trauma Registrars will receive a copy of the letter with additional instructions by email.</i>
June 1, 2020*	<u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission</u>
October 2020	Anticipated start date for distribution of reimbursement checks to eligible providers – <i>Installments 1 through 6.</i>

*May 30 occurs on a Saturday.

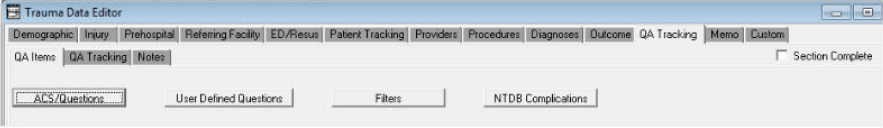
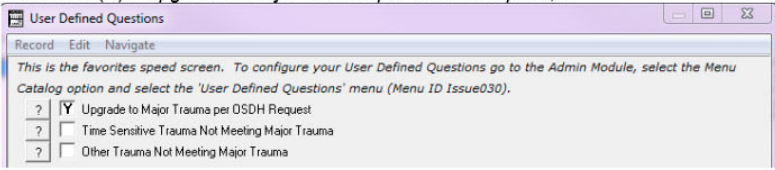
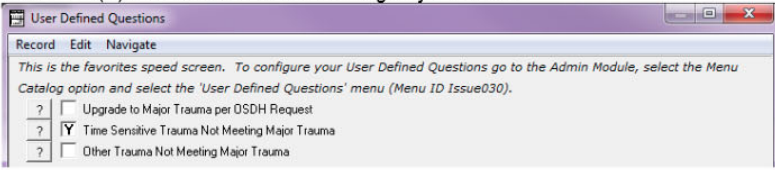
EMS PROVIDERS

April 27, 2020	Notification Letter and instructions provided by OSDH to EMS Director, along with access to a listing of cases that potentially meet "Trauma Fund – EMS Criteria" as submitted to OKEMSIS by the EMS provider. All EMS cases must be entered into OKEMSIS in accordance with OAC 310: 641-3-160.
June 15, 2020	<u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission.</u>
October 2020	Anticipated start date for distribution of reimbursement checks to eligible providers – <i>Installments 1 through 6.</i>

PHYSICIANS

April 27, 2020	Notification Letter with instructions available on the Trauma Fund webpage for download.
June 15, 2020	<u>DEADLINE: Complete application package in the required format must be received in the OSDH Emergency Systems office by 5:00 P.M. – see Checklist for Submission</u>
October 2020	Anticipated start date for distribution of reimbursement checks to eligible providers.

TRAUMA FUND UPDATE (Updated 06 16 2020)

Subject		Updates on current issues							
Distributions	<p>2020 April (Claims July 1, 2018 to December 31, 2018J)</p>	<p>Monthly Fund disbursement: Beginning April 2020 through September 2020</p> <table border="1"> <tr> <td>Installment 1: May 2020</td> <td>Installment 4:</td> </tr> <tr> <td>Installment 2: May 2020</td> <td>Installment 5:</td> </tr> <tr> <td>Installment 3: June 2020</td> <td>Installment 6:</td> </tr> </table> <p>Eligible recipients should receive notification of electronic fund transfer (EFT). Recipient payment listing is available for download from http://www.ok.gov/health/Protective_Health/Emergency_Systems/Trauma_Division/Trauma_Care_Assistance_Revolving_Fund/Reports/index.html</p>		Installment 1: May 2020	Installment 4:	Installment 2: May 2020	Installment 5:	Installment 3: June 2020	Installment 6:
	Installment 1: May 2020	Installment 4:							
Installment 2: May 2020	Installment 5:								
Installment 3: June 2020	Installment 6:								
<p>2020 October (Claims January 1, 2019 to June 30, 2019)</p>	<p>The application period for Hospitals closed on June 1, 2020, with EMS & Physicians closing on June 15, 2020. Completed applications must be delivered or submitted by mail, and must be received by 5:00 pm on the respective deadline date.</p>								
	<p>2021 April (Claims July 1, 2019 to December 31, 2019)</p>	<p>Trauma Fund Application Webinars are scheduled on the following dates: October 14,-Hospitals; October 21, EMS Providers; October 28, Physicians Groups. The application period for Hospitals closes on Monday, November 30, 2020 @ 5:00 pm; EMS & Physician Groups close on Tuesday December 15, 2020 at 5:00 pm. The two sets of deadlines to submit your completed application package for Trauma Fund reimbursement are on the same dates every year; weekend or holiday deadline dates are moved to the following Monday/business day at 5:00 pm.</p>							
1. OSDH Points of Contact	<ul style="list-style-type: none"> • TRAUMA FUND = Marva Williamson, Trauma Fund Coordinator, marvaw@health.ok.gov; Linda Dockery, lindald@health.ok.gov • TRAUMA REGISTRY = Yang Wan, Ph.D., YangW@health.ok.gov; esystems@health.ok.gov • OKEMESIS (EMS Database) = Xana Howard, xanah@health.ok.gov 								
2. TIME SENSITIVE CASES REPORTING in Trauma Registry (CollectorV5)	<p>An email is sent to all Registrars in early September (or March) of each year to provide guidance to locate the checkboxes for "Upgrade to Major Trauma" and "Time Sensitive Cases". To be considered for reimbursement, all major cases and time-sensitive cases must be clearly marked:</p> <ol style="list-style-type: none"> 1) QA Tracking/User Defined Questions  2) Check Yes(Y) if <i>Upgrade to Major Trauma per OSDH Request</i>; or  3) Check Yes(Y) if <i>Time Sensitive Not Meeting Major Trauma</i>  								
3. EFT PAYMENTS	<p>HB 1086 (2011) requires Oklahoma state agencies to disburse payments electronically. Providers are encouraged to provide information that would allow for EFT (Electronic Fund Transfer). If you are still receiving paper checks, please send an email to esystems@health.ok.gov. Additional information and instructions will be provided. If you have changes to your business name, address, or Tax ID, you must submit a Vendor Payee form to receive payment. Email completed forms to esystems@health.ok.gov.</p>								

Region 6 Regional Planning Committee

Members

Eddie Sims, Chair

Julia Day

Daniel King

Jason Likens

Elizabeth Lambert

Region 6 Quality Improvement Committee

Members

Eddie Sims, Chair

Dr. Patrick Cody

James Girvin

Dr. Robin Mantoath

Richard Robinson



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OKLAHOMA TRAUMA SYSTEM QUALITY IMPROVEMENT PROCESS REFERRAL FORM

Please complete this form and attach related records.

Reporting individual contact information		<input type="checkbox"/> I wish to remain anonymous
<i>Date</i>		
<i>Full name and title</i>		
<i>Organization</i>		
<i>Telephone number</i>		
<i>Email address</i>		

Patient information for review	
<i>Date of incident</i>	
<i>Name of patient</i>	
<i>Patient date of birth</i>	
<i>Your medical record#</i>	
<i>Name of any other involved agency/facility</i>	

Reason for requesting review: <i>(Check all applicable boxes and include a brief narrative)</i>
<input type="checkbox"/> <i>Good Job!</i>
<input type="checkbox"/> <i>Incorrect application of the Trauma Triage, Transport, and Transport Algorithm</i>
<input type="checkbox"/> <i>Deviation from Regional Trauma Plan</i>
<input type="checkbox"/> <i>Delay in care</i>
<input type="checkbox"/> <i>Communication problems</i>
<input type="checkbox"/> <i>Refusal</i>
<input type="checkbox"/> <i>Other(please specify)</i>
Additional information:

Mail, fax, or email to:
 OKLAHOMA STATE DEPT. OF HEALTH
 EMERGENCY SYSTEMS: Attn. CQI
 1000 NE 10TH STREET, OKLAHOMA CITY, OK 73117-1299
 Phone: (405) 271-4027 Fax (405) 271-1045
 Email: esystems@health.ok.gov

REGIONAL TRAUMA ADVISORY BOARD
Authorized Representative Form

DATE: _____

- NEW APPOINTMENT
 UPDATED APPOINTMENT

TRAUMA REGION:

- | | | |
|-----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> NW REG-1 | <input type="checkbox"/> EC REG-4 | <input type="checkbox"/> TULSA REG-7 |
| <input type="checkbox"/> NE REG-2 | <input type="checkbox"/> SE REG-5 | <input type="checkbox"/> OKC REG-8 |
| <input type="checkbox"/> SW REG-3 | <input type="checkbox"/> CENTRAL REG-6 | |

ORGANIZATION NAME: _____

INDIVIDUAL AUTHORIZING APPOINTMENT OF RTAB REPRESENTATIVES:

Name: _____

Job Title: Hosp Admin. /or _____ EMS Director /or _____

Signature: _____

DESIGNATED REPRESENTATIVE: (please print legibly)

Name: _____

Job Title: _____

Email: _____

Telephone: _____

Facsimile: _____

ALTERNATE REPRESENTATIVE: (please print legibly)

Name: _____

Job Title: _____

Email: _____

Telephone: _____

Facsimile: _____

*** Please fax to the Emergency Systems at (405) 271-4240*** Update Annually***

Office Use Only:	
___ Distribution List	___ Attendance Roster
___ Sign in Form	___ Vote Call Form
(If new facility/agency – update rotation – trauma plans)	