



EMS Information Bulletin 2023-05

DATE: February 21, 2023

SUBJECT: Contact Information Update

TO: EMS Providers- all levels
EMS Agencies
EMS Educational Institutes
EMS Continuing Education Sponsors
Medical Command Facilities
TRAIN PA Users

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It is very important to maintain current contact information in the PA EMS Registry and in TRAIN PA. The Department of Health, Bureau of EMS uses this information to provide important notifications about your certification, licenses, accreditations, training opportunities and much more. It is your responsibility as a provider, agency manager, education institute administrator, con-ed sponsor and medical command facility to ensure this information is reviewed and updated on a regular basis.

The Bureau is requesting for you to review your contact information in all accounts in the [PA EMS Registry](#) and [TRAIN PA](#), including the EMS Organization to ensure the contact's name (where applicable), mailing address, phone number and email address are accurate and up to date. Email addresses are critically important as these are used as an initial communication method.

TRAIN PA updates: Please make all updates to your TRAIN PA account **BEFORE** any changes are made in the PA EMS Registry. TRAIN PA matches your information to your profile in the PA EMS registry and if the PA EMS registry is updated first, you won't be able to access TRAIN PA. Please verify under the PA EMS Attributes tab the correct regional EMS council is marked and that your county of residence is correct.

Please complete these reviews and make any necessary edits within thirty (30) days of the date of this bulletin and then on a regular basis as any of this information changes.

As a reminder, the EMS Systems Act, 35 Pa.C.S. §8113 (k) specifically addresses EMS providers' information.

§ 8113. Emergency medical services providers.

(k) Change of address. -- (1) An EMS provider and an applicant for EMS provider certification shall ensure that the department has the current address at which the person can be reached by mail at all times.

As well as 28 Pa. Code § 1027.3 (f) specifically addresses the EMS agency's requirement to update the management team list and 28 Pa. Code § 1025.2 (8) specifically addresses the accreditation process for EMS educational institutes.

§ 1027.3. Licensure and general operating standards.

(f) *Responsible staff.* An EMS agency shall ensure that persons who staff the EMS agency, including its officers, directors and other members of its management team, EMS providers and EMSVOs, are responsible persons. In making that determination, it shall require each person who staffs the EMS agency to provide it with the information and documentation an EMS provider is required to provide to the Department under § 1023.21(b) (relating to general rights and responsibilities) and require each EMSVO to provide it with the information and documentation an EMSVO is required to provide to the Department under § 1023.21(b), and to update that information if and when additional convictions, disciplinary sanctions and exclusions occur. The EMS agency shall consider this information in determining whether the person is a responsible person. An EMS agency shall also provide the Department with notice, at least 30 days in advance, of any change in its management personnel to include as a new member of its management team a person who has reported to it information required under this subsection.

§1025.2 Accreditation Process

(8) An EMS educational institute shall advise the Department at least 90 days prior to an intended change of ownership or control of the institute. Accreditation is not transferable to new owners or controlling parties.

If you need assistance in updating this information, please contact your regional EMS council. Thank you in advance for your cooperation.