COMMISSION ON ACCREDITATION OF MEDICAL TRANSPORT SYSTEMS

SUBJECT: Public Notification

POLICY: The Commission requires a program to inform the public of a scheduled site survey and invite them to provide the site survey team with relevant information. The program must provide an opportunity for members of the public to participate in a public information interview during a site visit. The public includes but is not limited to: referral and receiving agents**,** patients and their families; patient advocacy and advocacy groups; members of the community the program serves: and staff.

GUIDELINES:

1. The Commission requires that the program scheduled for a site visit post or make announcements of:
    a. The survey date
    b. The opportunity for a public information interview
    c. How to request an interview

2. Postings must be made in a format consistent with the one provided by the Commission (see example to follow) and should be posted in public areas where the program is based (reception areas, airport facilities, hospital reception areas etc.)

3. Advance Notice: These postings should be displayed at least 30 days prior to a site visit. Notices must remain posted until the survey is completed.

4. Informing the community: Reasonable steps must be taken to inform the community Of its opportunity for public information interviews at least 30 days before the site visit. Steps include:

    a. Informing all advocacy groups that have communicated with the program in the previous 12 months.

    b. Reaching other members of the community (choose at least two of the following strategies):

    - **Public service announcements**
    - **Classified advertisements**
    - **Postings on the program's website**
    - **Announcements in newsletters**
    - **Posting at corporate base accessible to the public**

c. Informing individuals who inquire about the a site visit the survey date and opportunity to participate.

5. Compliance with the Public Information Interview Policy

   a. The site surveyors will review the program's compliance with the policy outlines above and indicate whether it believes the program has complied with the policy during the closing conference. Findings will be included in the site surveyor's report to the Board.

6. Conducting the Public Information Interview

   a. Handling requests – Individuals requesting a public information interview are to submit their requests and the nature of the information in writing to the Commission no later than five days before a scheduled site visit.

   b. If the request is made to the program – the program will forward this request to the Commission. Individuals making oral requests should be instructed to make requests in writing.

7. Scheduling Interviews – the program must provide potential public information interview participants with sufficient advance notice. Prior to the site visit, the Commission is responsible for notifying individuals requesting an interview of the exact time date and place during the site visit. The program will alleviate any potential concerns about reprisals to individuals who participate in the interview process.

8. Interview Eligibility - Individuals whose written requests arrive too late or simply appear during a site visit will only be interviewed by the site surveyor if time permits. Otherwise, they are informed there is no time but offers them an opportunity to provide a subsequent written statement.

9. Interview Process – interviews are conducted by the site survey team, without the presence of program personnel. The program will provide reasonable accommodations for the interview(s).

10. An interview consists of an orderly receipt of information , orally or in writing, within a set time limit. This is not a debate but site surveyors may ask clarifying questions.

    Additionally, the site surveyors will not convey conclusions to any interviewee. The Board will consider the information along with the findings of the site surveyor(s).

PUBLIC NOTICE

The Commission on Accreditation of Medical Transport Systems will conduct an accreditation site visit of:

Mercy St. Vincent Life Flight

(name of the program)

On May 20 and 21, 2013

(site survey dates)

The purpose of the site visit will be to evaluate the program's compliance with nationally established medical transport standards. The site visit results will be used to determine whether, and the conditions under which accreditation should be awarded to the program.

CAMTS accreditation standards deal with issues of patient care and safety of the transport environment. Anyone believing that he or she has pertinent or valid information about such matters may request a public information interview with the CAMTS site surveyors at the time of the site visit. Information presented at the interview will be carefully evaluated for relevance to the accreditation process. Requests for public information interviews must be made in writing and sent to CAMTS no later than 5 business days before the site survey begins. The request should also indicate the nature of the information to be provided during the interview. Such request should be addressed to:

Office of the Executive Director
Commission on Accreditation of Medical Transport Systems
PO Box 130
Sandy Springs, SC 29677

The Commission will acknowledge such written requests in writing or by telephone and will inform the program of the request for an interview. The program will, in turn, notify the interviewee of the date, time and place of the meeting.

This notice is posted in accordance with the CAMTS requirements and may not be removed until the site visit is completed.

Date Posted:____May 1, 2013_____