



Division of Public Health Services

*Office of the Assistant Director
Public Health Preparedness Services*

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JANICE K. BREWER, GOVERNOR
CORY NELSON, INTERIM DIRECTOR

March 24, 2015

To all Arizona Licensed Air Ambulance Providers:

Under Arizona Administrative Code (A.C.C.) R9-25-710(A)(8-9), air ambulance providers must submit a portion of mission records on a monthly basis to the Bureau of Emergency Medical Services and Trauma System at the Arizona Department of Health Services. Recently, the Department has found that the information submitted by the various air providers is not consistent in format, in some cases does not provide all of the required data, and in others, provides data that is not required.

In an effort to ensure that all air ambulance providers submit the required elements in a consistent manner, a Run Log Template has been created with all of the required fields. Some providers have submitted the required data in an EXCEL spread sheet, this method has shown to be the most efficient and the Bureau requests that all providers submit the information in this format.

Additionally, to ensure that air ambulance providers submit all of the required elements, a Data Element Dictionary has been provided which provides the code citation, data element title and the options which can be entered for each data element. This also includes element field values and formats for records which are only required to be recorded and not submitted on a monthly basis. Moreover, please make certain not to include any individually identifiable health information per the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

In the coming months the Bureau will reevaluate the data submitted to the Department and identify those providers who are not meeting the requirements and notify them of the issue, requesting that they rectify it by making the appropriate adjustments, as required by rule. Please e-mail your logs to AZAirAmbulanceRunLog@azdhs.gov which will be used primarily for submittal of air ambulance run logs. Furthermore, this letter, the Air Ambulance Data Element Dictionary and a Run Log Template is available on the air ambulance home page under required reports <http://www.azdhs.gov/bems/ambulance/air.htm>

If there are any questions regarding this letter or the requirements established in rule, please call me at 602-364-3165 or email at Todd.Jaramillo@azdhs.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Jaramillo".

Todd Jaramillo, MHA
Ambulance Services Manager
Bureau of Emergency Medical Services and Trauma System