

 <p><b>DHR</b> GEORGIA DEPARTMENT OF HUMAN RESOURCES</p>	<p><b>Department of Human Resources Division of Public Health Office of Emergency Medical Services</b></p>	<p><b>Index: PRO-T-06 Effective: 01/01/2007 Review: 01/01/2008 Page: 1 of 1</b></p>
---	--	---

**SUBJECT: Request for EMS Program Site Code**

**PURPOSE:** This procedure defines the proper steps for requesting an Emergency Medical Services (EMS) Program Site Code.

**I. Procedure**

- A. An EMS Program Site Code is issued to any agency, or institution that teaches EMT-Basic (EMT-B), EMT-Intermediate (EMT-I), and / or EMT-Paramedic (EMT-P) courses.
- B. Agencies teaching First Responder courses will utilize the established Program Site Code of the approving Regional EMS Office.
- C. One of more EMS courses taught at an agency or institution may maintain the same program site code or may request separate site codes for EMT and Paramedic programs. If the agency or institution already has a site code, the Paramedic program will maintain that site code and a new site code may be issued for the EMT program. Off-campus courses and/or satellite courses taught through an agency or institution will be issued a separate site code. For example: Lanier Technical College - Forsyth Campus would be issued a separate program site code from Lanier Technical College - Main Campus (Oakwood).
- D. The EMS Course Coordinator will submit a written request on Form T-06A to the State Office of EMS (OEMS).
- E. The OEMS will make assignment and notification of the EMS Program Site Code to the requester, Regional EMS Office, Agency or Department Chair, Medical Director, the National Registry of EMTs and if applicable, the sponsoring hospital.
- F. The Regional EMS Program Officials will use the assigned Program Site Code number on any and all course correspondence referencing the program, agency, or institution site.