

## **Medical Incident Review Appeal Process**

In the event the affected provider does not agree with the findings in an incident review or in any event in which a provider's credentials have been suspended, he/she may submit his notice of appeal in writing to the Alexander County EMS Director, and the Alexander County Emergency Medical Services Training Coordinator within ten (10) business days of the receipt of the decision.

After receipt of the appeal, the EMS Director will notify the Appeal Committee of the appeal. The Appeal Committee will set an appeal date, which should be no greater than ten (10) business days after the receipt of the appeal letter, provided however, that this time period may be extended if circumstances warrant.

## **Quality Management Committee**

This Appeal Committee shall serve as a subcommittee of the EMS Quality Management Committee, and function in accordance with N.C.G.S. 131E-95 and section .3101 of the NC Administrative Code.

Purpose: For review and disposition of matters related to EMS personnel, to include didactic practical skills, in the effort to maintain performance improvement of the EMS system and its delivery of service from both new and existing staff.

The Appeal Committee shall consist of:

EMS Director

Training Coordinator

Chair of Training Committee or designee

HR Director or Assistant HR Director

Medical Director or Assistant Medical Director

Peer of the appellant (EMR, EMT, Paramedic, as appropriate)

1. Once the Appeal Committee is in session, the suspended provider will have a maximum of 30 minutes to present his case to the Committee. This presentation can include documentation, witnesses, etc. After 30 minutes or at the conclusion of the presentation, whichever comes first, the appeal committee may ask questions of the provider.
2. After the suspended provider has discussed the case, the Medical Director will have a maximum of 30 minutes to present his case to the Committee. This presentation can include documentation, witnesses, etc. After 30 minutes or at the conclusion of the presentation, whichever comes first, the appeal committee may ask questions of the Medical Director.
3. After the Appeal Committee has heard both sides of the case, the Appeal Committee will convene in closed session to discuss the presentations involving the case.
4. After discussion of the case, the Appeal Committee will discuss and vote on one of the following options:

- Recommend an Overturn to the Medical Director designation/penalty.
  - Accept the appealed category designation/penalty.
  - Accept the appealed category designation but consider a lesser penalty.
  - Accept the appealed category designation but consider a greater penalty.
5. After a simple majority vote by the Appeal Committee, the board will meet with the Medical Director and the Committee Chair/EMS Director will present the case to the Medical Director. The Medical Director decision is **FINAL** within the ALEXANDER COUNTY EMS SYSTEM.
  6. The next business day following the appeal hearing, the suspended provider, the Medical Director, the EMS Director will be provided with written documentation of the Appeal Committee decision.
  7. Upon receipt of the decision, the EMS Director will place the letter in the suspended provider's personnel file and take actions as dictated by the decision.
  8. Written notification will be sent to NC Office of EMS.
  9. The appropriate action will be taken by ALEXANDER COUNTY EMS based on HR recommendation and guidelines. If the provider is not employed by ALEXANDER COUNTY EMERGENCY SERVICES a letter will be sent to the appropriate agency regarding the Appeal Committee's decision and that agency will take the appropriate action based on the committee's decision.
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