



**MISSISSIPPI STATE DEPARTMENT OF HEALTH**

**Bureau of Emergency Medical Services  
Non-Emergency Medical Transport Application**

Complete and return this application with all supporting documentation and payment to:

Bureau of Emergency Medical Services  
Attn: Licensing/Inspections/Compliance  
310 Airport Road South  
Suite B  
Pearl, MS 39208  
or via email: [steven.jones@msdh.ms.gov](mailto:steven.jones@msdh.ms.gov)

**SECTION 1 – Non-emergency Medical Transport (NEMT) Business Information**

Business Name:

Primary Physical Station Address:	Street Address:		
	City:	State:	Zip:
Mailing Address:	Street Address:		
	City:	State:	Zip:

**SECTION 2 – OWNER/APPLICANT INFORMATION**

Owner Name:

Owner Type:	Sole Proprietorship		
	Corporation		
	Other (Please list):		
Address:	Street/Box/Route:		
	City:	State:	Zip:
	Phone #:	Fax #:	

E-Mail Address:

### SECTION 3 – MANAGER/POINT OF CONTACT INFORMATION

Manager/Contact Name:

Manage Contact Phone: Office & Cell #

Manager/Contact E-Mail Address:

### SECTION 4 – MINIMUM REQUIREMENTS:

#### Operations Site:

- Operation shall provide for the on-site collection and maintenance of records
  - Accounting for all patients transported, including date of service, time of service, vehicle used, and driver in attendance
  - Employee records on all drivers for a period not less than five (5) years Operators
  - Records related to the issuance of permits and present the same on request of BEMS staff

#### Vehicle Permits:

- Door placard reads: NON-EMERGENCY MEDICAL TRANSPORT VEHICLE – THIS SERVICE DOES NOT PROVIDE MEDICAL CARE
- Required minimum equipment:
  - Cell phone capability to access 911
  - Two-way communications equipment to facilitate communications with operations base
  - Fire extinguisher
  - First aid kit
  - Seat belt cutter
  - Seat belt extender
  - Wheelchair loading and transport system for vehicles transporting wheelchair patients
  - Pocket mask device for CPR
  - High-visibility safety apparel (see Rule 1.20.6, MS EMS Rules and Regulations)

#### Drivers

- Non-emergency medical transport drivers must meet the following standards:
  - Initial and annual criminal background check with fingerprint clearance processed through the Department's Healthcare Background Check process
  - Initial and annual motor vehicle records (MVR) check clearance from the Department of Public Safety, verifying driving license at the level required for driving vehicles assigned to him/her;
  - Initial and annual negative result urine drug screen;
  - Initial and annual verification that the driver does not appear on the Office of Inspector General (OIG) exclusion list(s);
  - Initial and annual verification of appropriate training in use of the vehicle assigned to him/her, safety equipment recommended for the vehicle assigned to him/her; equipment installed in the vehicle assigned to him/her used in the transfer and/or transport of patients
  - Current certification in cardiopulmonary resuscitation





**DETERMINATION:**

\* Application approved following site visit and verification of driver requirements

\* Application partially approved with explanation:


\* Application incomplete, returned for additional information

\* Application not approved with explanation:


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Bureau of EMS Staff Member Signature:

Date: