

# KOOTENAI COUNTY EMS SYSTEM

## Non-Emergent Transport Checklist

**(Transports not going to the Emergency Department)**

Kootenai County EMS is committed to providing efficient and sustainable service to the citizens and visitors of Kootenai County. We strive to ensure proper utilization of appropriate resources for 911 and inter-facility ambulance transports.

*If you have a resident that requires emergent services and needs to be seen in the Emergency Department, please call 911.*

- 24 – 48 hours prior to transport/appointment
  - Fax the following forms to Kootenai County EMS @ 208-930-4259
    - ✓ Non-Emergent Transport Request Form
    - ✓ Medical Necessity Certification (PCS)
    - ✓ Facility facesheet
  - If faxed during business hours, we will call the person requesting the transport to schedule the appointment. If faxed after business hours, we will call the following business day.
- Give paperwork to the crew when they pick up the patient.
- Make sure the destination facility is prepared to take over patient care upon drop off.
- Reach out to us for replacement forms or download from our website.

Kootenai County EMS is the primary 911 ambulance provider for Kootenai County. On occasion, things happen beyond our control, and we will have to divert an ambulance to an emergency call. We will make every effort to get your resident to their appointment on time. We appreciate your patience and understanding in these rare instances.

If you have any questions, please call or email us during business hours.

**Kootenai County Emergency Medical Services System • 208-930-4224 • Fax 208-930-4259**

**[info@kcemss.org](mailto:info@kcemss.org) • [www.kcemss.org](http://www.kcemss.org)**

**Office Hours Monday – Thursday 0730 – 1600 • Friday 0730 - 1400**



*To provide exceptional, compassionate and innovative medical care and service to the citizens and visitors of Kootenai County.*