## Hennepin

## **Emergency Medical Services Council**

Health Services Building – MC L963 525 Portland Avenue South Minneapolis, MN 55415-1569 612-348-6001, Phone 612-348-3830, Fax chd.ems@hennepin.us



## INSTRUCTIONS FOR HENNEPIN COUNTY MEDICAL CONTROL PHYSICIAN CERTIFICATION

- 1. Go to http://www.hennepin.us/ems
- 2. Locate the Medical control and other forms section:
  - Click on the + symbol to open the drawer menu
- 3. Locate the Initial certification section. You will find five items needed to complete the certification process:
  - Instructions for medical control certification
  - EMS medical control training program for emergency department physicians
  - Medical control certification form
  - Medical control certification exam
  - Medical control certification exam answer sheet
- 4. Click on the link: EMS medical control training program for emergency department physicians:
  - This will launch the training video (hosted on YouTube). Watching the training video is required prior to taking the exam, and will take approximately 25 minutes.
- 5. After completion of the training program, print the documents necessary for taking the certification exam:
  - Medical control certification form
  - Medical control certification exam answer sheet
- 6. Complete the Medical control certification exam:
  - Self administer the exam. Answers should be recorded on the Medical control certification exam answer sheet. Each physician taking the exam should turn in a separate answer sheet.
- 7. Complete the Medical control certification form:
  - For each physician taking the exam, the hospital/ED Medical Director, or his/her designee, must complete a Medical control certification form. The Medical Director (or designee) must sign the certification form. Please note, the form may be filled out by the individual taking the exam but only the Medical Director (or designee) may sign.

8. For each physician taking the exam submit the completed Medical control certification form and Medical control exam answer sheet to the Health Authority either by mail or e-mail (scans of your printed documents):

E-Mail chd.ems@hennepin.us

Mail: Emergency Medical Services Planning and Regulation Unit

Hennepin County

Human Services and Public Health Department

525 Portland Ave South, MC 963 Minneapolis, MN 55415-1569

- 9. Upon receipt of the Medical control certification form and accompanying Medical control certification exam answer sheet, the Health Authority will score the exam. A score of 80% is required to pass.
- 10. A four-digit Medical control identification number will be issued to each physician with a passing score.

Should you have any questions, please feel free to contact the EMS Unit by phone at 612-348-6001 or via e-mail at <a href="mailto:chd.ems@hennepin-us">chd.ems@hennepin-us</a>.