

**Hennepin County EMS System**  
**Mandatory Medical Control Hospital Radio Checks**  
**Approved by the Hennepin County EMS Council, April 14, 2016**

I. Purpose & Applicability

The purpose of this policy is to establish standards within the Hennepin County EMS system for conducting radio checks to assure the integrity of the medical control communication system. This policy applies to facilities certified and approved by the Hennepin County EMS Council (see *Standards for Medical Control Hospitals and Physicians* policy) to provide medical control.

II. Radio Check Process

1. At 8 am, the first Monday of each month, the Hennepin County Public Health EMS Unit will send a notification e-mail to each Medical Control hospital's EMS Council regular administrative representative (or designee) informing them to initiate the mandatory radio check.
  - The e-mail will contain instructions to conduct the radio check and a link that hospitals will click on once their radio check is done to certify completion.
2. The mandatory radio check shall be initiated by the medical control hospital starting on the first Tuesday of each month (day after the e-mail is sent).
3. Medical control hospitals have 48 hours (beginning at 8 am on the first Tuesday of each month) to do their radio check, at their time of choosing, with the West MRCC.
  - Each medical control hospital shall hail the West MRCC on the hospital's respective talk group channel (during the 48 hour period) by stating "West MRCC this is <hospital name>, radio check."
  - If the West MRCC fails to acknowledge the hail, the hospital shall re-hail the West MRCC two more times (allowing for time between hails for the West MRCC to respond).
  - If the West MRCC fails to acknowledge after three attempts to hail for a radio check the hospital shall landline the West MRCC and request a radio check.
4. Once a hospital has successfully completed its radio check with the West MRCC the hospital will notify the EMS Unit by clicking on the link in the original notification e-mail and following the instructions.
5. Hospitals failing to complete a radio check within the designated 48 hour period will receive a follow-up contact from the EMS Unit notifying them to complete their radio check.