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|  Mississippi Trauma Care System Foundation, Inc. | Policy # ADM-5 |
| | Subject: Education and Education Funding |
| Effective Date: July 1, 2020 | Revision: Rev.5.0 ; Date: 01/15/2023 |

Support Mechanism

In accordance with Title 15: Mississippi Department of Health Part 3: Bureau of Acute Care Systems Subpart 1: Trauma System of Care Mississippi State Department of Health Rules and Regulations, The Department has contracted with Mississippi Trauma Care Systems Foundation, Inc. (MTCSF) for Trauma Care Trust Fund (TCTF) for administrative support and the distribution of TCTF funds to designated trauma centers and EMS agencies.ⁱ

MTCSF shall comply with all MS Trauma System Rules and Regulations and applicable Mississippi State Department of Health (MSDH) policies (including but not limited to policies for audits, funding, trauma center designation, and performance improvement).

The Trauma Care Trust Fund (TCTF) shall serve as the financial support mechanism for developing the Mississippi Trauma Care System. MTCSF shall distribute trauma care funds to designated trauma centers and EMS providers as provided for by statute and Trauma System Rules and Regulations; however, the MSDH, not MTCSF, is responsible for determining the amount of funds due and owing to each trauma center and EMS provider and providing the funds to MTCSF for such payment as follows:

- MTCSF shall distribute said funds as calculated by the CPA vendor and provided through MSDH with MSDH's approval.
- MTCSF shall maintain and provide access to all records used in the fund distribution process (including but not limited to trauma center applications, EMS operator applications, account ledgers, copies of checks or payment records) for review during the Annual Programmatic and Financial Audit (to be carried out by MSDH in October each year for the previous fiscal year).
- MTCSF shall retain all program and financial records for a minimum of three (3) Years.
- MTCSF may withhold payments from the Trauma Care Trust Fund when notified by the MSDH that a trauma center or EMS agency is not in compliance with Trauma System Rules and Regulations and/or MSDH policy.ⁱⁱ

Scope

As of May 2020, the Trauma Care System consists of 86 trauma centers designated at their respective level based on staff and resources: 4 Level I Trauma Centers, 3 Level II Trauma Centers, 16 Level III Trauma Centers, 62 Level IV Trauma Centers, and two burn centers.

| MS DESIGNATED TRAUMA CENTERS | PHYSICAL ADDRESS | CITY | Zone |
|---|--------------------------------|---------------|-------------|
| | | | |
| LEVEL I (4 HOSPITALS) | | | |
| University of MS Medical Center | 2500 North State Street | Jackson | Central |
| Le Bonheur Children's Hospital | 848 Adams Ave. | Memphis | North |
| Regional One Health | 877 Jefferson Avenue | Memphis | North |
| USA Health University | 2451 University Hospital Drive | Mobile | South |
| | | | |
| LEVEL II (3 HOSPITALS) | | | |
| North MS Medical Center-Tupelo | 830 South Gloster | Tupelo | North |
| Forrest General Hospital | 6051 US Highway 49 | Hattiesburg | South |
| Memorial Hospital at Gulfport | 4500 13th Street | Gulfport | South |
| | | | |
| LEVEL III (16 HOSPITALS) | | | |
| Anderson Regional Medical Center | 2124 14th Street | Meridian | Central |
| Baptist Memorial Hospital-DeSoto | 7601 Southcrest Parkway | Southaven | North |
| Baptist Memorial Hospital-Golden Triangle | 2520 5th Street North | Columbus | North |
| Baptist Hospital-North MS | 1100 Belk Blvd | Oxford | North |
| Delta Regional Medical Center | 1400 East Union Street | Greenville | North |
| Garden Park Medical Center | 15200 Community Road | Gulfport | South |
| Magnolia Regional HealthCenter | 611 Alcorn Drive | Corinth | North |
| Merit Health-Biloxi | 150 Reynoir Street | Biloxi | South |
| Merit Health Central | 1850 Chadwick Drive | Jackson | Central |
| Merit Health River Oaks | 1030 River Oaks Drive | Flowood | Central |
| Merit Health - Wesley | 5001 Hardy Street | Hattiesburg | South |
| Ocean Springs Hospital | 3109 Bienville Boulevard | Ocean Springs | South |
| OCH Regional Medical Center | 400 Hospital Road | Starkville | North |

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|---------------------------------------|----------------------------|---------------|---------|
| Rush Foundation Hospital | 1314 19th Avenue | Meridian | Central |
| Singing River Hospital | 2809 Denny Avenue | Pascagoula | South |
| South Central Regional Medical Center | 1220 Jefferson Street | Laurel | South |
| | | | |
| LEVEL IV (62 HOSPITALS) | | | |
| Alliance Healthcare | 1430 Hwy 4 East | Holly Springs | North |
| Baptist Medical Center - Attala | 220 Highway 12 West | Kosciusko | Central |
| Baptist Medical Center-Yazoo City | 823 Grand Avenue | Yazoo City | Central |
| Baptist Memorial Hospital-Calhoun | 140 Burke Road | Calhoun City | North |
| Baptist Memorial Hospital-Booneville | 100 Hospital Street | Boonville | North |
| Baptist Medical Center- Leake | 310 Ellis Street | Carthage | Central |
| Baptist Memorial Hospital-Union Co | 200 Highway 30 West | New Albany | North |
| Bolivar Medical Center | 901 E Sunflower Rd | Cleveland | North |
| Choctaw Regional Medical Center | 8613 MS Hwy 12 | Ackerman | Central |
| Claiborne County Hospital | 123 McComb Avenue | Port Gibson | Central |
| Copiah County Medical Center | 233 Magnolia Street | Hazlehurst | Central |
| Covington County Hospital | Sixth & Holly Street | Collins | South |
| Field Health System | 178 Hwy 24 | Centreville | South |
| Franklin County Memorial Hospital | Hwy 84 & Union Church Rd | Meadville | South |
| George Regional Hospital | 859 Winter Street | Lucedale | South |
| Greene County Hospital | 1017 Jackson Ave. | Leakesville | South |
| Greenwood Leflore Hospital | 1401 River Road | Greenwood | North |
| H.C. Watkins Memorial Hospital | 605 South Archusa Ave | Quitman | Central |
| Highland Community Hospital | 801 Goodyear Boulevard | Picayune | South |
| Jefferson Davis Community Hospital | 1102 Rose Street | Prentiss | South |
| John C. Stennis Memorial Hospital | 14365 Highway 16 West | DeKalb | Central |
| King's Daughters Medical Center | 427 Hwy 51 N | Brookhaven | Central |

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| Laird Hospital | 25117 Highway 15 South | Union | Central |
| Lawrence County Hospital | 1065 E Broad Street | Monticello | South |
| Magee General Hospital | 300 SE 3rd Avenue | Magee | Central |
| Marion General Hospital | 1560 Sumrall Road | Columbia | South |
| Merit Health Madison | 161 River Oaks Drive | Canton | Central |
| Merit Health-Natchez | 54 Sergeant Prentiss Dr. | Natchez | South |
| Northwest Mississippi Medical Center | 1970 Hospital Drive | Clarksdale | North |
| Merit Health Rankin | 350 Crossgates Boulevard | Brandon | Central |
| Merit Health River Region | 2100 Highway 61 North | Vicksburg | Central |
| Methodist Health Care - Olive Branch Hospital | 4250 Bethel Rd | Olive Branch | North |
| Monroe Regional Hospital | 400 South Chestnut Street | Aberdeen | North |
| Mississippi Baptist Medical Center | 1225 North State Street | Jackson | Central |
| Neshoba County General Hospital | 1001 Holland Avenue | Philadelphia | Central |
| North MS Medical Center-Eupora | 70 Medical Plaza (600 Old Hwy 9 South) | Eupora | North |
| NMMC Gilmore-Amory | 1105 Earl Frye Boulevard | Amory | North |
| North MS Medical Center-Iuka | 1777 Curtis Drive | Iuka | North |
| North MS Medical Center-Pontotoc | 176 South Main Street | Pontotoc | North |
| North MS Medical Center-West Point | 835 Medical Center Drive | West Point | North |
| North Sunflower Medical Center | 840 North Oak Avenue | Ruleville | North |
| Noxubee General Critical Access Hospital | 78 Hospital Rd | Macon | Central |
| Ochsner Medical Center-Hancock | 149 Drinkwater Blvd | Bay St. Louis | South |
| Panola Medical Center | 303 Medical Drive | Batesville | North |
| Pearl River County Hospital & Nursing Home | 305 West Moody St. | Poplarville | South |
| Perry County General Hospital | 206 Bay Ave., | Richton | South |
| S.E. Lackey Memorial Hospital | 330 North Broad Street | Forest | Central |
| Scott Regional Hospital | 317 Hwy 13 S. | Morton | Central |

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|---|--------------------------|--------------|---------|
| Sharkey Issaquena Community Hospital | 47 South Fourth Street | Rolling Fork | Central |
| Simpson General Hospital | 1842 Simpson Highway 149 | Mendenhall | Central |
| South Sunflower County Hospital | 121 East Baker Street | Indianola | North |
| Southwest Mississippi Regional Medical Center | 215 Marion Ave | McComb | South |
| St. Dominic Jackson Memorial Hospital | 969 Lakeland Drive | Jackson | Central |
| Memorial Hospital at Stone County | 1434 Central Avenue East | Wiggins | South |
| Tallahatchie General Hospital | 201 South Market Street | Charleston | North |
| Tippah County Hospital | 1005 City Ave. North | Ripley | North |
| Tyler Holmes Memorial Hospital | 409 Tyler Holmes Drive | Winona | Central |
| University of MS Medical Center - Grenada | 960 Aventura Drive | Grenada | North |
| University Hospital and Clinics-Holmes County | 239 Bowling Green Road | Lexington | Central |
| Walthall General Hospital | 100 Hospital Drive | Tylertown | South |
| Wayne General Hospital | 950 Matthew Drive | Waynesboro | South |
| Winston Medical Center | 17550 E. Main St, | Louisville | Central |
| | | | |
| Burn Center (2 Hospitals) | | | |
| JM Still Burn Center | 1850 Chadwick Drive | Jackson | Central |
| Regional One Health Firefighters Burn Center | 877 Jefferson Avenue | Memphis | |
| | | | |
| Non-Designated | | | |
| Jefferson County Hospital | 870 South Main Street | Fayette | |

Updated 20200504

A current List of Designated Trauma Centers may be accessed at <https://msdh.ms.gov/msdhsite/static/resources/2739.pdf>.

Pertaining to education, MTCSF shall be responsible for specific ongoing educational obligations, including:

- A. MTCSF annual education obligations shall include coordinating and providing a yearly trauma care symposium.
 - The symposium shall provide opportunities for the ongoing training of surgeons, physicians, nurses, paramedics, and other health practitioners directly involved in trauma care.
 - The symposium shall provide training opportunities for trauma medical directors, trauma program managers, and trauma registrars.
- B. MTCSF quarterly education obligations shall include coordinating and providing ongoing quarterly training for trauma program managers and registrars on a verified cost basis.
- C. MTCSF monthly education obligations shall include coordinating and providing educational opportunities for new trauma program managers and registrars and credential courses for surgeons, physicians, nurses, paramedics, and other health practitioners directly involved in trauma care. Opportunities may include but are not limited to:
 - Advanced Trauma Life Support (ATLS)
 - Rural Trauma Team Development Course (RTTDC)
 - TNCC (Trauma Nursing Core Course)
 - International Trauma Life Support (ITLS)
 - Pre-hospital Trauma Life Support (PHTLS)
 - Other relevant trauma credential courses approved by BACS & MTCSF, including [Advanced Trauma Care for Nurses \(ATNC\)](#).
 - Stop the Bleed courses for Law Enforcement and First Responders.
- D. MTCSF provides educational reimbursement to organizations within the Mississippi Trauma Care System as defined by the MSDH/BACS trauma care system.
- E. MTCSF provides educational reimbursements as required by the MSDH Rules and Regulations and details in MTCSF policies.

PURPOSE:

The procedures within this policy will describe how the Mississippi Trauma Care System Foundation (MTCSF) will receive, process, reimburse and report trauma care fund distribution.

POLICY

- A. The MTCSF shall support and/or provide the educational opportunities identified in the Scope of this document. Course opportunities may be offered directly by

MTCSF or by MTCSF working with preapproved course directors, instructors, independent contractors, or trauma centers.

- B. MTCSF shall develop and provide a report and submit it to the MSDH Bureau of Acute Care Systems (BACS) to include a quarterly Education Report, which includes information on the educational opportunities offered by MTCSF:
 - 1. Include the name and/or type of course
 - 2. Total number of persons completing the course,
 - 3. A summary of pre and post-surveys submitted by persons completing the course.

- C. MTCSF staff may offer educational opportunities. MTCSF may sub-contract course managers and/or instructors or reimburse preapproved courses provided by individuals or businesses/agencies approved by the MTCSF. The MTCSF leadership will select sub-contractors based on criteria including price, quality of product or services, references, customer service, integrity, professionalism, recommendation, and existing relationships.

- D. When educational offerings are sub-contracted to instructors, hospitals, or agencies, reimbursement will be paid based on the approved *Fee Schedule* (item G). This should be a single submission, including all support documentation, as directed by the *Request for Approval and Payment Form*.

- E. If the educator requests itemized payments, as charges are incurred, the following process will be followed:
 - 1. The request will be submitted sixty (60) days before the class date to meet pre-course training modules timelines and avoid the cost to the course provider(s),
 - 2. Training manuals may be prepaid to the requesting party on a cost basis when submitted with invoice and request for payment form.
 - 3. MTCSF will pay the balance to the requesting party upon course completion and submission of required support documentation based on the approved *Fee Schedule* (item G).
 - 4. Course Completion invoices and support documentation shall be submitted within thirty (30) days of course completion.

- F. Availability of Funds
 - 1. It is expressly understood and agreed that the obligation of the MTCSF to proceed under this agreement is conditioned upon the availability of funds from the responsible party and/or the receipt of state and/or federal funds.

 - 2. At any time, if the funds anticipated for educational courses are not forthcoming or insufficient, pre-approval and/or reimbursement may be delayed or denied until such funds are provided to the MTCSF by the responsible party and/or the receipt of state and/or federal funds.

G. Emergency Medical Services / Ambulance Services

Reimbursement for EMS education is provided, as approved by the Bureau of Acute Care Systems and directed by the Rules and Regulations provided by Mississippi Department of Health Part 3: Bureau of Acute Care Systems Subpart 1: Trauma System of Care.

PROCEDURES:

- A. Control of documented information shall be assured by using Mississippi Trauma Care System Foundation (MTCSF). As appropriate, the request may be submitted by the hospital leaders, physicians, advance practice professionals, trauma program managers, course directors, and/or emergency medical service providers.
- B. Request for Approval and Payment:
 1. Complete *Request for Approval and Payment Form*.
 2. Email request for approval to the Mississippi Trauma Care System jgardner@mhanet.org; Email request for payment to jgardner@mhanet.org or another designee.
 3. Email subject line verbiage: *Request for Approval and Payment*.
 4. Electronically attach the requested support documentation (as stated on the *Request for Approval and Payment Form*).
- C. Processing Request for Approval and Payment:
 1. The MTCSF Director, or designee, will review the completed *Request for Approval and Payment Form* and required support documentation for approval.
 2. *Proceed to Payment* notification will be emailed to MTCSF accounts payable and the requestor to confirm acceptance.
 3. Payments will be made by check via mail to the requesting person or business. [Electronic payment can be made upon request.](#)
- D. Non-Resident / Self-Payment Students
 1. Students that are not employed by Mississippi Trauma Centers or Mississippi EMS services may attend classes; however, they will not be eligible for Mississippi Trauma Care Trusts Fund reimbursement. These students must self-payment.
 2. Students that are not eligible for MTCTF reimbursement (ex. Out-of-state employer, veterans' hospitals, tribal hospitals, unapproved repeat courses) may self-pay. There are two methods of self-payment:
 - a. Preferred Method: Students may pay the course director or instructor directly, as defined by the course director. These students must not be included in the MTCSF request for payment/reimbursement.

- b. Alternative Method: MTCSF can direct bill students, subject to a \$25.00 processing fee. The Course Director should contact MTCSF for invoicing instructions.

E. Incomplete Request / Denials

1. Incomplete requests will be returned with a request for additional information, which may be resubmitted and reprocessed.
2. If the request is denied, an explanation of non-coverage will be provided to the submitter.
3. Appeals of denial are accepted for review by the MTCSF director, treasurer, and/or board of directors, as necessary.
4. Miscellaneous and other distribution of funds must be preapproved by the MTCSF Director and MTCSF Treasurer and reported to the MTCSF Board of Directors.

F. Repayment of Unused Funds

1. The requestor/requesting organization assumes sole responsibility for reimbursement to the MTCSF (funding agency) of a sum of money or material equivalent to the amount of any expenditures disallowed or unused for stated educational purposes. Disallowed expenditures may be identified through internal or external audit processes.
2. Education is provided on a cost basis. The Fee Schedule is the maximum expected reimbursement and shall not exceed the Fee Schedule. Extenuating circumstances must be preapproved.
3. Instructors/Course Directors are expected to adhere to criteria established by the course certifying organizations to be eligible for reimbursement. Variation from established student/instructor ratios or other course requirements is subjected to denial of reimbursement.
4. When course books are provided to students in advance, the student is responsible for completing the course. If the student does not complete the course, they must return the new book or paying the course book's cost.

Fee Schedule

- Advanced Trauma Life Support (ATLS) Provider [Traditional/Hybrid](#). . . \$900/ student
- Advanced Trauma Life Support (ATLS) Instructor Course \$250/ student
- Advanced Trauma Life Support (ATLS) Refresher. \$700/ student
- Advance Trauma Care for Nurses (ATCN) \$350/ student
- Rural Trauma Team Development Course (RTTDC) TBD/ student
- TNCC (Trauma Nursing Core Course) [8th Edition expires 10/23/23](#). . . \$325/ student
- [TNCC \(Trauma Nursing Core Course\) 9th Edition](#) \$340/ student
- Emergency Nursing Pediatric Course (ENPC) \$325/ student
- International Trauma Life Support (ITLS). TBD

- Pre-hospital Trauma Life Support (PHTLS). \$170/ student
- Other relevant trauma credential courses approved by BACS TBD
- Stop the Bleed courses for Law Enforcement and First Responders \$50/each

ⁱ Title 15: Mississippi Department of Health, Part 3: Bureau of Acute Care Systems
Subpart 3: Rule 1.3.1.

ⁱⁱ MTSF Sub-Grant Deliverables 18 February 2020, pg.3.