

 <b>Mississippi Trauma Care System Foundation, Inc.</b>	Policy # ADM-5
	Subject: <b>Education and Education Funding</b>
Effective Date: <b>June 26, 2024</b>	Revision: <a href="#">Rev.7.0</a> ; Date: <a href="#">06/26/2024</a>

**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.<sup>i</sup>

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.<sup>ii</sup>

**Scope**

As of May 2020, the Trauma Care System comprises 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.

<b>MS DESIGNATED TRAUMA CENTERS</b>	<b>PHYSICAL ADDRESS</b>	<b>CITY</b>	<b>Zone</b>
<b>LEVEL I (4 HOSPITALS)</b>			
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
<b>LEVEL II (3 HOSPITALS)</b>			
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
<b>LEVEL III (16 HOSPITALS)</b>			
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
Magnolia Regional HealthCenter	611 Alcorn Drive	Corinth	North
Merit Health-Biloxi	150 Reynoir Street	Biloxi	South
Merit Health River Oaks	1030 River Oaks Drive	Flowood	Central
Merit Health - Wesley	5001 Hardy Street	Hattiesburg	South
Mississippi Baptist Medical Center	1225 North State Street	Jackson	Central
Ocean Springs Hospital	3109 Bienville Boulevard	Ocean Springs	South
OCH Regional Medical Center	400 Hospital Road	Starkville	North
Ochsner Rush Foundation Hospital	1314 19th Avenue	Meridian	Central
Singing River Hospital	2809 Denny Avenue	Pascagoula	South

Singing River Hospital-Gulfport	15200 Community Road	Gulfport	South
South Central Regional Medical Center	1220 Jefferson Street	Laurel	South
<b>LEVEL IV (64 HOSPITALS)</b>			
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
Delta Health Highland Hills	401 Getwell Dr.	Senatobia	North
Delta Health Northwest Mississippi Medical Center	1970 Hospital Drive	Clarksdale	North
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
Ochsner 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
Ochsner John C. Stennis	14365 Highway 16	DeKalb	Central

Memorial Hospital	West		
King's Daughters Medical Center	427 Hwy 51 N	Brookhaven	Central
Ochsner 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 Central	1850 Chadwick Drive	Jackson	Central
Merit Health Madison	161 River Oaks Drive	Canton	Central
Merit Health-Natchez	54 Sergeant Prentiss Dr.	Natchez	South
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
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
Quitman Community Hospital	340 Getwell Dr.	Marks	North
S.E. Lackey Memorial Hospital	330 North Broad Street	Forest	Central

Scott Regional Hospital	317 Hwy 13 S.	Morton	Central
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 Avent 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
<b>Burn Center (3 Hospitals)</b>			
The Univ. of MS Med. Center	2500 North State Street	Jackson	Central
Regional One Health Firefighters Burn Center	877 Jefferson Avenue	Memphis	North
Mississippi Baptist Medical Center	1225 North State Street	Jackson	Central
<b>Non-Designated</b>			
Jefferson County Hospital	870 South Main Street	Fayette	

Updated 05-15-2024.

**You can get a current List of Designated Trauma Centers at <https://msdh.ms.gov/page/resources/2739.pdf>**

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

- A. MTCSF's 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 Mississippi Trauma Care System organizations 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 provides 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 subcontractors based on criteria including price, quality of product or services, references, customer service, integrity, professionalism, recommendation, and existing relationships.
- D. When educational offerings are subcontracted 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 module 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 an 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 the 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 the Mississippi Trauma Care System Foundation (MTCSF) as appropriate, and the request may be submitted by the hospital leaders, physicians, advance practice professionals, trauma program managers, course directors, and/or emergency medical service providers. These documents are found at <https://mstraumafoundation.org/resources/>.
- B. Request for Approval and Payment:
1. Complete the *Request for Approval and Payment Form* and return it as an excel file. It is a working document, and scans will not be accepted.
  2. Submit a completed w-9 with a valid and legible address. This address is where your check will be mailed. This is required for all reimbursements.
  3. Complete the evaluation forms that can be found on the website.
  4. Email request for approval to the Mississippi Trauma Care System [medwards@mhanet.org](mailto:medwards@mhanet.org); Request payment to [medwards@mhanet.org](mailto:medwards@mhanet.org) or another designee.
  5. Email subject line verbiage: *Request for Approval and Payment*.
  6. 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 who 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 who are not eligible for MTCTF reimbursement (ex., Out-of-state employers, 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 directly 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 subject to reimbursement denial.
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 pay 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) 9<sup>th</sup> 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 . . . . \$55/each

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

<sup>ii</sup> MTSF Sub-Grant Deliverables 18 February 2020, pg.3.