

# Sample Letter of Intent

## **DIRECT LETTER TO:**

Charlotte Alexander, Administrator  
San Luis Obispo County EMS Agency  
2156 Sierra Way  
San Luis Obispo, CA 93401

[ **BASE HOSPITAL** ] intends to participate in the San Luis Obispo County Emergency Medical Services Trauma System Program by applying to be designated as a Level III Trauma Center. This will serve as our Letter of Intent to work through the designation application process as outlined in your letter of October 1, 2010.

Our Trauma Administrative Contact will be [ **NAME, TITLE, MAILING ADDRESS, PHONE, EMAIL ADDRESS** ].

Our Trauma Medical Director will be [ **NAME, CREDENTIALS, MAILING ADDRESS, PHONE, EMAIL ADDRESS** ].

Our Trauma RN Program Director will be [ **NAME, CREDENTIALS, MAILING ADDRESS, PHONE, EMAIL ADDRESS** ].

We have reviewed the information you forwarded, including:

- ***Trauma System Organization and Management ( Appendix A-1)***
- ***Trauma System Evaluation and Quality Improvement(Appendix A-2)***
- ***Trauma Patient Triage and Transport (Appendix A-3)***
- ***SLO County EMS Agency Trauma Center Designation (Appendix A-4)***
- ***Trauma Center Diversion (Appendix A-5)***
- ***Level III Trauma Center Requirements ( Appendix A-7)***
- ***Trauma Team Availability (Appendix A-8)***
- ***Interfacility Transfers of Trauma Patients (Appendix A-9)***
- ***Level III Trauma Center Designation Criteria Application and Evaluation Matrix***
- ***Exhibit 1: Data Requirements***
- ***Exhibits 2-7: Physician Information Sheets***
- ***Timeline***

We understand that in order to be designated, we must provide resolutions of commitment from our Board and Medical Staff, and we must enter into a signed agreement with the County of San Luis Obispo. We agree that if designated, the hospital will accept trauma patients meeting trauma patient criteria, pay an annual designation maintenance fee, and participate in system data collection, submission and analysis as described in these materials.

Enclosed is our nonrefundable initial application fee of \$85,000. We intend to compile and submit all the application documentation requested no later than February 1, 2010.