



El Dorado County Emergency Services Authority

Policy Subject Matter: **Designation of JPA Funded Employees**
Review Date:
Revision Date: **09.24.10**
Creation Date: **12.01.98**

I. Purpose:

The purpose of this policy is to clearly define the process for the identification and reporting of JPA funded employees for whom the JPA provides insurance and other benefits.

II. Procedure:

- A. Each provider agency shall provide a roster of JPA funded employees to the JPA no later than July 1 of each fiscal year. This roster shall contain the following information:
1. Name of each designated employee.
 2. Social security number of each designated employee.
 3. Employment status (i.e. full time, part time, volunteer)
 4. Level of medical licensure/certification/accreditation (with numbers if applicable)
- B. The JPA shall ensure that workers' compensation and disability insurance, general liability insurance, and professional medical liability insurance is maintained for each JPA funded employee identified by a provider agency.
- C. A provider agency shall notify the JPA within 30 calendar days of any additions and/or deletions to the roster of JPA funded employees.
- D. Individuals not included on the current roster of JPA funded employees shall not be eligible for insurance coverage and/or other benefits through the JPA.

JPA FUNDED EMPLOYEE ROSTER

Department:

Date:

Name (First Middle Last)	SS# (last four digits only)	Check One in Each Column and Provide Expiration Dates as Applicable		
		PM License?	Local Accred?	Status?
First Middle Last	xxx - xx - ____	<input type="checkbox"/> Y <input type="checkbox"/> N Expires ____	<input type="checkbox"/> Y <input type="checkbox"/> N Expires ____	<input type="checkbox"/> FT <input type="checkbox"/> PT
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