

**Letter of Completion and Application
Designation as a Heart Attack or Stroke Center**

Instructions

1. Facilities seeking designation as a Heart Attack or Stroke Center by the Wyoming Department of Health should utilize the following template.
2. Copy and paste the text of this template onto a document with the letterhead of your facility.
3. Insert the appropriate information into the areas indicated by the blue font.
4. Send the signed letter and required supporting documentation to the Wyoming Office of EMS, 122 West 25th Street, Suite E102, Cheyenne, WY 82002.

Date

Inside Address

Dear Mr. Kohler:

(Insert facility name here) is seeking designation through the Wyoming Department of Health as a (Insert one of the following: Heart Attack Receiving Center, Heart Attack Referring Center, Comprehensive Stroke Center, Primary Stroke Center) under Chapter 12 of the *Rules and Regulations for Wyoming Emergency Medical Services*, W.S. § 33-36-101.

Please consider this correspondence the required letter of completion and application. In support of our request we have enclosed supporting documentation from the (Insert the name of the accrediting body; American Heart Association, the Society for Cardiovascular Care Patient Care or the Joint Commission) accrediting (Insert facility name here) as a (Insert level of accreditation here). In addition, we have enclosed copies of the transfer agreements required under Chapter 12, Section 7(a) and (b).

Please feel free to contact us should you need any additional information or clarification.

Sincerely,

(Insert signature, signature line, and contact information)

Encl: (Copies of documentation establishing the successful completion of the accreditation process and recognition by the accrediting agency, to include but not limited to, certificates, letters or other means provided by the accrediting agency; and copies of agreements required under Section 7 of this chapter;)

c: (list cc's in alphabetical order by last name, include their credentials, title, division/office)