



EMS REQUEST FOR SATELLITE RECORD STORAGE AT HEADQUARTERS

Records from EMS satellites may be stored at the EMS headquarters if a prior written request is sent to the Board of Pharmacy and approved. The Board of Pharmacy will notify the organization of the board's approval or denial of the request within sixty days.

EMS Headquarter Information

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|---------------------------|-------------------------|
| Name of EMS Agency | TDDD License No. |
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EMS Satellite Information

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| Name of EMS Satellite | TDDD License No. |
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You may also provide a list of satellites on a separate sheet of paper. However, any separate documents must be combined into a single file when uploading the document electronically.



Please complete the following and upload to:

www.pharmacy.ohio.gov/licensing/GeneralDocumentUpload.aspx

Step 1: Enter the EMS Headquarter Agency TDDD License Number.

Step 2: Select *EMS Request for Satellite Record Storage at Headquarters Form*.

Step 3: Provide the email address(es) where an approval/denial may be sent.

Step 4: Upload your request into a single .PDF format.