



Arkansas Department of Health

4815 West Markham Street • Little Rock, Arkansas 72205-3867 • Telephone (501) 661-2000
 Governor Asa Hutchinson
 Nathaniel Smith, MD, MPH, Secretary of Health

Hospital Administration/Trauma Staff Change Notification Form

Complete and submit within 30 days regarding administrative staff changes including the President, Chief Executive Officer, Chief Operations Officer, and Administrator (new hire, position vacancy, position elimination or other changes).

Complete and submit immediately regarding trauma staff changes including the Trauma Medical Director, Trauma Nurse Coordinator, Trauma Program Manager and Registrar (new hire, position vacancy, position elimination or other changes).

Submit by mail or fax:

Arkansas Department of Health
 Trauma, Preparedness and EMS Branch
 Trauma Section
 4815 West Markham Street, Slot 4
 Little Rock, AR 72205
 Fax: (501) 280-4729

Administrative New Hire

Hire Date _____

President

Chief Executive Officer

Chief Operations Officer

Administrator

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

Trauma Center New Hire

Hire Date _____

Trauma Medical Director

Trauma Nurse Coordinator

Trauma Program Manager

Registrar

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

Other Changes

Position Vacancy

Position Elimination

Position Change

Other

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

First Name		Last Name	
Hospital			
Degrees/Credentials			
Position/Job Title			
Phone	Fax	E-mail	
Comments:			

