

LOI & LOR details along with other pursuit related items are outlined in PTSF Policy AC-130, Process for Becoming an Accredited Trauma Center.

**Example - Letter of Intent (LOI) to Pursue Trauma Center Accreditation**

*Hospital Letterhead*

It is the intent of \_\_\_\_\_ (*hospital name*) to pursue level \_\_\_\_\_ (*level of accreditation*) trauma center accreditation. This decision has the support of the hospital's Board of Directors, Senior Management and Medical Staff.

The primary point of contact will be \_\_\_\_\_ (*name and position*) and they can be reached at \_\_\_\_\_. (*contact # & email*).

**Optional**

*Language can be added about the hospital, the health system, how this pursuit will benefit the community, and potential plans for a survey(s)*

*Signed by hospital administrator*

**Example - Letter of Request (LOR) for Site Survey**

*Hospital Letterhead*

This letter serves as official notification that \_\_\_\_\_ (*hospital name*) is continuing our pursuit of level \_\_\_\_\_ (*level of accreditation*) trauma center accreditation. We are requesting a \_\_\_\_\_ (*consultative or accreditation*) survey in 20\_\_\_\_.

Enclosed please find payment of \_\_\_\_\_. (*Reference AC-130 and BD-113 for fees due with LOR*)

**Optional**

*Language can be added about the hospital, the health system, how this pursuit will benefit the community, and potential plans for a survey(s)*

*Signed by hospital administrator*