

Tsashaht - Patient *Travel Process*

2019

Confirmation you have an appointment is also needed call your venue of appointment and have them fax your appointment date and time of appointment to the office

Fax : 778-419-2527

When attending a dental appointment out of town you must be referred by a local dentist in order to qualify, also you need to have the clients **Care Card number in order to process**. This is to the closest source.

Bring your signed Attendance form back to the patient travel clerk. Attendance forms are attached to the patient travel request form up at front desk. **Not bringing this back will affect your next Patient travel request.**

When filling out Patient Travel forms – do not leave anything blank as all information is required to process your patient travel cheque. Incomplete forms will not be processed.

Example: A detailed explanation on why you are going to the specialist. Medical terms

Example: Address and phone number of specialist.

Please remember when your appointment requires travel on B.C Ferries you **must return the receipts**. If you do not return the receipts, your next travel with ferry will be reimbursement ONLY until we have the receipts.

Patient Travel requires 5 days to process. **Cheque pick up day before appointment after 2:00pm.**

• You are responsible to get your patient travel request in before your appointment date in order for your cheque to be ready on time, If you are late bringing your request , your travel will be done as a reimbursement and will be processed after you bring in your SIGNED attendance form

On the Patient travel forms it stats that the hotel rooms need 72 hours' notice if you cannot make it to the room, If for some reason you cannot make it to the hotel and do not inform Us at the office or the hotel YOU will be responsible to pay back the cost of the room. So please read the Patient Travel form before you bring it in.

PLEASE SIGN your Travel form at the bottom

The role of the Patient Travel Clerk is to ensure that your request is processed. Community members who submit for Patient Travel **MUST** ensure that the Patient Travel Clerk has all the information required. Please read the bottom of the Patient Travel form.

Patient Travel Clerk

Gloria Fred