



huu ay aht

ANCIENT SPIRIT, MODERN MIND

May 16, 2022

Dear Citizens

The First Nations Health Authority (FNHA), Health Benefits has designed this check list in order to process your medical transportation travel and/or reimbursement request in a timely manner. The Huu-ay-aht First Nations uses the FNHA check list. Correct communication of the required information and associated documentation is crucial to ensure that your travel request and/or reimbursement is processed quickly and efficiently.

Request for Medical Transportation

This information must be submitted to our office at least **five (5) days prior to your appointment** to ensure sufficient time for our office to make your travel arrangements.

The following documentation must also be submitted along with the Medical Transportation request form:

- a. Documentation from a doctor's office confirming your upcoming appointment complete with the date and time
- b. Copy of the physician's referral including the office address, date, time, and reason for the appointment (if applicable) – FNHA, Health Benefits funds travel to the nearest appropriate health professional and/or health facility. Depending on the nature of your appointment, medical justification may need to be provided to support your travel request.

Physician Escort Request Form

If you require an escort, this form must be completed **by the physician** indicating the medical/legal reason for an escort. The physician should also include a brief description of why and/or how an escort would be assisting you.

Confirmation of Attendance Form

After your appointment is complete, this form must be **stamped by the physician** and/or **signed by the physician** where you attended your appointment confirming your attendance. Please ensure that the date and time of your appointment have also been included on the form. If the section regarding pending appointments is completed by the same doctor, this will eliminate the need to obtain another confirmation of appointment.

If you have any questions or concerns, please contact Huu-ay-aht Community Health Administrator Kimberly Nookemus via email Kimberly.n@huuayah.org or by phone at 250-728-3414 et 208 or by fax at 250-728 -2044.

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