



Reimbursements For Referred Patients Procedure

Procedure Number

CHC-PG-0054

Version Nos:

4

1. Purpose

This Procedure outlines the process for the reimbursement of travel costs to the West Coast District Health Board (WCDHB) patients who have been referred to another public health care provider operated by another DHB.

2. Application

This Procedure is to be followed by all WCDHB staff members.

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

The **WCDHB Social Work Department** is required to:

- provide information to patients/their caregivers on how to claim travel reimbursements

5. Resources Required

This Procedure requires:

- i) Ministry of Health Travel Reimbursement Claim Forms

6. Process

- 1.00 WCDHB will (in conjunction with the Ministry of Health) reimburse travel to patients who have been referred to another public health care provider operated by another DHB by a WCDHB Senior Medical Officer (SMO) or Visiting Specialist.
- 1.01 The Ministry of Health determines the level and amount of reimbursement.
- 1.02 The Travel Reimbursement Form is to be signed by the referring SMO/Visiting Specialist.
- 1.03 The patient is then to complete the Travel Reimbursement Form and forward it. Patients must also be able to show proof of treatment. This is by providing the appropriate appointment card.
- 1.04 Where individuals are unable to meet the cost of travel, the Social Work Department can arrange for assistance to be provided (at the discretion of the Manager – Social Work Department). However, travel assistance is the exception rather than the rule.
- 1.05 The Social Work Department requires a minimum of 24 hours notice.
- 1.06 Travel Assistance advice is available from the Ministry of Health on 0800 281 222



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7. Precautions And Considerations

- WCDHB will (in conjunction with the Ministry of Health) reimburse travel to patients who have been referred to another public health care provider operated by another DHB by a WCDHB Senior Medical Officer (SMO) or Visiting Specialist
- The Ministry of Health determines the level and amount of reimbursement.

8. References

There are no references associated with this Procedure

9. Related Documents

There are no other documents related to this Procedure

Revision History	Version:	4
	Developed By:	Charge Social Worker
	Authorised By:	Chief Executive Officer
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