



Medical transportation clients
Saugeen First Nation

RE: Medical transportation revision

Please be advised the following is the medical health transportation policy. All clients are expected to adhere to all new protocol.

- **Scheduled Pick-up Times**

Please be ready, willing and able for scheduled pick up, these scheduled times ensure our drivers efficiency and ability to make sure you arrive at your destination in a timely manner. Our drivers will wait only a brief time for pickups.

- **Extracurricular stops**

- Medical drivers will **NO** longer be making extracurricular stops i.e. Walmart, Fast food restaurants, grocery stores, these are not medical related stops and cannot be hindering the already heavy workload of our drivers.

- **Mobility and use of Escort**

Due to liability issues and safety concerns for Med Drivers we ask, if the client has mobility issues and requires additional supports to access their destination, the department requires the client to have an escort to assist in their transport.

- **Proper Safety Protocol**

Medical transportation clients are all required to follow all COVID -19 Safety Protocols to ensure the safety of drivers. All clients are required to wear masks and to use hand sanitizer when entering and exiting all medical transportation vehicles.

- **Booking and cancellation of appointments**

Please allow 24-48 hrs when booking new appointments and 24 hrs cancelation to ensure our drivers are properly notified and rescheduling can be made. Longer distance trips i.e. Toronto London will have to be made 1 -2 wks. in advance to alleviate scheduling issues.

- **Reporting of transportation**

all clients accessing Med Trans must report their transportation whether it private or through medical transportation with the new Appointment Attendance Forms. The forms are carbon and

must show all information regarding appointment(s) attended and clear client information. The physician/facility stamp section must be stamped on all 3 copies (does not show through carbon copies and is required to make all payments) Attached is the new document.

Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Shalene Stevens
Med Trans Coordinator
Mino Bimaadsawin Health Centre
Saugeen First Nation
(519) 797- 3336 ext 1008

Mino Bimadsawin Health Centre – Medical Transportation Program
47 Mason Drive, RR1, Southampton, ON, N0H 2L0 – (PH) 519-797-3792 (F) 519-797-1328
APPOINTMENT ATTENDANCE FORM

Client Name: _____ Band Number: _____ D.O.B: _____
(Full 10 digit Number) M/D/Y

Section to be Completed
Arrival Time: _____
Departure Time: _____
Date: _____

Physician/Facility Stamp if Applicable

Medical Health Official / Receptionist Signature _____ Client Signature _____ Driver Signature _____

Will client be staying overnight? _____ Will client require meals? _____

Will an escort be required? _____

Cards must be completely filled out to be paid