

Administrative Guidelines for Medical Travel

Patients and authorized escorts receive medical travel assistance only if they travel to and receive treatment at the nearest medical facility. The referring medical practitioner determines the nearest community and the Human Resources Division in Hay River authorizes the travel.

Medical Travel Certificate Submission Deadlines

All medical travel certificates need to be submitted for processing by 4:00pm Monday through Thursday for next day travel and by 3:00pm on Friday for weekend or Monday travel. If the certificate is received after the cut off time, the employee is responsible for booking the travel. In order to be reimbursed the service will have to be verified that it is an insured service covered by the Corporation. The Corporation according to Article 19.07 (c) (i) of the Collective Agreement will reimburse the employee which states: "Travel Expenses" referred to in subsection (a) shall, for the purpose of this Agreement be reimbursed based on the transportation, accommodation, meal and incidental rates as identified in Appendix B of the Collective Agreement. The Union and Employer recognize the high cost of transportation and employees are encouraged to use excursion fares where available.

Day	Deadline	Travel
Monday – Thursday	4:00pm	Next Day Travel
Friday	3:00pm	Weekend or Monday Travel

Medical Travel Guidelines

Medical travel assistance is provided for the shortest possible period required for medical treatment. Extensions to the initial period of authorized medical travel must be supported by a signed letter from the attending medical practitioner. The employee must notify their supervisor as soon as possible.

Referrals must include a completed Northwest Territories Power Corporation *Certificate for Medical Travel* stating that the treatment is not available in the employee's community of residence and that the treatment is non-elective. The employee is responsible for taking this form to their local hospital, clinic or nursing station to be filled out by a licensed medical doctor, dentist or registered nurse. All information requested on the form must be provided. If the referring practitioner has left any section blank or the information is not clear, clarification must be obtained before the application can be approved. The completed form should then be submitted to Human Resources in Hay River for approval. Once the Human Resources Division receives the referral for medical travel, the medical diagnosis or I.C.D. 9 code (how employee qualifies for medical travel) is verified with the GNWT Health Service's, Insured Services Coordinator.

****Referrals to optometrists or eye specialists** (excluding elective laser eye surgery) outside the territories must be authorized by the Eye Clinic in Yellowknife prior to approval by the Corporation.

Any medical travel expenses related to treatment **not** insured by the NWT Health Care are **not** reimbursable by the Corporation. Medical travel expenses for elective treatments that may be insured under the NWT Health Care are **not** reimbursed by the Corporation according to Article 19.07 (b) (iv) of the Collective Agreement which states: "escorts or members of the immediate family **will not** be granted travel expenses under this provision for **elective medical treatment**." Such elective procedures may include, but are not limited to, laser eye surgery, tubal ligations, vasectomies, TMJ's, abortions, etc.

Medical Travel Claims

All medical travel expense claims must be submitted within **10 days** of completing the trip.

Please submit travel claims to the Human Resources Division by completing an expense claim in Paramount Workplace which can be found in the Citrix Workspace. In order to be included in the cheque run that week, claims need to be submitted by Tuesday at 5:00pm. Any travel claims submitted after the deadline will carry over to the next week's cheque run.

Alternatively, receipts can be sent by email to jzdebiak@ntpc.com or by fax (867)874-5229, asking for the expense claim to be submitted on your behalf.

Medical travel expenses for an employee may be reimbursed up to a maximum of 25 consecutive days if being treated on an outpatient basis provided the employee submits all supporting documents for the travel dates requested.

Missed Flights: If you miss your flight you must contact the airline directly. Your transportation and any associated costs are your responsibility.

Definitions:

Escort is someone who accompanies the patient:

- **Medical Escort** is a health professional required to provide medical care to the patient while in transit.
- **Non-Medical Escort** is a spouse, parent or person of the age of majority (19 years or older) **required** to assist the patient while in transit.

Notes:

If a non-medical escort is going at the request of the patient, ie. Compassionate reasons, expenses will **NOT** be covered. If the doctor states on the medical certificate that the escort is *requested* or *would be beneficial to the patient*, the Corporation will **NOT** authorize travel expense coverage for the escort.

Medical Treatment is a service that is an insured non-elective benefit under the NWT Health Care Plan.

Nearest Community is the nearest center where appropriate and necessary insured health services or dental services can be obtained.

Non-Elective Treatment is a medical treatment that is an insured service under the NWT Health Care Plan.

Elective Treatment is a medical treatment that may be an insured service under the NWT Health Care Plan though the travel expenses are not paid for by the Corporation. (Refer to Article 19.07).

Practitioner is a licensed medical doctor, dentist or registered nurse.

- A **Referring Medical Practitioner** is a Northwest Territories medical practitioner who recommends medical treatment be obtained outside the employee's community of residence.
- An **Attending Medical Practitioner** is a practitioner who provides medical treatment at the place of referral.

Certificate for Medical Travel is the form that the referring practitioner must complete prior to the patient's appointment.