
PROCEDURE

CLIENT TRAVEL BY COMMON CARRIER

<u>RESPONSIBLE PERSON</u>	<u>RESPONSIBILITY</u>
Physician	Determine client's clinical ability to travel by a common carrier mode of transportation when client is discharged. If physician believes it clinically inappropriate for the client to be transported by common carrier, other arrangements for transportation should be made.
Service Chief (or designee)	Submit written application to the Cashier's Office indicating to which organizational budget transaction funds will be charged.
Cashier's Office	Verify client's ability/inability to pay for transportation by examination of the client's accounts. If client does not have sufficient funds and such funds cannot be obtained from the family or guardian, hospital funds may be used to pay transportation costs.
Service Chief (or designee)	Certify that the client does not have sufficient funds and that such funds cannot be obtained from the family or guardian. Arrange transportation with Central Motor Transport Service from the Hospital to the common carrier and provide any required escort services. This service is covered under Policy #3.04, Utilization and Control of State-Owned Vehicles.

Approved:

This policy has been approved by the CEO and CMO in March, 2008.