

Application for Patient Travel and Escort Travel Funding

When you require support, due to a medical condition, to attend a hospital appointment, the Highlands and Islands Travel Scheme will pay for your travel and may be able to pay for a medical escort. As an additional service, NHS Orkney's travel team will arrange travel times and book tickets for you. To submit a request for the costs please complete the following forms:

Form 1: Complete for a travel request for you.

Form 2: Complete if someone needs to travel with you.

Form 3: May be required if someone needs to travel with you and a doctor or nurse needs to give extra information.

If you require assistance with these forms, please contact Travel Admin on 01856 888045 or ork.traveladmin@nhs.scot

PRIVACY

The forms are designed to gather information to organise transportation to and from hospital appointments on the mainland. The information you provide will need to be shared with travel providers to make the required arrangements. The information you provide will not be used for any other purposes, further details on how NHS Orkney uses your personal information can be found at <https://www.ohb.scot.nhs.uk/your-information-and-how-we-use-it>

Information on requesting funding for costs of an escort

You can nominate any person to travel with you as an escort. They could be a family member, carer, or friend, though escorts must be 18 or older and they must be able to provide you with the support you need during travel. Some groups of people will have their escort forms completed by a clinician before their hospital appointment:

- Antenatal, post natal and pregnant patients will have an escort authorised by their midwife, if required due to a medical risk related to pregnancy.
- Patients whose pre-assessment is carried out in Orkney will have the need for an escort assessed as part of the pre-assessment process.

If you don't fall into the categories above, you will need to complete the Escort Funding Application form 2 and possibly form 3. Please submit your completed forms to Patient Travel. Patient Travel will let you and your GP know by email or letter post if your request for costs has been approved or declined. If it has been declined, you can request a review of the decision by completing a Travel Escort Review request. If a request is declined, patients still have the option of arranging to take an escort at their own expense. Patient Travel will be able to provide advice on the options available.

If you require to stay in hospital, your escort can either take you to your appointment and return home and then take a second trip to collect you with no accommodation, or they can travel down and reclaim expenses up to the cost of a second return trip.

Escort costs are covered if medically required. Please note NHS funding for escorted travel unfortunately cannot be provided for:

- **Requests for social or emotional support** e.g., anxiety about travel, anxiety about an appointment or results.
- **Requests to have a relative or friend present** during treatment, surgery, or consultation without a medical requirement for this.
- **You can travel with the support of airport ground crew** for people with physical disabilities.

Patient Travel Funding Application

Please note the NHS Scotland funded travel scheme recognises the unique geographic challenges of the Highlands and Islands. Funding assistance for you to travel to an appointment off Orkney **does not** require means testing as it would do on mainland Scotland. Reimbursement covers standard class travel and mileage, with specific conditions for overnight stays and other expenses.

PATIENT INFORMATION			
Surgery:			
Title:	Forename:	Surname:	
Address:		Post Code:	
Date of birth:		Age if under 16:	
Contact phone number:		email address:	
Appointment Confirmation Received: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Hospital:			
Clinic/Speciality:			
Date:		Time :	
I am applying for funding for an escort to my appointment?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Patient signature (or typed if sent by e-mail):			
Date:			

TRAVEL INFORMATION IF KNOWN : Ferry <input type="checkbox"/> Flight <input type="checkbox"/>			
Depart :	To:	Date:	Time:
Return:	To:	Date:	Time:
Minibus Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		To Hospital <input type="checkbox"/>	From Hospital <input type="checkbox"/>
INFORMATION if travelling by ferry <input type="checkbox"/> Yes			
Northlink ID: Number.		Vehicle Registration Make & Model:	
Booking confirmation will be sent to your email address by default.		I would prefer to collect my booking confirmation from the Balfour hospital reception? <input type="checkbox"/> Yes	

IF REQUIRING A WHEELCHAIR <input type="checkbox"/> Yes			
Are you taking your own Wheelchair?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Height cm	Width cm	Depth cm	Weight kg
Does the chair fold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electric powered chair? <input type="checkbox"/>	Manual chair? <input type="checkbox"/>
Wheelchair to plane: You can manage steps.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Wheelchair to plane and Ambulift. You cannot manage steps but can manage to walk from the door of the aircraft into the seat.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Needs assistance to plane, cannot manage steps, cannot walk from aircraft door to seat. Can transfer to seat.			<input type="checkbox"/> Yes <input type="checkbox"/> No

Please return this signed form (including appointment evidence) to the Travel Administration team at ork.traveladmin@nhs.scot , or hand in at the hospital or your GP reception who will send it to the hospital.