

Administrative Directive

Purpose:

The purpose of this directive is to provide clarification regarding the interim changes made to the Medical Travel Policy on June 12, 2003 by the Executive Council of the Northwest Territories.

Specifically, the changes address the current policy gaps identified by the Supplementary Health Benefit review: low income residents who are required to pay the co-payment fee and patients, regardless of income, who are not eligible for accommodation, meals and ground transportation.

Authority:

The Authority for this Directive is based on the direction received from the Executive Council of the Northwest Territories.

Eligibility Criteria:

In order to be eligible for waiver of the co-payment, clients must:

- Meet all the requirements as per the criteria listed below; and
- Have a family income less than \$80,000 per year

In order to be eligible for the accommodation, meals and ground transportation benefits, clients must be required to stay overnight for a minimum of one night to receive insured services, and meet the following criteria:

- Be Non-status or Métis residents of the NWT without access to other third party insurance coverage (ie: NIHB, EHB, MHB or employer health coverage);
- Have a valid NWT health care card;
- Have a valid medical referral for insured services outside of their home community to the nearest centre where the services are available;

Benefits:

Clients with a family income less than \$80,000 are eligible for:

- All benefits as defined in the Medical Travel Policy for residents who are verified indigent.

Clients with a family income greater than \$80,000 are eligible for:

- Accommodation benefit as per the GNWT private accommodation duty travel rate, currently at \$50 per night.

- Meal benefit entitlement for each day of stay, greater than one day, is at a per diem rate of \$18.
- Ground Transportation as per the Medical Travel Policy.

Administration:

- This Directive is to be implemented and managed by the three authorities who administer the GNWT Medical Travel Policy including:
 - Inuvik Regional Health and Social Services Authority;
 - Fort Smith Health and Social Services Authority; and
 - Stanton Territorial Health Authority.
- The Medical Travel system shall be utilized to record the impact of the administrative changes. Specifically, Medical Travel System Q Code #2 will be used.
- The requirement for prior approval for stays greater than three days still applies.
- In determining the eligibility of those who wish to receive benefits afforded to those with a family income of less than \$80,000 per annum, the *Co-payment Waiver Application Form* shall be administered by the medical travel offices.
- Residents who do not comply with scheduled appointments and/or who do not return via the soonest available means, will not be eligible for benefits described.
- For clients with a family income less than \$80,000, all documentation and processes will be the same as for residents who are verified indigent.
- For clients with a family income greater than \$80,000, benefits will be reimbursed to the beneficiary. The beneficiary is required to provide a medical travel expense claim form detailing the length of stay and providing proof of attendance of appointments.
- If clarification is required of this process and/or if you have concerns or receive complaints regarding the administration of the Medical Travel program, please phone or write:

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