MEDICAL TRANSPORTATION POLICY

Policy Type:	**Health Department**	**Initially Approved:**	**01/14/2008 BCM WFN #08/04**
Policy Sponsor:	**Health Director**	**Last Revised:**	**04/27/2026**
Primary Contact:	**Health Director**	**Review Scheduled:**	**05/2027**
Approver:	**Chief and Council BCM WFN 26/27-04-14**		

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1.0 ELIGIBILITY REQUIREMENTS

1.1 All registered status Indians residing on the Wahnapitae First Nation are eligible for medical transportation services.

1.2 Initially, clients or parents/guardians (of clients under 18 years of age) shall complete an application providing all necessary client identification information (Appendix A).

2.0 CONFIDENTIALITY

2.1 The Wahnapitae First Nation Health Department staff and medical drivers have signed an Oath of Confidentiality and are not permitted to disclose any medical/personal patient information.

3.0 SERVICE LIMITATIONS

3.1 Wahnapitae First Nation will not provide emergency transportation services - an ambulance should be called.

3.2 Wahnapitae First Nation will not pay mileage to appointments not located within the City of Greater Sudbury. All these appointments will be referred to an Indigenous Service Canada (ISC) Representative. Prior approval of travel is required, and approved expenses will be reimbursed to the client upon submission of appointment attendance confirmation and applicable receipts. Clients are advised to contact the nearest Health Canada Office (Sudbury – 705-671-0608) as soon as the appointment has been scheduled in order to ensure adequate time for approval.

4.0 SERVICES PROVIDED

4.1 On prior approval, as per section 5.4, Wahnapitae First Nation will pay private mileage for eligible individuals to drive themselves or hire a driver for a round trip from Wahnapitae First Nation to their medical appointments within the City of Greater Sudbury.

4.2 Private mileage cheques will be paid to clients or parents/guardians of dependent clients. As per Appendix A.

4.3 Mileage will be paid at the rate set as per Appendix B.

4.4 Distance for a round trip is pre-set for the following destinations:

- Capreol 40 km
- Hanmer 60 km
- Val Caron 80 km
- Sudbury 120 km

Other destinations within the City of Greater Sudbury will be pre-determined by the Wahnapitae First Nation Health Department's staff on request.

4.5 Wahnapitae First Nation will provide a Medical Driver if one is available for individuals who do not own a vehicle or unable to drive themselves for mechanical, legal, or medical reasons and unable to find a ride or hire a driver.

4.6 Wahnapitae First Nation will provide a Medical Driver if one is available for individuals who do own a vehicle but is not operational or available at the time of appointment.

4.7 Wahnapitae First Nation will provide medical transportation services to attend medical appointments including:

- □ Physician
- □ Hospital
- □ Diagnostic/X-Ray
- □ Optometrist
- □ Bloodwork
- □ Specialist
- □ Dentist
- □ Specialist referral outside City of Greater Sudbury (Pick-up/drop-off at bus depot, City of Greater Sudbury)
- □Traditional Healer

5.0 CLIENT RESPONSIBILITIES

5.1 Confirmation of appointment slips must be submitted by Thursday of the week before payment can be made on Thursday of the following week.

5.2 Confirmation slips must be submitted to the health department within six months of the appointment or within one month of fiscal year end (March 31st) to be eligible for payment under this policy. Appendix C.

5.3 Clients requesting services must arrange their own appointments during regular business hours, Monday to Friday between 8:30 a.m. and 4:30. If the client has difficulty arranging his/her appointments during these hours, they should request the assistance of the Wahnapitae Health Department.

5.4 Prior approval means clients shall receive approval from the Health Department prior to the trip. Clients shall provide information of their appointment date, time and doctor for the health staff to be able to determine eligibility of the appointment and to inform the client whether the appointment is approved for medical transportation or not.

5.5 Clients shall provide the Wahnapitae First Nation Health Department with a completed confirmation of appointment slip authorized by the provider of the care, as per Appendix D.

5.6 The client must inform the Wahnapitae First Nation Health Department not less than 24 hours prior to the cancellation of a scheduled appointment requiring a medical driver run. Unjustified failure to inform the Health Department prior to the run may result in suspension of service at the discretion of the Wahnapitae First Nation Health Department.

5.7 Any unscheduled stops (mail, pharmacy, grocery store, bank, etc.) will be at the discretion of the medical driver. All other requests need to be pre-approved.

5.8 Clients shall be picked up at the location given to the Health Department when client requested the service. The driver shall wait no more than 15 minutes past the pick-up time agreed to unless the client has made arrangements to be late. After 15 minutes the run will be cancelled. The driver shall notify the Health Department, as this will be kept on file and could cause for misuse of privileges.

5.9 At the time of drop-off at the appointment, the client must advise the driver of an approximate pick-up time. The client must double check this time with the medical receptionist at the medical facility and must provide the driver with the Doctor's name and office address.

5.10 At no time shall any alcohol, intoxicants or illicit drugs be transported in the vehicle.

5.11 The driver maintains the right to refuse service to any person found to be in possession of or under the influence of alcohol, intoxicants, or illicit drugs.

5.12 The medical driver is not responsible for looking after children while parents/guardians are seeing the doctor. Patients are responsible for making suitable childcare arrangements.

5.13 Clients must receive approval from the Health Department if he/she wishes to bring an escort.

5.14 All passengers must always wear seatbelts or proper restraints when the vehicle is in operation. Car and/or booster seats must be brought and installed by the client, if necessary.

5.15 Smoking of any kind is not permitted in the vehicle at any time.

5.16 Anyone under the age of sixteen (16) must be accompanied by an adult eighteen (18) years of age or older.

5.17 Under no circumstances will clients be required to pay the driver for services rendered. In turn, the driver shall not accept any monetary compensation from the client.

5.18 A dash camera will be in use for safety purposes.

6.0 POLICY IMPLEMENTATION

6.1 The Wahnapitae First Nation Health Department will be responsible for implementing and enforcing the Medical Transportation Policy.

7.0 APPEALS

7.1 Clients may appeal decisions of the Health Department, in writing (signed) as per Appendix F.

8.0 REVIEW AND AMENDMENTS

8.1 This policy shall be reviewed annually, or sooner if required.

8.2 Minor or administrative amendments to this policy that do not alter its intention or core criteria may be made with the approval of the Executive Director, without requiring formal review or approval by Chief and Council.

9.0 REVISION HISTORY

Date: (mm/dd/yyyy)	**Motions**
03/11/2011	BCM WFN 10/11-147
02/17/2015	BCM WFN 14/15-56
09/15/2020	BCM WFN 20/21-09-133
09/28/2020	BCM WFN 20/21-10-145
04/27/2026	BCM WFN 26/27-04-14

APPENDIX A

Application for
Wahnapitae First Nation
Medical Transportation Benefits

I, as signed below, will not hold Wahnapitae First Nation liable and understand I will be responsible to ensure all drivers of vehicles and the vehicles that I or my dependents use to claim private mileage for medical transportation services from Wahnapitae First Nation, at any time, are fully licenced, valid and mechanically fit for Ontario roads and highways.

Name: _____

Address: _____

Telephone: _____

Indian Status Number: _____

Date of Birth: _____

Male/Female: _____

_____

Client (or Parent/Guardian) Signature

_____

Date

APPENDIX B

Wahnapitae First Nation
Medical Transportation Payments
Flat Rates for Round Trips
As of October 1, 2020

	Sudbury	Val Caron	Hanmer	Capreol
LOCAL ROUND TRIP KM	120 km	80 km	60 km	40 km
PRIVATE MILEAGE .24	$31.80	$21.20	$15.90	$10.60

PRIVATE MILLEAGE: Mileage is paid at the flat rate above to registered individuals to drive his/herself or hire a driver to attend prior approved medical appointment

APPENDIX C

Confirmation of Appointment
Wahnapitae First Nation
Medical Transportation Benefits

Please complete this form as confirmation that the patient has attended his/her appointment as stated in the Medical *Transportation* Policy for Wahnapitae First Nation

Sec 5.2 When accessing medical transportation benefits, confirmation that the client has accessed a medically required health service must be obtained from the health care professional or his/her representative and submitted to Wahnapitae First Nation Community Wellness Worker located in the Norman Recollet Health Centre.

CONFIRMATION OF APPOINTMENT

This is to confirm that-_____
(Patient's Name)

Was seen by-_____
(Doctor or Health Care Provider)

On date- _____ At _____ AM or PM

_____
Signature/Stamp of Doctor or Health Care Provider

Community Wellness Worker Approval- _____

APPENDIX D

Wahnapitae First Nation
Medical Transportation Appeals Process

Each member has the right to appeal a denial of medical transportation benefit under Wahnapitae First Nation Medical Transportation Policy.

There are three levels of appeal available:

- Level 1 Appeal: Health Director
- Level 2 E Appeal: Executive Director
- Level 3 Final Appeal: Chief and Counsel

All appeals must be submitted in writing and can be initiated by the member, Legal guardian, or interpreter.

During each stage, an appeal must be accompanied by supporting information to justify the exceptional need.

At each level of appeal, the information will be reviewed by an independent appeal structure that will provide recommendations to the program based on the member's needs, availability of alternatives and Wahnapitae First Nation polices. This information should include:

- The condition for which the benefit is being requested.
- The diagnosis and prognosis, including what other alternatives have been tried.
- Relevant diagnostic test results
- Justification for the proposed treatment and any additional supporting information.

Level 1 Appeal: Health Director

The first level of appeal for a denied Medical Transportation claim would be directed to the Health Director of Wahnapitae First Nation.

Health Director
Wahnapitae First Nation
259 Taighwenini Trail Rd
Capreol Ontario P0M 1H0
Email : lydia.iserhoff@wahnapitaefn.com

Level 2 Appeal: Executive Director

If the member does not agree with the level 1 appeal decision and wished to proceed further, they can then apply to the Executive Director of Wahnapitae First Nation.

Executive Director
Wahnapitae First Nation
259 Taighwenini Trail Rd
Capreol Ontario P0M 1H0
Email: ed.tyson@wahnapitaefn.com

Level 3 Final Appeal: Chief and Counsel

If the member does not agree with the Level 2 Appeal decision, they may choose to have the appeal reviews at the third and **Final** level. The submission should be sent to the Chief of Wahnapitae First Nation.

Chief and Council
Wahnapitae First Nation
259 Taighwenini Trail Rd
Capreol Ontario P0M 1H0
Email : larry.roque@wahnapitaefn.com

At all levels of appeal process, you will be provided with a written explanation of the decision taken. If you have not heard within one month of submitting your appeal and wish to enquire the status of the appeal, please contact Wahnapitae First Nation Community Wellness Worker for updates.

Community Wellness Worker
Wahnapitae First Nation
259 Taighwenini Trail Rd
Capreol Ontario P0M 1H0
Email : heather.roy@wahnapitaefn.com