



## **Facility-Based Addictions Treatment (FBAT) Program Escort Policies and Acknowledgement**

(Must be signed prior to receiving travel arrangements)

As an escort, I understand the following:

1. Escorts do not accompany the service-user to the facility, they are booked on the next flight back to the NWT.
2. Personal travel or extra stops are not provided. All flights are booked to be as direct and low cost as possible.
3. If escorts lose their ID while travelling or miss their return flight, they are responsible to arrange and pay for their return travel home.
4. Personal taxi costs are not covered.
5. If an escort must stay overnight while travelling boarding homes will provide accommodation, travel and meals in the NWT and in Edmonton.
6. If travelling to an area without boarding homes, medical travel will provide a hotel. Escorts may need to buy their own food while travelling and submit for reimbursement (up to \$18/day).
7. If there are unexpected travel delays (for example flight changes, cancellations or weather issues), escorts must be able to navigate travel changes and pay for costs like food and taxis to hotels upfront. Escorts can submit for reimbursement of \$18/day through medical travel.
8. If escorts become delayed overnight in a city without a boarding home, ask the airline to provide a hotel voucher and then call the medical travel on call number for assistance.

### **Case Managers or Staff Escorts:**

- Medical travel will only book and pay for flights. Only the service user or personal escort can stay at the boarding home.
- The client will be picked up at the airport by the boarding home shuttle for their stay.
- Costs associated with meals, hotel, and taxi will need to be discussed with the employer, as these costs for staff are not covered by medical travel or the FBAT program.

**I have read, understand, and agree with the above policies.**

Escort's Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Medical Travel Contacts:***Available Monday – Friday, 8:30am – 5:00pm*

| <b>Location</b>                                        | <b>Phone Number</b> |
|--------------------------------------------------------|---------------------|
| Yellowknife, Lutsel'ke, Sahtu Region & Fort Providence | 867-669-4115        |
| Hay River                                              | 867-874-8165        |
| Inuvik                                                 | 867-678-8034        |
| Dehcho                                                 | 867-695-7005        |
| Fort Smith                                             | 867-872-6265        |
| Tlicho                                                 | 867-392-3004        |

**After Hours Medical Travel Contacts:***Available Weeknights (Monday-Friday), 5:00pm – 10:00pm and Weekends, 7 a.m. – 10 p.m.*

| <b>Location</b>                          | <b>Phone Number</b>    |
|------------------------------------------|------------------------|
| All regions <b>except</b> Beaufort-Delta | 867-669-4115, Option 3 |
| Beaufort-Delta                           | 867-678-5626           |