



To
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Transportation Co-ordinators,
NIC Nursing Stations, Health
Directors

From
De

Virginia Sanderson
Manager, Non-Insured Health
Benefits

Security Classification - Classification de sécurité

Our File - Notre référence

Your File - Votre référence

Date
March 22, 2004

Subject

Travel Authorizations for Clients/Escorts

Effective April 1, 2004, requests for escorts must be identified on the referral request and travel must be pre-authorized by the Transportation Referral Unit. Warrants should not be issued for travel unless prior authorization has been provided. Any un-authorized travel will not be covered under the Non-Insured Health Benefits (NIHB) Program. Please ensure all staff is made aware of this.

Thank you for your co-operation in this matter.

Should you have any questions or concerns please call me at (204) 984-1594 or Joelle Breton, A/Manager, Medical Transportation at (204) 983-4183.

Virginia Sanderson
Virginia Sanderson

cc: Regional Director, Jim Wolfe
Director of Operations, Bill Rutherford
Director of Programs, Transfer and Self Government, Jim Mair
Regional Programs Medical Officer, Dave Williams
Director, Finance and Administration, Diane Cyrenne
Mental Health Program Administrator, Sylvia Meilleur
Regional Dental Officer, Terry Hupman