



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: OUT-OF-COUNTY EMPLOYEE AND
PATIENT TRANSPORTATION**

Policy No.: B603.3
Supersedes: January 10, 2020
Revision Date: January 10, 2023
Page: 1 of 2

POLICY:

Medical Center shall facilitate transportation out-of-county for patients with inadequate funds when providing such transportation is necessary to achieve the most appropriate discharge plan.

PURPOSE:

To provide guidelines for facilitating transportation out of county, state, or country of patients with no available escort and/or means of transportation.

GUIDELINES:

1. Clinical Social Work staff evaluates patient/family's ability to provide (a) an escort and (b) funds for patient's travel expenses. This policy will be initiated if an escort and/or funds are needed to expedite transportation out-of-county.
2. If patient/family is unable to provide an escort, clinical team will discuss options and find a suitable escort to meet the travel requirements and the patient's clinical needs.
3. Clinical Social Work staff facilitates travel arrangements for employee and patient.
4. Refer to the County Fiscal Manual (<http://auditorweb.co.la.ca.us> - Chapter 13 – Los Angeles County Travel Policy) for current travel guidelines and list of travel agencies.
 - a. Travel for employee and patient is arranged with a county-contracted travel agency.
 - b. Provide travel agency with the staff name, employee number, and RLANRC'S **Fund Organization Number 63250**.
 - c. The most current reimbursement guidelines are available at the above website (Chapter 13.0).
5. The patient/family may provide all or a portion of funds to cover the patient's travel expenses. The patient and staff's travel should be arranged at the same time to ensure continuity.
 - a. Rancho will be charged for the patient's travel expenses not covered by the patient/family's funds.
 - b. County-contracted travel agency will accept patient/family's credit card.
 - c. Cash or cash equivalent (e.g., money order, wire transfer, cashier's check, etc.) may be accepted by RLANRC Cashier and a receipt provided. The money is deposited to Rancho into Reimbursement of Expense.

EFFECTIVE DATE: December 15, 2004

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

6. Employee may access necessary forms on the Rancho intranet. Employee completes and submits the following documents to immediate supervisor:
 - a. DHS Travel/Training Cost Estimate - clearly write "**Patient Transportation**" across the top.
 - b. County Travel Request Form 76T600. (Administrative Policy A204 may be used as reference.)
 - c. Clearly indicate patient's name, Rancho number, and destination on these 2 documents.
7. Travel request should be approved and sent through the employee's chain of command prior to submitting the request to the Chief Executive Officer.
8. Travel requests should be submitted to the Chief Executive Officer as soon as possible.
9. Reimbursement for Expense
 - a. Submit forms as soon as possible after completion of travel to General Accounting, SSA Building, Room 2121.
 - b. Itemize approved expenses on Expense Claim Form 76E928 (available in intranet). Reference "**Patient Transportation**" and the name of the patient.
 - c. Submit original receipts for lodging, transportation, and miscellaneous expenses. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required.

REFERENCES: Administrative Policy A204 – Request for Approval of Travel and Training
DHS 582.1 – Travel Requests
DHS 753.1 – Reporting of Overtime While Attending Conferences or Training Sessions

CD
ES: 5/18/16
VR: 1/10/20
SMA: 1/04/23
JT: 1/10/23