

CHECKLIST

PRE-FLIGHT:

- Fact sheet with patient's full name, address and family contact information.
Download Patient Fact Sheet here.
[Airambulance.net/ patient-information-sheet.html](http://Airambulance.net/patient-information-sheet.html)
- Front and back copy of patient's health insurance card, if available.
- Patient's Medical History
- Patient's Progress Notes
- Attending Physician Standing Orders
- Attending Physician Transport Orders
- Patient's Current Medical Administrative Record (MAR)
- Accepting facility name, telephone and name of contact personnel
- Accepting physician name and contact information.

EVALUATE AIR AMBULANCE COMPANIES:

- Determine whether Air Ambulance Company has appropriate federal and state Licensing Credentials.
- Determine whether Air Ambulance Company has current Liability Insurance policy.
- Determine whether Air Ambulance Company has Medical Director on staff.
- Determine whether Air Ambulance Company has requisite medical personnel and medical equipment needed for your patient.

INSURANCE AUTHORIZATION:

- Determine whether patient's private health insurance company (or Medicare) will cover the costs of the ground and air ambulance transport.
- Obtain insurance or Medicare payment authorization in writing.
- Transmit insurance authorization to Ground Ambulance Company and Air Ambulance Company.

TRANSPORT LOGISTICS:

- Confirm Ground Ambulance (or Medi-Van company) contact and patient pick-up information.
- Confirm Air Ambulance company schedule.
- Confirm Flight manager contact information.
- Confirm Receiving Ground Ambulance pick-up information.
- Confirm patient arrival at receiving facility.