



## Applying for a Patient Assisted Travel Scheme (PATS) Subsidy

### BEFORE your appointment

1. Get a *PATS Application Form* from your local PATS office or referring GP.
2. Your *GP* must complete and sign Section A of this *Form*.
3. You must complete and sign Section B of this *Form*.
4. **BEFORE** you travel, send the completed, signed *Form* to your local PATS office (via fax, mail, email, or in person) as soon as you can. This must be done **before** you travel to your specialist appointment. Please be aware it can take up to ten working days to process.
5. If approved, you will receive a *PATS Specialist Certification Form*. You must take this *Form* to your appointment with the specialist.

### AT your appointment

1. Remember to take the *PATS Specialist Certification Form* to your appointment with the Specialist.
2. To confirm that you have attended the appointment. You must get your specialist or another staff member at the clinic to complete **Section A** of this *Form* at this appointment and return it to you.

### AFTER your appointment

- You must complete **Section B** of the *PATS Specialist Certification Form*. Attach any receipts for accommodation and/or travel expenses such as taxi, train or bus fares. PATS does **not provide a subsidy for meals and sundry expenses**.
- Return this completed *Form* to your local PATS Office within 8 weeks of your appointment or your expenses may not be paid.

### YOU MUST:

- Advise your local PATS office of **any travel or accommodation changes** that arise, as soon as possible.
- Notify your local PATS office at least 24 hours in advance of **appointment cancellations**.
- **Send a signed and completed *PATS Specialist Certification Form* to the PATS office within 8 weeks of your appointment even if you have already received a PATS subsidy paid to you in advance of your travel to the appointment.**
- You must obtain approval for PATS assistance **before** you travel. Retrospective applications will only be considered in exceptional circumstances. If you need to travel urgently and don't have time to submit your application, call your local PATS office for advice as soon as possible following travel.

***Failure to follow the above conditions may result in you becoming ineligible for PATS assistance in the future.***

For more information visit [www.wacountry.health.wa.gov.au/pats](http://www.wacountry.health.wa.gov.au/pats) or contact your local PATS office