

## **CANCER TREATMENT TRANSPORTATION PROJECT POLICY**

*Soroptimist International of Friday Harbor (SIFRI)*

APPROVED: 2/28/2011 Revised 11/18

Revision 5/23/2022

This policy shall in no way create an entitlement, right, or contract for assistance or services. SIFRI reserves the right to deny requests for assistance in its sole discretion, including but not limited to denying requests based on lack of funds.

### ***Purpose:***

1. To provide transportation assistance to cancer patients from San Juan Island and their caretakers with ferry tickets, so they can travel to and from the mainland for treatment.

### ***Eligibility***

1. Assistance is available to all cancer patients living on San Juan Island, regardless of gender, age, or income. There is no limit on the assistance a single person may receive.
2. Soroptimist members who are diagnosed with cancer and request assistance shall be eligible for the program.
3. This assistance is available only to San Juan Island residents

### ***Staffing:***

Volunteer Soroptimist members will administer the project under the supervision of the Healthy People/Healthy Planet Committee and the Board of SIFRI.

1. Coordinator:
  - a. The Coordinator will be the primary contact for community members seeking assistance. A single purpose e-mail will be established for the use of the coordinator. A phone with a dedicated number will be maintained for the coordinator. This contact information will be printed on literature publicizing the project.
  - b. The Coordinator will interview cancer patients, determine their transportation needs, purchase ferry tickets, and deliver them to the patients.
  - c. The Coordinator will maintain a database documenting the project's policies, procedures, and information about the patients receiving assistance.
  - d. The Coordinator will maintain a spreadsheet to track tickets, their use, and their cost.
  - e. When a ferry ticket is in danger of expiring unused, the Coordinator will reassign tickets as needed. If tickets still remain, she may offer unused tickets to Soroptimist members for a donation to the project.
  - f. The Coordinator will work with Treasurer, the HPHP committee and the Board to keep all informed about the project.

2. Ticket Tracking:
  - a. The Coordinator maintains an Excel spreadsheet of all ferry tickets purchased and regularly checks usage on the WA State Ferries website.
3. Treasurer:
  - a. The Treasurer oversees expenditures and the budget, keeping the Board informed of ticket costs.

**Finances:**

**Income:**

- Any donations designated for Cancer Transportation will be deposited in the separate program account.
- If demands exceed the funds specifically designated to the account, the Treasurer can transfer funds from the Service Account as required.

**Expenses:**

- Assistance will be provided consistent with this policy upon request and at the sole discretion of SIFRI. Assistance is limited by available funding.
- The funds spent by SIFRI will be considered gifts to the community. SIFRI will not seek insurance reimbursement.

**Process:**

1. The Coordinator receives a call or notice from a cancer patient, another Soroptimist, or someone in the medical community requesting transportation or cancer needs assistance.
2. The Coordinator interviews the patient in person or by phone and gets the necessary information.
3. The Coordinator assigns each patient an ID number and creates a record in the spreadsheet.
4. The Coordinator determines the patient's transportation needs.
  - a. If CAR transportation is needed, car/driver and passenger tickets are provided for the number of trips needed for the current round of treatments.
  - b. Coordinator purchases ferry tickets online using the designated SIFRI debit card, then gives or emails the tickets to the patient.
    - 1) If the patient needs additional tickets or different transportation, he/she must contact the Coordinator and explain the situation.
  - c. If AIR transportation is needed, the Coordinator refers the patient to San Juan Eagles, who provide this service.
5. San Juan Island residents must contact the Coordinator 48 hours before the tickets are needed.

6. Tickets provided are not transferable to other individuals or family members unless the family member is driving or accompanying the patient.

**Record Keeping:**

1. The Coordinator maintains
  - a. current policies and procedures
  - b. *Procedures for Logging Ferry Tickets*
  - c. *Procedures for Purchasing Ferry Tickets Online*
  - d. contact list of cancer patients connecting them to their ID numbers
  - e. brief notes about each patient
  - f. ferry ticket order confirmations by month
2. The Coordinator logs all transactions in computer files as described in *Procedures for Logging Ferry Tickets* and in the client notes.
3. The Coordinator emails monthly summary reports to Treasurer, President, and The Ticket Tracker.

**Publicity:**

1. The Public Awareness Committee creates and prints publicity materials to let cancer patients know about the project. The Healthy People, Healthy Planet Committee will work with the Public Awareness Committee to ensure appropriate press coverage of the program is maintained and that information flyers for patients are reviewed, updated, and printed on a regular basis.
2. The Coordinator arranges for distribution of the publicity materials to the public and medical clinics on San Juan Island.

**Privacy:**

- Patients will be given privacy concerning their situations, in accordance with HIPAA regulations. Confidential information will be available only to the Coordinator. In the Coordinator's absence the President or the Coordinator's assistant (as pre-arranged) may access the information and contact a patient when necessary.
- No confidential information will be provided to the Board. The Board will be informed of the number of patients and costs involved.
- Patients may be asked to show the Coordinator some proof of their name, address, phone number, and a cancer treatment schedule from a physician. No other information about the cancer patient, insurance, or income will be requested.
- The Coordinator is responsible for maintaining the confidentiality of the information submitted and requested; protecting it against loss, defacement, tampering, access or use by unauthorized individuals.

**Liability:**

SIFRI shall not be held liable for any act, occurrence, error, or omission in any way related to the assistance provided by this program, whether by SIFRI or by others, including but not limited to an act, occurrence, error, or omission that occurs in the scheduling of assistance or the providing of ferry tickets.

Form for Patients: Soroptimist Cancer Transportation Fund Policies and Information

Assistance is available to all cancer patients living on San Juan Island, regardless of gender, age, or income. There is no limit on the assistance a single person may receive.

This assistance is available only to San Juan Island residents.

Cancer patients must contact the SIFRI Cancer Transportation Coordinator by phone or e-mail 48 hours before tickets are needed. The patient must inform the coordinator about the dates and number of required treatments.

If the patient needs additional tickets or different transportation, he/she must contact the Coordinator and explain the situation.

Tickets provided are not transferable to other individuals or family members unless the family member is driving or accompanying the patient.

Patients will have privacy about their situations, in accordance with HIPAA regulations. Confidential information will be available only to the Coordinator. In the Coordinator's absence the President or the Coordinator's assistant may access information and contact a patient when necessary.

SIFRI shall not be liable for any act, occurrence, error, or omission related to the assistance provided by this program, whether by SIFRI or by others.

I have read and understand the Soroptimist policy and agree to the terms:

(Please print name)

(Signature and Date)

(Best Phone number)

(Address)

E-Mail Address

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Name and city of treatment hospital or facility