

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ALASKAN REGION

AL 3790.1B

August 31, 1973

Reprinted 10/6/88
to include CHG 1

SUBJ: EMERGENCY MEDICAL TRANSPORTATION AT GOVERNMENT EXPENSE

1. **PURPOSE.** This order provides information regarding emergency medical transportation at Government expense. It establishes procedures for requesting, approving, and utilizing such transportation.
2. **DISTRIBUTION.** This order is distributed to regional office staff and division offices to branch level and all field facilities and offices.
3. **CANCELLATION.** Order AL 3790.1A, dated April 25, 1949 is canceled.
4. **AUTHORITY.** The Appropriations Act of October 26, 1949, as amended, (63 Stat. 9075, 5 U. S. C. 596a) provides for transportation of an employee or dependent to the nearest doctor or medical facility for emergency medical service. Employees must bear the cost of all hospital and doctor bills.
5. **CONDITIONS.**
 - a. **Requirements.**
 - (1) Employee or dependent must require immediate attention of a physician or dentist when adequate medical services are not locally available.
 - (2) Transportation for emergency medical service to the continental United States can be provided at Government expense if adequate treatment facilities are not available in Alaska. Normally, this will be limited to cost of transportation to Seattle, Washington.
 - b. **Exclusions.** Transportation for the following:
 - (1) Routine dental care.
 - (2) Chronic illnesses.
 - (3) Care for condition known to exist prior to field assignment.
 - (4) Follow-up care for a condition which was initially covered by emergency medical service transportation.
 - (5) Dependents who are not permitted as income tax deductions.
 - (6) Transportation required as a result of injuries sustained while performing official duties. Cost of such transportation may be paid under provisions of Handbook 3800.5B, Employee Benefits, for Federal Employees' Compensation cases.
 - (7) Routine care involved in normal pregnancy and delivery.
6. **TRANSPORTATION PROVISIONS.** At no cost to the employee, the following provisions apply to transportation in the case of emergency medical service:

- a. Round-trip transportation cost of employee or dependent to place where adequate medical service is available.
- b. In the case of a child or an adult too ill to travel alone, the round-trip transportation cost of one or more adults to accompany the patient may be approved if properly justified. In this connection, per diem or subsistence is not allowed for the person or persons accompanying the patient.
- c. Round-trip transportation of an FAA or other qualified physician to the employee or dependent when the patient is unable to travel.
- d. Use of FAA aircraft for transporting persons involved in the emergency medical service whenever possible and practicable. (See Order 4040.9, General manual for Operation of Agency Aircraft.)

7. REQUESTS FOR APPROVAL OF EMERGENCY MEDICAL SERVICE. The employee's immediate supervisor should be notified prior to any emergency medical travel. AL Form 3790.1 (8/73), Emergency Medical Transportation - Request and Approval, will be used to initiate and process requests for emergency medical transportation (See Appendix 1.) If time permits, this form will be initiated prior to emergency travel in accordance with instructions given below.

- a. Part I. This part will be completed by the employee.
- b. Part II.

(1) Field employees. The supervisor having authority to issue a transportation request for the employee utilizing emergency medical transportation will, under normal conditions, complete Part II and return the form to the employee who will obtain the attending physician's/dentist's certification. Coding for the transportation request will be furnished by the Aviation Medical Division upon request.

(2) Anchorage employees. Anchorage employees on temporary duty at field facilities will be treated the same as field employees as outlined in item (1) above.

- c. Part III. When adequate medical care is not available at the place of initial examination and treatment and it is necessary for the employee or dependent to travel to another location, the physician who initially examined the patient will complete Part III, I. The employee will then obtain the certification of the final attending physician in Part III, 2.
- d. Part IV. After review, the Regional Flight Surgeon will approve or disapprove the travel. If approved, he will forward the original of AL Form 3790.1 to the Accounting Division, the first copy to the appropriate supervisor, and retain the second copy in the employee's medical folder. If travel has not been substantiated or justified, the Regional Flight Surgeon will notify the employee by letter with a copy to the Accounting Division.
- e. Fully completed AL Form 3790.1 must be received by the Regional Flight Surgeon as soon as practicable after travel has been completed or justification given for the delay.

8. TRANSPORTATION REQUEST ISSUANCE AND TRAVEL COSTS.

- a. If at all possible, consultation regarding the medical problem and authorization for travel should be obtained by field personnel prior to issuance of a TR. Prior approval of the Regional Flight Surgeon is required in the case of employees in the Anchorage area before a TR is issued. In the event travel has not been justified and is not approved by the Regional Flight Surgeon, the employee is responsible for reimbursement to the Government of travel costs involved.
- b. When it is necessary that commercial transportation be utilized by field station employees or their dependents, the supervisor having authority to issue transportation requests for the employee will issue a TR for the travel. The transportation request will be annotated "emergency medical." A travel order number is not required at this point. The buff copy of the TR will be forwarded immediately to the Accounting Division after the cost of the ticket has been inserted.
- c. Anchorage area employees who require emergency medical transportation to another location for themselves or their dependents will document this requirement and forward the documentation, through their division chief, to the Regional Flight Surgeon for approval prior to start of travel.

d. When it is necessary for an employee or dependent to travel by commercial carrier for emergency medical care and a TR has not been issued, the employee may claim reimbursement for air fare by submitting a travel voucher, SF-1012. Payment is contingent upon approval of a completed AL Form 3790.1 and issuance of a CONFIRMING travel order.

9. TRAVEL ORDER ISSUANCE. A confirming TRAVEL ORDER IS REQUIRED BY THE Accounting Division on all emergency medical travel. Issuance of a CONFIRMING travel order by field elements should not be construed as approval of the travel. Approval authority is reserved by the Regional Flight Surgeon (Handbook 1500.3A, AAL SUP) and is accomplished on AL Form 3790.1.

a. AT field personnel. The Regional Flight Surgeon will forward the first copy of the approved AL Form 3790.1 to the Air Traffic Division where the CONFIRMING travel order will be prepared.

b. AF field personnel. The Regional Flight Surgeon will forward the first copy of the approved AL Form 3790.1 to the employee's supervisor who will notify the appropriate authority (depending on sector and/or division delegations) to issue a CONFIRMING travel order.

THOMAS J. CRESWELL
Director