



Air Ambulance Trip Check List

The specifics of medical transports depend heavily on the condition and requirements of the patient. However, there are a few key bits of information that are needed to book nearly all air ambulance trips.

- Sending facility's complete name and address.
- Room number of the patient.
- Contact phone number at the sending facility to get medical information on the patient. (Often times this is the phone number of the nurse's station for the patient.)
- Attending doctor's name and contact phone number.
- Patient's full name, date of birth, weight, and passport information if applicable.
- Passenger's full name, date of birth, weight, and passport information if applicable.
- Receiving facility's complete name and address.
- Room number for the patient if it has been assigned.
- Receiving doctor's name and contact phone number.
- An email address or fax number that can be used to send the Air Ambulance contract to for signature. (As a convenience for the patient's family, the contract usually can be received at the nurses station for the patient and once signed, can be returned using this same fax.)