



‘MUST READ’ - IMPORTANT Information

9 HOURS – Be committed to fly! It takes a lot of time to establish one flight - approx 9 man hours. Be sure the patient wants to and is able to fly before requesting a flight. Cancelling in an untimely manor will take valuable time away from helping someone else. Keep WOM *INFORMED* of any considered or actual changes to the flight request.

PASSENGER ACCOMPANIMENT - A passenger must travel with the patient as a companion and to assist with needs.

AIRPORT – Boarding/de-boarding the airplane DOES NOT occur at the MAIN terminal. Patients are to meet pilots at the *Fixed Base Operator (FBO)* which is a building on the airport campus where smaller airplanes get fuel, pick up travelers, and are hangared. Depending on an airport’s capabilities, the pilot will fly to the most ‘usable’ airport closest to the patient. It may be necessary at times for the patient to drive to or from a more distant airport.

AIRPLANES –We seek to match patient needs to an appropriate airplane. Many small airplanes are boarded from the wing. It is the patient’s responsibility to prearrange adequate help for boarding/de-boarding. The airplanes we typically use are multi or single engines with 4 - 6 seats.

PILOTS - All are volunteers. Most have other jobs, but donate their time and airplanes to do flights. Two highly qualified pilots are required for each flight.

WEIGHT – For *aircraft safety and performance*, each person must provide ACCURATE body weight wearing street clothes. *DO NOT ESTIMATE!* Luggage weight is limited to 15 lbs per adult! (Include children’s with adult’s.) Any additional luggage or cargo (wheelchair, stroller, oxygen cylinders, etc), must be pre-approved by the Flight Director and Pilot. Without prior approval or if total weight exceeds limitations, the flight may be aborted.

AMPLE NOTIFICATION of the flight request must be given to the Flight Director in order for flights to be arranged.

SHORT NOTICE FLIGHTS – Flight requests that are within four workdays of the medical appointment require additional consideration and involvement from the staff. We **HIGHLY REQUEST** commitment from the patient and those involved. The doctor must give approval to fly **BEFORE** a request can begin to be processed.

STRETCHER FLIGHTS – 250 lb patient weight limit. The patient/family must provide an Ambulance or other qualified service to load and unload the patient. Pilots are not to handle patients. Patient must bring their own pillow and blanket.

FLEXIBILITY WITH SCHEDULING – Consideration is given to both patient’s appointment and pilot’s availability. Patient must be flexible - willing to fly 2 days prior to the appointment date and/or return home up to 2 days or more after discharge. ALL flights depend on pilot availability. The patient must be willing to fly anytime of the day. Unusual conditions - weather, pilot availability, etc – may cause patient to have to wait several days for a flight. If a flight can not be arranged or must be cancelled due to these or other unforeseeable circumstances, it is recommended that the patient have an *alternative mode of travel plan* established.

WAIVER OF LIABILITY - Each person flying must sign this form with a witness. Parents/guardians sign for minors. It must be returned to WOM **BEFORE** the person is permitted to fly. (W of L is effective for one year.) **NO WAIVER – NO FLYING!**

DOCTOR’S CERTIFICATION – TICKET for FLIGHT – This is the actual **TICKET**. By signing the doctor verifies that the patient can fly in an airplane. One is needed for each direction (**OUTGOING** and **RETURN**). Even if a patient must go back and forth more than once, a new DC must be used each time for each direction. DCs must be returned **BEFORE** the patient is permitted to fly. **NO DC – NO FLIGHT!**

***If the PASSENGER has a medical situation (such as pregnancy, recent surgery or treatment, etc) he/she will need a DC signed.**

- **ONE-WAY flights:** (for patients needing to be flown only one way) Only the **Outgoing Flight Doctor’s Certification TICKET** form is required.
- **TWO-WAY flights:** (for patients needing an out-going and a return home flight on separate days.) Both **Outgoing and Return Flight Doctor’s Certification TICKETS** are required. The patient carries the blank Return Home Flight DC Ticket form with to the destination facility. The Doctor there must sign the DC ticket and fax it to WOM.
- **SAME DAY ROUND-TRIP flights:** (patient is flown out for the appointment and back home the same day) Pilot wait time is limited to 2 – 3 hours (or what is agreed upon by the pilot and patient). Only a **Round-Trip Flight DC Ticket** is required.

DCs are effective for 30 days. DCs for transplant patients are effective for six months.

DESTINATION AND FLIGHT INFO form – Provides WOM with information for the flight - weight for the airplane, location of medical facility, doctor’s contact information, patient’s contact information.

WARNING: IF the WAIVER OF LIABILITY and/or THE DOCTOR’S CERTIFICATION TICKET is not completed and submitted **PRIOR TO A FLIGHT**, that person **WILL NOT BE PERMITTED TO FLY!!!**