

Patient Emergency Fund-BC Cancer Kelowna

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BC Cancer		01/FEB/2019

1. Introduction

1.1. Purpose

BC Cancer Foundation (BCCF) in Kelowna receives donations for emergency financial aid vital to patient care and well-being to reduce the burden of cancer. The BC Cancer Kelowna Patient Emergency Fund is used to assist patient and or families who are receiving cancer treatment: to provide supplemental monies to fund direct patient care related expenses that individuals/families they do not have the financial means to pay.

1.2. Scope

Eligibility:

- Patients/Families who are receiving or have received treatment at BC Cancer-Kelowna
- Patients/Families have had a financial assessment done by Patient and Family Counselling (PFC) staff member
- There are no other resources available to meet the need
- Patients/Families will be provided up to \$2,000.00 per year or as on a case by case basis until the fund is exhausted.
- Others on a case by case basis to be approved by Regional Medical Director or Senior Director.

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1.3. Exceptions (if necessary)

The types of needs that may require funding may include, but not be limited to:

- Medication
- Costs of rehabilitation services
- Financial support for medical escort
- Dental care related to their treatment
- Accommodation, meals and transportation when it is necessary for patient to travel from home community for medical appointment

2. Policy

2.1. BC Cancer Kelowna will have a policy to reflect the use and management of the BCCF patient emergency fund

3. Responsibilities and Compliance

3.1 Responsibilities

When a BC Cancer Kelowna staff member identifies a patient/family with unmet needs the patient will be referred to PFC.

Patient and Family Counselling

- When the PFC department become aware of an unmet need that may be appropriate for funding through this donation, they will review all other possible resources to meet the need.
- When no other resource is available to meet the need, the request for funding from the Patient Emergency Fund will be made at the PFC weekly staff meeting.
- When a need cannot wait until the staff meeting, at least two PFC staff members will confer to concur that this fund is an appropriate resource to be used.
- If funding is approved, a Patient Emergency Fund Cheque Request Form will be completed for PFC professional practice lead's signature.
- Cheque requisitions will be forwarded by the PFC professional practice lead.
- Tracking will be kept of monies dispersed, and their use for each patient/family.
- Prior approval must be obtained for Patient Emergency Fund expenditures.

Taxis:

- When a taxi is needed on short notice, a taxi fare will be paid from this fund. The supervisor of the department involved in the situation at the time (or their designate) will approve the taxi charge. BC Cancer Kelowna has an account with Kelowna Cabs.

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- When a taxi fare has been approved, the program secretary will be informed by email for the purpose of reconciling the invoice from Kelowna Cabs.

4. Related Documents

PHSA Expense Claim and Cheque Request Form

<http://2pod.phsa.ca/workplace-resources/finance/accounts-payable/Pages/default.aspx>

5. Definitions

6. References

7. Appendices

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