Patient transport — what to do

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> **Fictional document**, produced for demonstration. The internal procedure of an imaginary practice; it is an example for no other.

The five steps

#	Step	Who does it	Who signs
1	Check that the request does follow a medical transport prescription	Reception	—
2	Fill the form: identity, insurance body, administrative reason, prescribed mode of transport	Reception	—
3	Have the medical section completed and signed	Practitioner	Practitioner
4	Hand the original to the patient, keep a copy on file	Reception	—
5	Record the handover in the administrative file	Reception	—

To check before applying. Step 2 refers to a form reference that has not been in circulation since 2025. The internal procedure still holds; the reference is to be confirmed with the insurance body. The agent has not updated it on its own: a rule the practice has not approved does not become a rule of the practice.

Note history

Version	Date	Approved by	Change
v1	02/09/2021	Dr Diallo	Created
v2	17/05/2023	Dr Diallo	Step 5 added (handover traceability)
v3	14/03/2024	Dr Diallo	Clarification on the prescribed mode of transport

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Scope of this document: the service operated by Blue Lemon Agent. For an agent deployed at your premises, the applicable location is that of the architecture set out in the quotation and verified before commissioning; local execution is announced only for the configuration explicitly described and accepted in the quotation; the applicable isolation depends on the deployment mode set out in the quotation, no dedicated isolation being presumed; the encryption mechanisms in transit and at rest, their components and key management are those documented for the architecture chosen; roles and permissions are configured and accepted for the identities and systems actually connected; the events logged, their content, their retention period and who may access them are defined for the deployment chosen.

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