

# What forms do I need to complete to access the Patient Travel Subsidy Scheme (PTSS)?

## Step 1: Referral

If you received a specialist referral located more than 50 km from your local public Hospital or health service complete these 3 forms:

For you to complete:

- ☐ Form A: Patient Registration
- ☐ Patient Vendor Banking Details form

Form A: Patient Registration (Form A) and Electronic Funds Transfer Payment Request form. The registration form includes sections for patient details, contact information, and banking details. The payment request form includes fields for name, previous surname, ABN, date of birth, and address.

For your referring doctor to complete:

- ☐ Form B: Travel Referral form

Form B: Travel Referral form (Form B). The form includes sections for patient details, referral details, and contact information. It also includes a section for the referring clinician to complete with details of the treating specialist.

Submit these forms to any Queensland public hospital, health service or Indigenous Liaison Officer in person, via email, fax or post.

## Step 2: Assessment

We'll look at your application against the PTSS Guideline to see if you are approved or if there are other options for your travel. We will have a yarn with you about the outcome of your PTSS application.

## Step 3: Booking

When you know the date of your appointment, yarn with your local public hospital or public health service to help book your travel or for accommodation assistance. If you choose to book your own travel, **keep all your tax invoices** to make a claim (see step 5).

## Step 4: Attendance

- ☐ When you are at your specialist appointment, ask them to complete Form C: Appointment attendance.
- ☐ If you are staying with family or friends, complete and sign Form D: Accommodation confirmation

Form C: Appointment attendance (Form C). The form includes sections for patient details, home hospital, patient escort details, and evidence.

Form D: Accommodation attendance (Form D). The form includes sections for patient details, accommodation details, and evidence.

Keep this form until you are ready to make a claim in Step 5.

## Step 5: Making a claim

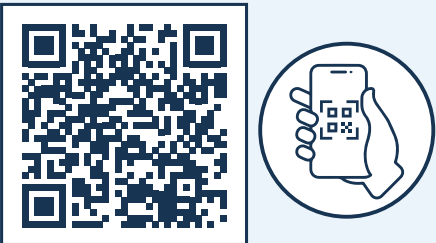
To make a claim, you will need to gather and submit your forms to any Queensland public hospital, public health service, or Indigenous Liaison Officer in person, via email, fax or post:

- ☐ Form C: Appointment attendance
- ☐ If you booked your own travel, any relevant tax invoices
- ☐ If you stayed with friends or family, Form D: Accommodation confirmation

Form C: Appointment attendance (Form C). The form includes sections for patient details, home hospital, patient escort details, and evidence.

Form D: Accommodation attendance (Form D). The form includes sections for patient details, accommodation details, and evidence.

**For more information visit:**  
[www.health.qld.gov.au/ptss](http://www.health.qld.gov.au/ptss) or call 13 HEALTH (13 43 25 84)  
Contact your local travel office at your local public hospital or public health service.  
Open your smart phone's camera and point it at the QR code.



Queensland Government