



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 public health service complete these 3 forms:

For the patient to complete:

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

Form A: Patient Registration (Form A) and Electronic Funds Transfer Payment Request form.

For the referring doctor to complete:

- ☐ Form B: Travel Referral form

Form B: Travel Referral form.

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

Step 2: Assessment

Your application will be assessed against the PTSS Guideline to decide eligibility or alternatives to travel.

You will be notified of the outcome of the PTSS application.

Step 3: Booking

When you know the date of your appointment, ask 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 or accommodation, remember to **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.

Form C: Appointment attendance (Form C).

- ☐ If you are staying with family or friends, complete and sign Form D: Accommodation confirmation.

Form D: Accommodation attendance (Form D).

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 your completed forms and submit to any Queensland public hospital or public health service in person, via email, fax or post:

- ☐ Form C: Appointment attendance

Form C: Appointment attendance (Form C).

- ☐ If you booked your own travel, any relevant tax invoices

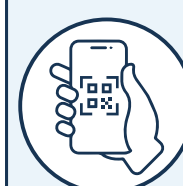
- ☐ If you stayed with family or friends, Form D: Accommodation confirmation

Form D: Accommodation attendance (Form D).

For more information visit:

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