

CHILD REFERRAL PROCEDURES (IWK HOSPITAL)

March 2018

This guideline has been developed for Shrine Clubs and Nobles when referring a child to the IWK Hospital or Outreach Clinic's. The purpose is to present a standardized procedure for all Shrine Clubs and Nobles while at the same time preventing undue hardship to the family. It is very important that the family possess a clear idea of what to expect when they travel to the hospital. This procedure will also make it easier for the hospital to assist families. Please keep this guideline handy for reference when visiting families.

ELEGIBILITY FOR TREATMENT

Any child requiring orthopedic, spinal cord, burn or cleft palate treatment, regardless of race, religion or colour, up to the **age of 18** is eligible for admission to the IWK Hospital with assistance from Philae Shriners. In general, treatment must fall within the scope of Orthopedic Surgery, Cleft Palate or Burn related injuries.

While as Nobles we are sometimes inclined to let our hearts rule our heads, we simply cannot treat every type of illness due to a limitation of funds. Therefore, careful screening must be made before an application is submitted to ensure the child's illness falls within our mandate.

PHILAE TEMPLE HOSPITAL ADMINISTRATION COMMITTEE

The Philae Temple Hospital Administration Committee is comprised of a representative from each club, elected and appointed Divan members, Philae's representative on the Board of Governors for the Montreal Hospital, Nobles appointed as Chairman and Secretary, as well as Nobility appointed by the Potentate as required.

The Committee is Co-Chaired by the Oriental Guide. In order to assist the Committee evaluate submitted applications, there is an attempt to have two doctors serve on the Committee at all times.

PROCEDURE FOR SPONSORING A CHILD

- First of all, visit the family with an application. The same application can be used for the IWK Hospital as is used for the Shriners Hospital. Be well-versed on what we do, and what expenses will be covered. If the child resides within a 50 km radius of the IWK Hospital, or the Outreach Clinic, no travel assistance will be provided.
- Have a parent or legal guardian fill out the application form. Ensure the application is completed with the referring doctors' diagnosis, and as much background information as to the child's condition and past treatments, as is possible to obtain. A copy of the birth certificate and photograph is very helpful. The more information obtained on the submitted application, the quicker a decision can be made by the Committee as to whether or not a patient falls within our mandate.

- Forward the completed application complete with all pertinent information to the Philae Shriners Hospital Administration Committee for consideration; ensure the bottom of the application is filled in as to what is being requested. . Application forms are available on our Philae website Philae-shriners.com or Club Committee Representatives or the Temple Office at (902) 454-7811 or 1-800-675-4074.
- After careful deliberation, the Committee either accepts or rejects the application. If approved, the Sponsoring Noble and family will be notified. If required, the Sponsoring Shriner will be contacted by their Club Committee member as to the reason for rejection. In some cases an application may be returned for more information.

After the parents are contacted concerning an appointment date they are to contact the Sponsoring Shriner or the temple Office to arrange accommodations, etc. Arrangements will be made for the parents to pick-up the money for their trip at the Social Work Department at the IWK Hospital on the day of the appointment.

CONFIDENTIALITY

The Sponsoring Shriner should reassure the family that all information processed is dealt with in a professional manner, that patient information is confidential, and is for the sole use of the hospital's professional team.

REIMBURSED EXPENSES

- Philae Temple will pay \$0.20 per kilometer for a day trip to the IWK Hospital. This amount is to help offset the cost for gas, meals, bridge tokens, etc. Additional monies will be given to patients traveling from Prince Edward Island to cover the toll for the Confederation Bridge or Ferry.
- If a child has to be a number of days as an outpatient, the families can arrange for accommodations at Ronald McDonald House. Ronald McDonald House will invoice Philae directly. Sometimes parents want to bring additional family members for an appointment and wish to stay at certain hotels. Philae Temple will reimburse to a maximum of the current rate at Ronald McDonald House. Parents should be made aware that they will be responsible for additional room charges over this amount. Philae Temple will not cover Hotel costs if a child is admitted to hospital, as a parent can room in with the patient.
- If a child has to be admitted, Philae Temple will also reimburse for meals on the 2nd and subsequent days at a rate of \$20.00 per day for one parent. If the child remains as an outpatient, Philae Temple will reimburse \$40.00 per day for meals.

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REIMBURSED EXPENSES CON'T

- Please ensure all families are aware that Philae Temple will only reimburse expenses when the child is travelling to Halifax for treatment for orthopedic, cleft palate or burns. We do not cover expenses when the children are at the IWK for other purposes (i.e. eyes, or hearing, dental is only covered for cleft palate patients)

It is strongly recommended that clubs utilize the petty cash fund at the IWK and do not advance funds to families. However, should the clubs choose to advance funds it must be understood, that the Recorder's Office will not reimburse for expenses that are not supported by a receipt, and that the expense claims must be forwarded to the Recorder's Office within 14 days of the families return home.

- With the increase in available information on the internet, families are now able to access our application forms etc. for our website which means that we are receiving many more applications direct from families and other organizations i.e. IWK Social Worker with no involvement from Shriners or Shrine Clubs. These direct applicants are handled in the same manner as applications from Shriner with the Recorder's Office being the point of contact. Approved Patients will be assigned to a Shirne Club based on the area where they live.

CONCLUSION

It is the responsibility of each sponsoring Shriner to familiarize himself with this guideline and inform the family of costs paid by the Shriners as well as items, which are not covered.

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

Philae Shriners Hospital Administration Committee:
PO Box 9050, St. 'A'
Halifax, Nova Scotia
B3K 5M7
(902) 454-7811 or 1-800-675-4074
Email: philaeshriners@eastlink.ca