

Request for exceptional ruling

Patient Travel Assistance Scheme (PTAS)

An exceptional ruling is a special decision made when your application meets the intent of the PTAS Policy but does not clearly meet the strict rules of the Patient Travel Assistance Scheme (PTAS). We consider exceptional rulings on a case-by-case basis.

Patient to complete

- This form must be completed and signed by the patient or their guardian/carer.
- Your personal information will only be used to process your request and will be managed in accordance with the *Personal Information Protection Act 2004*.

Contact and personal information

Last name			
First name		Date of birth	
Residential address			
Suburb		Postcode	
Preferred contact method	<input type="checkbox"/> Home phone	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email
Home phone		Mobile	
Email			

Was your PTAS application previously declined for this appointment?


- Yes** Provide the date your **PTAS Application for travel assistance** was declined **or** a copy of the letter stating that your application was declined.
Date application declined: ___/___/___ Is the letter attached:
- No** Please complete a **PTAS Application for travel assistance** and include it with this Request for exceptional ruling.
PTAS Application forms are available from www.health.tas.gov.au/ptas or your local PTAS office.

Please describe the reason(s) you are requesting an exceptional ruling.

If you need more space, please attach extra pages and relevant documents to support your request.

Patient declaration

- I give permission for my doctors to share relevant information with the PTAS Manager.

	Signature of patient or parent/guardian	Date
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This guide is intended to be read together with the attached request for exceptional ruling.

What is an exceptional ruling?

An exceptional ruling is a special decision made when your application meets the intent of the PTAS Policy but does not clearly meet the strict rules of the Patient Travel Assistance Scheme (PTAS).

We consider exceptional rulings on a case-by-case basis. This means that we make decisions on your individual circumstances at that time. It does not mean you will be given an exception any other time.

Here are some examples of situations where we may give an exceptional ruling to approve PTAS subsidies for travel:

- to attend a clinical service that is not the nearest, if your health would otherwise be at risk
- to attend a clinical service outside of the eligible clinical service list because it is essential for your specific health condition
- to participate in a clinical trial, where the type of treatment fits with the PTAS protocol and no other travel subsidy is available
- if you miss your appointment for an unavoidable reason and you require another journey to attend the same clinical service.

Where possible, you should request an exceptional ruling before you travel.

How do I apply?

You can request an exceptional ruling using this *Exceptional ruling request form*.

Once you have completed your form, please submit it to your local PTAS office.

Who considers exceptional rulings?

The PTAS Manager will review your request. They may seek additional information from you, a Medical Authoriser, your referring medical practitioner, an approved clinical service provider, or other relevant source.

The PTAS Advisory and Approvals Committee will consider the request at its next monthly meeting.

Urgent requests are considered for initial approval by the PTAS Manager and the Medical Authoriser. If initially approved, short-term travel arrangements can be made on this basis. The ruling, whether approved or not, is then considered at the next scheduled PTAS Advisory and Approvals Committee meeting.

How long does it take?

The PTAS Manager will let you know of the outcome in writing within 30 business days of you submitting your request.

What is the difference between an exceptional ruling and an appeal?

You can ask for an exceptional ruling if you believe you have special circumstances that warrant consideration for an exceptional ruling.

An appeal is asking to have your application reassessed if it was not approved the first time. You can lodge an appeal if you think your application was not assessed correctly according to the rules in the PTAS Operational Framework.

For more information about appeals please visit www.health.tas.gov.au/ptas.

Send your completed application to your local PTAS office:

South

Royal Hobart Hospital
PO Box 1061
HOBART TAS 7001

☎ 6166 8225

✉ ptasrhh@ths.tas.gov.au

North

Launceston General Hospital
PO Box 1963
LAUNCESTON TAS 7250

☎ 6777 6249

✉ lgh.patient.travel@ths.tas.gov.au

North West

North West Regional Hospital
PO Box 258
BURNIE TAS 7320

☎ 6477 7734

✉ nw.ptas@ths.tas.gov.au