Information/Checklist Needed to Request a Flight From Angel Flight West

To help us help you and your patients as effectively as possible, have the following information available when calling our office with a request. Please make copies of attached worksheet for future flights!!!

+ **Appointment Dates and Times:** It is important to be specific. If a patient's appointment is scheduled for very early in the day, he/she may need to travel the day before, or if late in the day, travel home the following day, particularly during the winter months and on longer trips. Trips of longer length may require a full day for travel.

+ **Pickup and Destination Airports:** We can assist you in identifying airports if you provide the pickup and destination cities. We fly into many airports which may be unfamiliar to you or your patient because they do not have commercial flights.

+ **Requester’s Name and Agency and Phone Numbers and addresses for both.** *(Fax Requester/Agency Intake Sheet included in this packet to: 310 397-9636)*

+ **Patient’s Name, Address, Phone Numbers & E-mail Address** (Include cell phone number, work or pager number & e-mail address if available, as contact information can be very valuable)

+ **Patient's Illness, any other medical conditions (including pregnancy or seizure condition), reason for appointment, date of birth and weight.**

+ **Companion’s Name, relationship, date of birth and weight and any additional phone numbers. Please state any known medical condition of companions.**

+ **Medical equipment or excess baggage:** Please have dimensions and weights.

+ **Facility Contact Information:** Medical Facility Name and Phone Number, Lodging Location and Phone Numbers. This information is essential for a pilot trying to locate a passenger while they are at their treatment facility.

+ **Physician’s Name and Phone Numbers.**

+ **Physician's Medical Release:** This is mandatory. A form will be faxed to you for the MD to sign if you haven’t already received one. Please fax this to us at (310) 397-9636.

+ **Financial need:** What is the reason your passenger needs our services?