

LAKE OF THE WOODS DISTRICT HOSPITAL	DEPARTMENT: Patient Registration	Page 1 of 1
PROCEDURE: Monthly Parking Pass Sales		DATE: June 1/15 Revised: Nov. 5/15
<ol style="list-style-type: none"> 1. There are monthly parking passes available to patients who attend LWDH for regular treatment in the Dialysis and Chemotherapy departments. Regular treatment should be interpreted to be 2 – 3 times a week or more. 2. The cost of a monthly pass is \$37. At this time, the monthly parking passes are not working correctly. Each patient will be provided with 4 weekly passes for the same rate. 3. Each pass, when sold to the patient, should be dated for validity. Pass #1 should be dated with today's date, Pass #2 T + 7, Pass #3 T + 14 and Pass #4 T + 21. If a patient returns and states that their weekly pass no longer works, please check to see if it has expired. They may need to use the next weekly pass. Do not provide another pass to the patient, as the weekly passes are working and should not simply be replaced. Trudy is able to run a report to verify the usage of a card. 4. The passes are valid for 7 days upon first use. The pass number, date of issue, name and signature of patient and signature of staff selling the pass should be documented on the Parking Monthly Pass log form. 5. Each pass may be used as many times a required during the 7 day period. The first time the pass is used, the entry ticket must be inserted into the exit terminal, followed by the weekly pass. 6. The weekly pass is then inserted into the entry and exit terminals in order to open the gates. 		