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|  | INCAD – PART 1 |
|  | INCAPACITATED PASSENGERS HANDLING ADVICE-HANDLING INFORMATION |

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| To be completed by THE MEDICAL DEPT. and SALES OFFICE/AGENT |
| Answer ALL questions – Put a cross (x) in «YES» or «NO» boxes  **Use BLOCK LETTERS or TYPEWRITER when completing this form** |

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| A |  | PASSENGER NAME |  |

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| B |  | PROPOSED ITINERARY  airline(s), flight number (s), class(es), date(s), segment(s) |  | Transfer from one flight to another often requires longer connecting time |
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| C |  | NATURE OF INCAPACITATION |  |

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| D |  | IS STRETCHER NEEDED ON BOARD? (all stretcher cases MUST be escorted) | NO |  | YES |  | Request rate if unknown |

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| E |  | INTENDED ESCORT\* (name, sex , age, professional qualification, segments if different from passenger).  \*The escort must be at least 18 years old and be able to assist the passenger during the whole journey | Doctor | Nurse | Travel companion | Other |  | For blind and/ or deaf, state if escorted by trained dog |
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| F |  | WHEELCHAIR NEEDED?  Wheelchair Category:  **WCHR**  (Can climb stairs/ can walk in the cabin)  **WCHS**  (Can not climb stairs/ can walk in the cabin)  **WCHC**  (Can not climb stairs/ can not walk in the cabin) | YES |  | OWN wheelchair | Collapsible | Power driven? | Battery Type (spilable)? | Wheelchairs with spilable batteries are «restricted articles» and are permitted on passenger aircraft only under certain conditions, which can be obtained from the airline(s). in addition, certain countries may impose specific restricitions |
|  | NO |  | NO  YES | NO  YES | NO  YES | NO  YES |
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| G |  | AMBULANCE NEEDED? | YES  NO |  | To be arranged by AIRLINE | | | |  | Request rate(s) if unknown |
|  | NO |  |  | Specify Ambul.Company contact |  |
|  | YES |  |  | Specify destination address |  |

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| H |  | OTHER GROUND ARRANGEMENTS NEEDED | YES  NO | **1** | Arrangements for delivery at airport of DEPARTURE | NO | YES | specify |
|  | **2** | Arrangements for assistance at CONNECTING POINTS | NO | YES | specify |
|  | **3** | Arrangements for meeting at airport of ARRIVAL | NO | YES | specify |
|  | **4** | Other requirements or relevant information | NO | YES | specify |

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| K |  | SPECIAL IN-FLIGHT ARRANGEMENTS NEEDED,  such as special meals, special seating, leg-rest, extra seat(s), special equipment, etc. | | NO | YES | If yes, describe and indicate for each item: (a) segment(s) on which required, (b) airline arrange or arranging third party, and (c) at whose expenses. Provision of special equipment, such as oxygen, etc., always requires completion of PART 2 overleaf |
|  | (See «Note» at the end of PART 2 overleaf) |  | | | |
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| L |  | DOES PASSENGER HOLD A «FREQUENT TRAVELLER’S MEDICAL CARD» VALID FOR THIS TRIP? **(FREMEC)** | | | | | | | | | NO | | YES | | If yes, add below FREMEC: data to your reservation request  If no (or if additional data needed by carrying airline(s),  Have physician in attendance complete PART 2 hereof. | | |
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|  | (FREMEC Number) |  | (Issued by) |  | (Valid until) |  | | | (Sex) | |  | | (Age) | |  | (Incapacitation) |
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|  | (Incapacit -cont.) | | | | | |  | (Limitations) | | | | | | | | |

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| PASSENGER DECLARATION  (**to be read , signed and dated by the passenger**) | «I HEREBY AUTHORIZE (name of physician) |
| To provide the airlines with the information required by those airlines medical departments for the purpose of determining my fitness for carriage by air and in consideration thereof I hereby relieve that physician of his/her professional duty of confidentiality in respect of such information, and agree to meet such physician’s fees in connection therewith.  “The personal and medical details you provide on this form will be used by Group SATA to handle your request for medical clearance and to arrange the necessary assistance for your travel arrangements. In order to assess and manage your request, and to provide for the appropriate assistance, care and equipment, it may be necessary for Group SATA to process and/or disclose your personal and/or medical information to other airlines in your itinerary and to third parties, such as medical professionals, airport and airline staff, government bodies and border control authorities. In cases where you also request mobility assistance, we may need to provide your information to relevant service providers.  You should read Group SATA privacy policy at WWW.AZORESAIRLINES.PT for further information.  I hereby consent to my personal and/or medical data being processed, used and/or disclosed for the purposes set out above.  I take note that, if accepted for carriage, my journey will be subject to the general conditions of carriage/tariffs of the carrier concerned and that the carrier does not assume any special liability exceeding those conditions/tariffs.  I am prepared, at my own risk, to bear any consequences which carriage by air may have for my state of health and I release the carrier, its employees, servants and agents from any liability for such consequences.  I agree to reimburse the carrier upon demand for any special expenditures or costs in connection with my carriage.” | |

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| Place : | Date: |  | Passenger’s Signature: |  |

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| **Distribution :** (Attach to passenger ticket)  Original – Destination Station  1st Copy – Captain(s)  2nd Copy – Departure Station  3rd Copy – Transfer Station(s) | | **«Checklist» for station of departure** | | |
| Installation of stretcher  Special food  Declaration of indemnity | | Accompanying person  Transfer to aircraft (wheelchair, ambulance, car)  Stations informed by message |
|  | | INCAD – PART 2 | | |
|  | | INCAPACITATED PASSENGERS HANDLING ADVICE-HANDLING INFORMATION | | |

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| MEDICAL INFORMATION | This form is intended to provide CONFIDENTIAL information to enable the airlines MEDICAL Departments to assess the fitness of the passenger to travel as indicated in PART 1 hereof. If the passenger is acceptable this information will permit the issuance of the necessary directives designed to provide for the passenger’s welfare and comfort.  The PHYSICIAN ATTENDING the incapacitated passenger is requested to ANSWER ALL QUESTIONS (Enter a cross «x» in the appropriated «yes» or «no» boxes and/or give precise concise answers.)  **COMPLETING OF THE FORM IN BLOCK LETTERS OR BY TYPEWRITER**. |  | *(For official use only)* |
| To be completed by  ATTENDING PHYSICIAN (**Issue in quadruplicate**) |
| This form must be returned to: |
|  |
| (Carrier’s Desiganted Office) |

**Airlines Ref.Code**

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| MEDA 01 | PATIENT’S NAME, SEX, AGE: |  |

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| MEDA 02 | ATTENDING PHYSICIAN   * Name & Address * Telephone Contact |  | | | |
| Business: |  | Mobile: |  |

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| MEDA 03 | MEDICAL DATA DIAGNOSIS in details (including vital signs) |  | | | | |
| Day/ month/ year of first symptoms: |  | Date of diagnosis: |  | Estimated data for child-birth: |  |
|  |  |  | | (pregnancies\*) | |

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| MEDA 04 | PROGNOSIS for the trip: |  |

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| MEDA 05 | Contagious AND communicable disease? | NO | YES | Specify: |  |

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| MEDA 06 | Is the patient’s condition likely to be a source of discomfort to OTHER PASSENGERS? (odour, appearence, conduct) | NO | YES | Specify: |  |

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| MEDA 07 | Can patient use normal aircraft seat with seatback placed in the UPRIGHT position when so required? | YES | NO |

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| MEDA 08 | Can patient take care of their own needs on board UNASSISTED (icluding meals, visit to toilet, etc.) | YES | NO |  |
| If not, type of help needed?: | |

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| MEDA 09 | If to be ESCORTED, is the arrangement proposed  in **PART 1/E** hereof satisfactory for you? | YES | NO |  |
| \*if not, type of escort proposed by you: | |

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| MEDA 10 | Does patient need OXIGEN in flight?  (If yes, select rate of flow)  \*\*Limited to 2L or 4L per minute, **only supplied by SATA.** | NO | YES | Litres  per  Minute | 2L per minute |  | Continuous? | YES |
| 4L per minute |  | NO |

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| MEDA 11 | Does patient need any MEDICATION\* and/or the use of special equipment such as **POC, CPAP**, incubator, etc\*\*? | (a) On the ground while at the airport(s): | | Specify: |
| NO | YES |
| MEDA 12 | (b) On board of the AIRCRAFT: | | Specify: |
| NO | YES |

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| MEDA 13 | Does patient need HOSPITALIZATION?  (If yes, indicate arrangements made or, if none were made, indicate »No action taken») | (a)During long layover or nightstop at CONNECTING POINTS en route: | | Specify: |
| NO | YES |
| MEDA 14 | (b) Upon arrival at DESTINATION: | | Specify: |
| NO | YES |

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| MEDA 15 | Other remarks or information in the interest of your patient’s smooth and confortable transportation: | None | Specify if any\*\*. |  |

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| MEDA 16 | Other arrangements made by attending physician |  |

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| **NOTE (\*):** Cabin attendants are NOT authorized to give special assistence to particular passengers, to the detriment of their service to other passengers. Additionally, they are trained only in FIRST AID and are NOT PERMITTED to administer any injection, or to give medication. | **IMPORTANT:** FEES, IF ANY RELEVANT TO THE PROVISION OF THE ABOVE INFORMATION AND FOR CARRIER. PROVIDED SPECIAL EQUIPMENT (\*\*) ARE TO BE PAID BY THE PASSENGER CONCERNED. |

I confirm that I have received permission from my patient to communicate this information.

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| Date: |  | Place: |  | Attending Physician’s Signature: |  |

**Guiding principles**

**-** Although each case will be considered separately, the following conditions are generally considered unaccepable for air travel.

* An acute critical cardiac condition such as: a severely decompensated cardiac patient or a patient who has recently suffered an arterial occlusion with myocardial infarction. These cases cannot normally be considered within six weeks of the onset.
* Those patients with entrapped gas such as a recent-pneumothorax or who have air introduced into the nervous system recently for ventriculography.
* Psychotic patients requiring heavy sedation or restrain.
* Severe cases of otitis media with blockage of the Eustachien tube.
* Acute contagious or communicable diseases.
* \*Pregnancy beyond the 36th week or abnormal pregnancy evaluation are subject to restrictions.
* Infants within 7 days of birth.
* Recent cases of poliomyelitis unless one month has elapsed since onset of the disease. Pulbal cases of the Phyelitis, subject to restrictions.
* Persons with large mediastinal tumors, extremely large unsupported hernias, intestinal obstruction, cronical diseases involving increased pressure, fracture of the skull and those with recent fracture of the mandible with permanent immobilization.

- Recent surgical cases with insufficient time for wound healing.