

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Cab Voucher Process

I. Purpose:

To establish a policy that ensures safe transportation of residents and fellows after prolonged shifts when residents or fellows feel they may be too fatigued to safely operate a vehicle in order to return home.

II. Scope:

This policy will apply to all residents and fellows participating in post-graduate training programs at Inova Fairfax Medical Campus as well as those rotating.

III. Definitions:

“House Staff/House Officer” refers to all interns, residents and fellows enrolled in a graduate medical education training program.

IV. Responsibilities/Requirements:

- A. In an effort to uphold this commitment the GME Office has a cab voucher process for all residents or fellows who may need safe transportation home from the hospital. These vouchers will be issued through the GME Office during regular business hours or may be retrieved from the Administrative Supervisor on duty after hours.
- B. It is the resident or fellow’s responsibility to determine whether they are too fatigued to operate their vehicle accordingly. It is understood though that a resident may not recognize their own condition; therefore, supervising physicians, resident coworkers, and nursing staff may also suggest the utilization of this program if they think an individual is too impaired to drive. These determinations should be made in conjunction with the GME Institutional Policy on Fatigue Mitigation.
- C. Between 7:30AM and 5:00PM during the workweek cab vouchers may be obtained from the Graduate Medical Education Office. The resident or fellow’s information will be taken down in a log, requiring the user’s signature, for tracking purposes.
- D. During the hours of 5:00PM and 7:30AM and on weekends cab vouchers may be retrieved from the Administrative Supervisor on duty by calling either 703-776-3885 or 703-776-6836. The resident or fellow must provide the GME Office with notification of their name, department, date, and time of use.

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Cab Voucher Process

- E. Information on the voucher must be filled out legibly under the supervision of the individual issuing the voucher. This includes the destination address and user's name. Failure to complete this information legibly will make it difficult for the GME Office to verify the bill and could result in the resident being held responsible for the fare.
- F. The user can then call Yellow Cab Co. at 703-534-1111 to order a cab. The user must inform the dispatcher of the cab voucher when placing the order. Once the cab has arrived the user must inform the driver that the payment will be made with the use of a voucher.
- G. Upon arrival at the destination the user will sign off on the box labeled "service received by". The user must ensure that the voucher is filed completely and correctly. An appropriate fare must be applied to the fare. The user is to collect the pink carbon copy from the driver.

The resident or fellow is to hand deliver or mail the pink carbon copy of the voucher to the following address:

Graduate Medical Education
Inova Fairfax Medical Campus
3300 Gallows Road
Falls Church, VA 22042

- H. Failure to deliver or mail the pink carbon copy of the voucher will result in the resident or fellow being held responsible for the cost of the fare.
- I. Once the GME Office has received the pink carbon copy of the voucher it will be compared to the bill received from Yellow Cab Co. This bill will arrive via Administration. The bill will then be approved, signed off, and sent to accounts payable for payment from the GME cost center. The GME Office will maintain the pink carbon copies for their records.
- J. If needed, residents and fellows may use a cab to return to the hospital to retrieve their vehicle and will be reimbursed for the cost. The resident or fellow must provide the GME office with a receipt, at which time a petty cash form will be completed by the GME office. The petty cash form will need to be presented to the Cashier along with the cab receipt. A cash reimbursement will be given to the resident or fellow regardless of form of payment presented for returning ride.
- K. The GME Office reserves the right to review all requests for all transportation as it pertains to this policy. If the GME Office deems the request to be unjustified, the resident or fellow may be responsible for the fare.